



# Agenda

## Finance and Democracy Committee

Date:	Monday, 28 June 2021 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman)  Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.</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="#">29 March 2021</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

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

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	4

### PURCHASE OF LAND ADJACENT TO SQUIRES GATE STATION – CPO REQUEST

#### PUBLIC ITEM

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

#### SUMMARY

The purpose of this report is to obtain approval in principle for a Compulsory Purchase Order (CPO) for a parcel of land adjacent to Squires Gate Station to enable an accessible route at Squires Gate Station to be constructed to the platform. This parcel of land is a key piece of infrastructure in allowing access to the station for all persons under the Equality Act.

The land is currently unregistered, and the Council have sought confirmation from all landowners of the surrounding area, one of whom was forthcoming in accepting ownership but has been unable to substantiate their claim or engage with the Council to register the land.

This report and the proposed CPO demonstrate this Council's intention to deliver this scheme.

#### RECOMMENDATIONS

The committee is requested to:

1. Recommend to Full Council that approval be given in principle to the making of a Compulsory Purchase Order for land adjacent to Squires Gate Station to enable an accessible route to the station platform to be created.
2. Delegate authority to the Director of Development Services to acquire the land by purchase outside any compulsory purchase process provided that the purchase price and other terms are, in his opinion, broadly consistent with the aspirations and expectations of the council.
3. Agree to a funded capital budget increase of £1,000 in 2021/22 from the Capital Investment Reserve for additional legal and surveying fees associated with the CPO process subject to Council approval of the Compulsory Purchase Order.

#### SUMMARY OF PREVIOUS DECISIONS

At the Finance and Democracy Meeting of 24<sup>th</sup> June 2019 it was resolved:

1. That officers approach Network Rail with a request that Network Rail fund, or contribute to funding of, the purchase of the land and the associated legal fees in the first instance;
2. If 1. above is unsuccessful, to approve the purchase of approximately 35.6 square metres of land adjacent to Squires Gate Station for the sum of £3,000 plus payment of the vendor's legal costs up to £2,400 i.e. to a total cost of no more than £5,400, in the absence of recouping any of those costs;
3. To approve an addition to the Council's Capital Programme for 2019/20 in the sum of £5,400 to be met

from the Capital Investment Reserve for the purchase of the land adjacent to Squires Gate Station as described above;

4. To approve expenditure in the maximum sum of £5,400 for the purchase of the land adjacent to Squires Gate Station as described above; and
5. To approve the granting of a long ground lease of this land, once purchased, to Network Rail to include the transference of responsibility for management and maintenance of the land.

#### 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 delivery of a step-free accessible route to Squires Gate Station platform has been a long-term desire of the Council and the South Fylde Line Community Rail Partnership.
2. As part of the development of the former Pontins site by Persimmon Homes, a footpath at the end of New Road has been installed behind Lindsey Court garages towards Squires Gate Station platform up to the end of the land which Persimmon owns. There remains a small patch of land between the land owned by Persimmon and the station platform. For an accessible route to be created this patch of land of approximately 35.6m<sup>2</sup>, as shown in Appendix 1, needs to be acquired.
3. The land is unregistered. The Council made enquiries in 2018 and 2019 and identified a person who claims ownership of the land. In 2019 the council agreed<sup>1</sup> to purchase the land for a purchase price of £3,000 and fees of up to £2,000 plus VAT, provided that the claimed owner first register their ownership with the Land Registry.
4. Following this agreement, the assumed owner, through a solicitor, advised that they were only willing to proceed if the Council guaranteed that costs for registering the land would be covered even if the registration process failed. The Council were not willing to commit public money to the process with the risk that it did not end up acquiring the land.
5. Subsequently, the South Fylde Line Community Rail Partnership offered to act as guarantor to the process. This ensured that, if the registration attempt failed or, if it succeeded but the owner failed to sell the land to the Council, that they would cover the legal costs incurred. This was agreed in January 2020.
6. The solicitors of the assumed owner were advised that their fees would be guaranteed in January 2020. The solicitors advised they had received formal instructions from the assumed owner to proceed with registering possessory title for the land.
7. Fylde officers followed this up over the next few months. In April 2020 the Council were advised that a Statutory Declaration had to be signed in front of a solicitor which, as the first Covid lockdown had come into effect, was not possible at that time. Following easing of lockdown restrictions this was followed up in June and July 2020 without response. In August 2020 Fylde officers were advised by the assumed owner's solicitors that they had received no further instructions to progress. Fylde Officers continued to follow-up monthly with either no response or to be advised that no further instruction had been given.

<sup>1</sup> The capital cost of this was agreed to be met by Fylde Council at the Finance and Democracy Committee meeting of 24th June 2019. The agreement with the assumed owner was made on 16th August 2019.

8. In February 2021, with no progress having been made and the assumed owner's solicitors advising that they had no instruction to pursue further, Fylde's legal team advised the agent that if the registration was not progressed imminently then authority would be sought to start the process to obtain a Compulsory Purchase Order ('CPO') for the land. In March 2021 the solicitors advised that they had received no response from the assumed owner.
9. The power to obtain the land compulsorily is in section 226(1)(b) of the Town and Country Planning Act 1990, which covers land "*which is required for a purpose which it is necessary to achieve in the interests of the proper planning of an area in which the land is situate*". Officers consider that enabling access to the rail network at Squires Gate station for wheelchair users and others for whom the present stepped access would present difficulties is a purpose which falls within the power.

#### PROPOSED ACTION

10. The CPO procedure involves up to four stages: making the order, confirming the order, implementing the order and settling compensation.
11. The order can only be made after a number of preparatory steps, including making all practicable enquiries to identify reputed owners of interests in the land and preparation of a CPO scheme, which is the formal document intended to justify the acquisition and the use of compulsory powers.
12. An order cannot be implemented (which means acquiring the land) until it has been confirmed by the Secretary of State. If there is an objection to an order (for example, by the landowner), the Secretary of State will normally only confirm it after a public inquiry to consider the objection. The council needs to be in a position at an inquiry to support its decision to make a CPO.
13. Best practice is for the council to resolve in principle to use compulsory purchase powers, following which officers would prepare the compulsory purchase documentation in detail (including the draft order and scheme). Once all of the CPO documentation has been prepared, a further report would be prepared seeking a second resolution to formally make the CPO. The CPO would then be made as soon as practicable after the second resolution.
14. At all stages, the council needs to be prepared to agree to acquire the land by a non-compulsory sale, rather than using its CPO powers, which should always be seen as a last resort. The second recommendation would provide delegated authority to purchase the land without using its CPO powers.

#### FINANCIAL IMPLICATIONS

15. Within the Capital programme, £3,000 has been allocated for purchase of the land and £2,000 plus VAT for legal fees. A further £1,000 is expected to be required to cover additional legal and surveying fees as a result of the CPO process

#### COMPENSATION

16. Where an authority acquires the land by the use of CPO powers, the compensation to be paid to the owners of interests in the land is determined either by agreement or, if no value is agreed, by a tribunal. The compensation is based on the open market value of the land taken, any loss caused by losing possession of the land and compensation for damage to any retained land of the affected party. While it is not possible to be certain of the compensation that would be awarded by a tribunal, professional valuation evidence should provide a strong indication of the likely range. It is expected that this amount will be within the £3,000 already allocated for the purchase.

IMPLICATIONS	
Finance	Committee is requested to approve a funded capital budget increase of £1,000 in 2021/22 from the Capital Investment Reserve for additional legal and surveying fees associated with the CPO process subject to Council approval of the Compulsory Purchase Order.
Legal	Committee is requested to recommend to Full Council that approval be given in principle to the making of a Compulsory Purchase Order for land adjacent to Squires Gate Station to enable an accessible route to the station platform to be created.
Community Safety	None
Human Rights and Equalities	The provision of an accessible access will enable those with restricted mobility to use Squires Gate Station.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

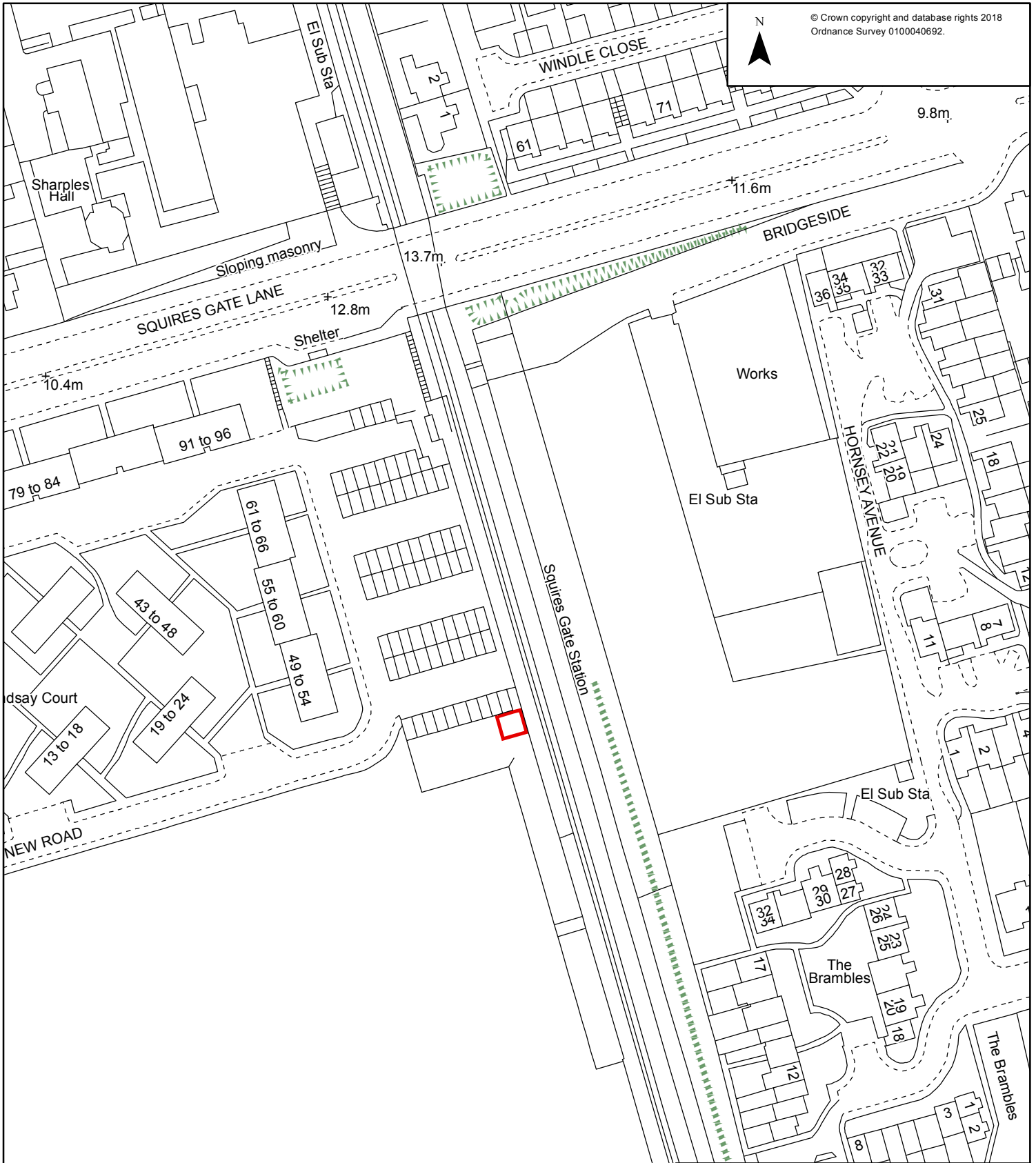
LEAD AUTHOR	CONTACT DETAILS	DATE
Andrew Loynd	<a href="mailto:andrew.loynd@fylde.gov.uk">andrew.loynd@fylde.gov.uk</a> , 01253 658527	14 June 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents


Appendix 1 – Plan of land adjacent to Squires Gate Station

N



**Landinformation** 

**SQUIRES GATE  
LOCATION PLAN**

Coordinates  **330894E 431663N**

Date:  
**31 Oct 2018**

Drawn By:  
**JJ**



Drawing No:  
**6500059**

Rev:

Scale:  
**1:1250 @ A4**



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	5
<b>CORPORATE FRAUD SERVICE</b>			

### PUBLIC ITEM

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

### SUMMARY

Members are reminded since 2015, the council has participated in a shared Corporate Fraud service with Preston and Lancaster Councils following the transfer of the existing Benefit Fraud resource to the Department for Work and Pensions (DWP) from 1 June 2015, to form part of a Single Fraud Investigation Service (SFIS).

This current arrangement overs a three year period which now, subject to the committee's agreement, falls to be extended.

### RECOMMENDATIONS

- To agree to the continuation of a shared Corporate Fraud Service, under a further three year Service Level Agreement with Preston City Council for it to be the employing authority for a corporate fraud team, covering Fylde, Lancaster and Preston Councils

### SUMMARY OF PREVIOUS DECISIONS

Cabinet - 24 September 2014 - Cabinet approved an extension of the arrangements for the shared benefit fraud service with Preston City Council

Cabinet – 11 February 2015 –

- To agree in principle to the establishment of a Shared Corporate Fraud Service with Preston and Lancaster Councils;
- To note the successful joint bid for set up funds from the government in a sum of £125,750
- To authorise the Director of Resources to enter into further discussions with Preston and Lancaster Councils on a detailed service level agreement and bring a report back to Members in due course
- To note the savings estimated to be generated from participation in the proposed shared service set out in the report.

Cabinet – 25 March 2015 –

- To approve the draft three-year Service Level Agreement (SLA) which would result in the establishment of a Shared Corporate Fraud Service with Preston and Lancaster Councils and authorised the Director of Resources, in consultation with the portfolio holder, to conclude the final negotiations regarding the SLA.
- To note that the provision of this service would be treated as an exempt contract under the Council's contract procedure rules for the reasons stated within the covering report.

Finance and Democracy Committee – 19 February 2018

- To agree to the continuation of a shared Corporate Fraud Service, managed by a Shared Head of Internal Audit, with Preston City Council;
- [...]
- To approve a further three year Service Level Agreement with Preston City Council for it to be the employing authority for a corporate fraud team, covering Fylde, Lancaster and Preston Councils



## 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

#### Shared Service for Fraud

1. Local Authorities have a duty to safeguard public funds and to take responsible steps to ensure that any public money is paid to the right people at the right time and any grants or discounts are paid to the persons entitled to them. If fraud is suspected, authorities are tasked with actively investigating allegations. Fylde, Preston and Lancaster councils presently operate a shared fraud service across the three councils to address this financial stewardship obligation.
2. The shared service was formed after responsibility for housing benefit fraud passed to the [Single Fraud Investigation Service](#). It has a remit for investigating fraud, bribery and corruption by employees, members, contractors, consultants, suppliers, service users and members of the public who have dealings with the Council. In summary the shared service is responsible for :
  - Prevention, detection, investigation and prosecution of all fraud against the Council
  - Assisting the HR team with appropriate disciplinary matters
  - Providing assurance that the risk of fraud is minimised wherever possible and promoting a culture of zero-tolerance to fraud
  - Working within Internal Audit on any matters regarding Risk and Fraud affecting the Council
3. Over the past two years, the tangible overpayments recovered by the shared service in relation to Fylde have been:

2019-20 – £59,094

2020-21 - £63,067

This is set against a recovery target of £45,000 per year.

4. Significant proactive areas of work include pro-actively investigating claims to small business rates relief (SBRR) made wrongly for empty properties, and scrutinising council tax single person discount claims by data matching under the National Fraud Initiative.
5. Fraud Awareness training is periodically delivered to Fylde officers to raise awareness of corporate fraud and assist in the promotion of zero-tolerance to fraud.
6. The shared service operates under a partnership agreement on a cost sharing basis. The present three-year agreement expired on 31 May, but is continuing to be provided pending the formal extension of the arrangement. The projected cost for 2021-22 of the service to Fylde Council is £32,420 per annum and it is recommended that the council renews its agreement from 1 June 2021 for a further three-year period.

#### Financial Implications

7. The cost of the ongoing Corporate Fraud Service as proposed in this report will be met from existing revenue budget provision.

**IMPLICATIONS**

Finance	The proposals as set out in this report for the continuation of the shared corporate fraud service with Preston and Lancaster City Councils can be met from existing revenue budget provision.
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**

Ian Curtis	ian.curtis@fylde.gov.uk	15 June 2021
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**BACKGROUND PAPERS**

Name of document	Date	Where available for inspection
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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	6

### SETTING THE FEE FOR THE FIT AND PROPER PERSON TEST APPLICATION

#### PUBLIC ITEM

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

#### SUMMARY

The Mobile Home Act 2013 has brought into force to require that the manager of a site is a fit and proper person. For this the relevant applicant must submit the required documentation to the Local Authority so that it can be determined that said applicant is a “fit and proper person”. The application must be determined by the Local Authority and requires a commitment in time and administration. The legislation allows for a fee to be charged to cover this extra commitment and this report is to outline the reasonings for setting the fee.

#### RECOMMENDATIONS

1. That the Committee approves the fee of £250;
2. That the fee, if approved, will be implemented from 01 07 2021;
3. Allow for a review of the fee after the process has been implemented during the forthcoming period.

#### SUMMARY OF PREVIOUS DECISIONS

There are no previous decisions under this subject matter

#### 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. On 15 June 2020, the Mobile Homes Act 2013 (Commencement No. 2) (England) Order 2020 (“the Order”) brought into force section 8 of the Mobile Homes Act 2013 (“the Act”). Section 8 of the Act provides that there is requirement for a manager of a site to be a fit and proper person in England.
2. The local authority will consider a set of criteria – the “fit and proper person test” and will either grant an application unconditionally, grant it subject to conditions, or reject it. If a site licence holder or site manager

fails the test, the site licence holder would have to appoint a new manager (who must be a fit and proper person) themselves, or consent to the local authority doing so.

3. Applicants will be included on the register for a period of up to 5 years.
4. A local authority may vary or reject a condition attached to an entry on a register.
5. It will be an offence to breach a condition attached to an entry, provide false or misleading information in support of an application, or to operate a site without having a fit and proper person in place. If convicted of any of these offences, the site owner will be liable for an unlimited fine. Breach of these requirements will also enable the local authority to apply to court to have the site licence revoked.
6. During the first year applications must be submitted between the 1st July 2021 and by midnight of 30 September 2021 inclusive to be assessed as a Fit and proper Person. If a person is found to be operating a site and fails to comply with the fit and proper person test it is a criminal offence and if found guilty would be liable, on summary conviction, of a fine up to level 5 (unlimited).
7. The local authority may charge a reasonable fee cover the administration of the application process and/or any enforcement of the regime.
8. In setting the level of the application fee, local authorities may take into account the following matters on which costs are incurred (by whichever department, including costs incurred by contracting out):
  - (a) letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;
  - (b) handling enquiries and complaints;
  - (c) updating files/ computer systems and website if appropriate;
  - (d) processing the annual fee;
  - (e) time for reviewing necessary documents and certificates;
  - (f) review any representations from an applicant or third parties, including reviews carried out by manager or lawyers
  - (g) carrying out risk assessment where considered necessary
  - (h) time spent on consulting the site owner and third parties
  - (i) time spent on meetings/discussions and in giving informal advice and assistance to site owners
  - (j) monitoring and enforcement of fit and proper person requirements
9. When considering the above and in consultation with other local authorities administrating the process the initial fee is proposed at £250.
10. The fee shall be reviewed upwards or downwards after the implementation of the application process to take into account any efficiencies or unidentified further work created as a result.
11. A local authority must not make a profit and can only pass on to the site owner their costs incurred in carrying out the fit and proper function. Equally, a local authority is not expected to make a loss in carrying out its fit and proper functions. Overall, the fit and proper test can be a self-financing function which local taxpayers are not required to subsidise.
12. It is recommended as best practice, that each year the local authority assesses their previous costs to determine if they were accurate. Where there is a deficit of expenditure the excess monies need to be reflected in the fee charged to the site owner in the next year.

13. So, for year 2, the fee to the site owner will be the licence fee for year 2 minus the money not spent from year 1.

IMPLICATIONS	
Finance	Currently there are 16 number of sites in the Borough which would see an income in year one of £4000
Legal	The legal implications are set out in the body of the report
Community Safety	There are no direct community safety implications arising from the report
Human Rights and Equalities	There are no direct human rights and equalities implications arising from the report
Sustainability and Environmental Impact	There are no direct sustainability and environmental impact implications arising from the report
Health & Safety and Risk Management	There are no direct sustainability and environmental impact implications arising from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Philip Dent	01253 658620	17 <sup>th</sup> June 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	7
<b>CONFIRMATION OF WORKING GROUPS</b>			

### PUBLIC ITEM

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

### SUMMARY

Following changes to committee membership at Council, on 19<sup>th</sup> 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 Finance and Democracy 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 Finance and Democracy 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.
8. Under the remit of the Tourism and Leisure committee there was The Island Regeneration working group that was set up in 2016 in response to an expression of interest that the council had received from a development company. The group has been instrumental in developing a vision for the site which has been formally agreed by committee.
9. Now that a number of important projects are now emerging in St Annes that are distinct but also overlap, those being Town Centre regeneration, The Island regeneration, and the replacement sea defences, a single Programme Board with oversight on all three has been established. Given the Finance and Democracy Committee is responsible for leading the budget setting process and is proposed to take on strategic economic development responsibility, it would be logical that the Finance and Democracy Committee appoint member representation to the St Annes Programme Board.
10. At present the work of the Town Centre Working Group which reports to the Planning Committee also includes commissioning a masterplan for the Island and the Chairman of the Tourism & Leisure Committee is on that working group. As a result, the existing Island Regeneration Working Group has been disbanded.

<b>Finance and Democracy Committee– Working groups</b>			
<b>Working group</b>	<b>Role/purpose</b>	<b>Notes</b>	<b>Current representation</b>
Budget Working Group	To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of the overall financial position of the Council, capital bid expectations, fees and charges levels etc	The establishment of this working group was considered and recommended for approval by the Governance Working Group. The Budget Working Group meet as and when required during the annual budget setting cycle. It is recommended that the group includes representation from each of the main programme committees in order to ensure a corporate cross-cutting approach to budget setting.	Chairman & Vice Chairman of Finance & Democracy Committee, Chairmen of Tourism & Leisure, Operational Management, Environment Health & Housing, and Planning Committees,  Plus 2 Finance & Democracy Committee members – Richard Redcliffe & John Singleton, and Sue Fazackerley
Leadership Board	To provide to steer on corporate priorities	This Board was formalised at the July 2020 council meeting	Chairmen of each programme committee and the Planning Committee
Boundary Commission Review Working Group	Responsible the boundary review at Fylde	Submissions on proposed council numbers and warding arrangements post 2023 elections agreed by the council during the course of 2020/21. There may be a requirement of the Working Group to meet again once the Boundary Commission publishes its warding proposals	Councillors Karen Buckley, Roger Small, John Singleton, Shirley Green, Liz Oades, Linda Nulty

Finance and Democracy Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
St Annes Programme Board	The Programme Board is a body that provides sponsorship and governance to the programme of regeneration for St Annes.	The Programme Board is made up of relevant officers exercising their delegated powers to deliver the St Annes regeneration programme. Members appointed to the Board (Working Group) will provide a political steer to the decisions of officers or recommendations to committee.	To be appointed

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		



## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	8

### REVENUE BUDGET INCREASE – WELCOME BACK FUND

#### PUBLIC ITEM

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

#### SUMMARY

The report seeks the Committee’s approval for a revenue budget increase.

The Planning Committee at its meeting held on 19 May 2021, received a report on the “Welcome Back Fund” to support town centres in their recovery from the economic effects of the pandemic. The proposed administrative arrangements to enable relevant funding to be applied for, managed, and allocated were considered by the committee.

Councils across England are to share £56m of funding to support the safe reopening of high streets and other commercial areas, through the Welcome Back Fund, which is an extension to the Reopening the High Street Safely Fund. The money will allow the Council to support and promote a safe public environment for the town centre economy.

The report recommends that Finance and Democracy Committee approve a revenue budget increase of up to £243,516 in 2021/22 fully funded from the government grant funding streams as detailed in the report.

#### RECOMMENDATION

The Committee is requested:

To approve a revenue budget increase of up to £243,516 in 2021/22 fully funded from the government grant funding streams as detailed in the report.

#### SUMMARY OF PREVIOUS DECISIONS

##### Planning Committee – 19 May 2021

- To delegate the following powers to the Director of Development Services:
 

*Power to enter into all administrative arrangements necessary for the council to claim and receive funding from the Welcome Back Fund and the Reopening High Streets Safely Fund, including entering into a grant funding agreement*
- To delegate the following powers to the Director of Development Services, to be exercised following consultation with the Leader of the Council and the Chairman of the committee
 

*Power, after appropriate consultations with relevant stakeholders and consideration by the Town Centres Working Group to develop and implement plans and projects to be funded from the Welcome Back Fund and the Reopening High Streets Safely Fund.*
- To recommend to Finance and Democracy Committee a revenue budget increase of up to £243,516 in 2021/22 fully funded from the government grant funding streams as detailed in the report.

## 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. At the meeting of the Planning Committee held on 19 May 2021, consideration was given to the details of the Welcome Back Fund.
2. Councils across England have been allocated £56m of European Regional Development Fund funding to support town centres in their recovery from the economic effects of the pandemic. The funding is known as the “Welcome Back Fund” and builds on the £50m Reopening High Street Safely Fund (‘RHSSF’) allocated to councils in 2020. The fund forms part of wider government support to communities and businesses.
3. Fylde’s allocation under the Welcome Back Fund is £171,758. The allocation under RHSSF was £71,758, making a total funding package of £243,516 for Fylde.
4. The purpose of the fund is to assist town centres during the next few months and beyond as they emerge from the economic dislocation caused by the coronavirus pandemic. The Fund will provide Councils with additional funding to support their business communities with measures that enable safe trading in public places. The Fund will particularly focus on our high streets, as well as other public places that are at the heart of towns and cities gearing up to reopen as safe, welcoming spaces.
5. The proposed administrative arrangements to enable relevant funding to be applied for, managed, and allocated was considered by the Planning Committee in line with Government guidance. Information and guidance regarding the parameters for this fund will be used to develop an action plan in consultation with relevant Council officers and key partners that will form part of the Welcome Back Fund agreement.
6. For information purposes, the delivery of grants is through the mechanism of a grant funding agreement that recipient councils must enter with the Government. Councils are expected to engage with local businesses, business organisations, lower tier authorities (such as town and parish councils) and other relevant stakeholders as part of the development of Welcome Back Fund plans. However, the Government acknowledges that that different areas will prioritise different activities according to local need and that it is for local authorities to assess the best mechanism by which to do this.
7. Activities outside scope - there are three main categories where activities cannot be supported and therefore outside scope of grant agreement:
  - Activity that provides no additionality - This funding is intended to be additional funding on top of that existing activity; it should not be replacing the source for already committed expenditure.
  - Capital expenditure - This funding is intended to help Councils address the short-term issue of re-opening their local economies
  - Grants to businesses – Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.
8. Any expenditure incurred that is not eligible cannot be reimbursed. The funding period for The Welcome Back Fund funding period begins as soon as the guidance has been published and ends on 31st March 2022.
9. As a minimum the Council will have to submit claims containing the following information:
  - A summary of expenditure.

- Details of every transaction, irrespective of value, that is included in the project expenditure in the claim period.
- Details of the outputs, and results achieved in the claim period; and
- Details of procurements included in the claim
- A progress report for the claim period – a progress report will be required even if no funding is being claimed.

10. For costs to be eligible to this project the Council will need to evidence how the costs are over and above any that we might otherwise incur. In line with ERDF funding evidence must be retained to demonstrate that any project expenditure is eligible and that costs have been defrayed. These records will need to be retained through the life of the project and for the relevant retention period.

11. Funded increases of between £50,000 and £250,000 require approval by the Finance and Democracy Committee, following consideration by the relevant programme committee. Increases above £250,000 require approval by the council.

12. The report seeks approval of the Finance and Democracy Committee for a revenue budget increase of up to £243,516 in 2021/22 fully funded from the government grant funding streams as detailed in the report.

IMPLICATIONS	
Finance	The report recommends that Finance and Democracy Committee approve a revenue budget increase of up to £243,516 in 2021/22 fully funded from the government grant funding streams as detailed in the report.
Legal	The council needs to put in place accountable and transparent arrangements in relation to its decisions on how the fund is used. The Council will need to ensure that all procurement is awarded in line with the Public Procurement Regulations. Officers will also need to check the terms of the Grant Funding Agreement to ensure compliance before any spend is incurred.
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
Ian Curtis	ian.curtis@fylde.gov.uk & Tel 01253 658506	June 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Welcome Back Fund - Guidance	16 April 2021	<a href="#">Link</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	9
<b>FULLY FUNDED CAPITAL BUDGET INCREASE – BLACKPOOL ROAD NORTH PLAYING FIELDS DRAINAGE</b>			

### PUBLIC ITEM

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

### SUMMARY

The report details a request from Tourism and Leisure Committee meeting, held on 10 June 2021, for additional funds to replace the existing surface water culvert along the full length of the sports field at Blackpool Road North which is collapsing. These works are a requirement under riparian ownership responsibilities as set out by the Environment Agency (EA). In addition, the Committee was also asked to support the additional works to renovate the football pitches post culvert contract.

The Committee sought the approval of the Finance and Democracy Committee for a fully funded budget increase in the sum of £40,000 to fund the proposed drainage scheme works and proposed pitch remediation works, within the Council's approved Capital Programme for 2021/22, to be met in full from the Capital Investment Reserve. The Tourism & Leisure Committee approved the drawdown of the additional funding.

### RECOMMENDATION

The Committee is requested:

1. To approve a fully funded capital budget increase in the sum of £40,000 to the Blackpool Road North Playing Fields Drainage scheme within the approved Capital Programme for 2021/22, to be met in full from the Capital Investment Reserve.

### SUMMARY OF PREVIOUS DECISIONS

#### [Tourism and Leisure Committee - 10th June 2021](#)

1. To recommend to the Finance and Democracy Committee approval of a fully funded increase in the sum of £40,000 to the Blackpool Road North Playing Fields Drainage scheme within the approved Capital Programme for 2021/22, to be met in full from the Capital Investment Reserve;
2. To approve the draw-down of £40,000 to support the ongoing works at Blackpool Road North Playing Fields within the Council's 2021/22 capital programme, subject to the approval of the increase to the scheme by the Finance and Democracy Committee

#### [Finance and Democracy Committee 25th January 2021](#)

Resolved: To approve an increase in the sum of £20,000 to the Blackpool Road North Playing Fields Drainage project within the Council's 2020/21 capital programme, to be met in full from the Capital Investment Reserve.

#### [Tourism and Leisure Committee 7th January 2021](#)

1. To recommend to the Finance and Democracy Committee approval of a fully funded increase in the sum of £20,000 to the Blackpool Road North Playing Fields Drainage scheme within the approved Capital Programme

for 2020/21, to be met in full from the Capital Investment Reserve;

2. To approve the draw-down of £20,000, in addition to the £105,000 already approved in the Council's 2020/21 capital programme, subject to the approval of the increase to the Blackpool Road North Playing Fields Drainage scheme by the Finance and Democracy Committee; and

3. To note the procurement route as detailed in the procurement section of this report and award the tender to Cleveland Land Services.

4. To note that additional work to prevent future ponding and waterlogging of the site is to be investigated as a matter of urgency and for any such work identified to be carried out concurrently with the main contract. If officers consider it appropriate, then consideration be given to using the expertise of the successful contractor by negotiating a contract extension for such work provided this is financially favourable and in accordance with the Council's procurement guidelines. The capital implications of extra work over and above the present budget is to be costed and agreed by the Finance and Democracy Committee

[Tourism and Leisure Committee 9th January 2020](#)

Resolved: To support the capital bid of £105,000 for Blackpool Road North Playing Fields drainage

### 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. At the Tourism and Leisure Committee meeting held on 10 June 21, consideration was given to a request for additional funds to replace the existing surface water culvert along the full length of the sports field at Blackpool Road North which is collapsing. These works are a requirement under riparian ownership responsibilities as set out by the Environment Agency (EA). In addition, the Committee was also asked to support the additional works to renovate the football pitches post culvert contract. Full details about various challenges with the drainage works were set out in the report to the [Tourism and Leisure Committee](#).
2. The existing capital programme includes provision of £125,000 split across 2020/21 and 2021/22 for the delivery of drainage works at Blackpool North Playing Fields. A budget increase, fully funded from the capital investment reserve, is requested to complete this project, and deliver the sports field remediation works. This increase is £40,000.
3. The Tourism & Leisure Committee approved the drawdown of the additional funding to support the ongoing works at Blackpool Road North Playing Fields within the Council's 2021/22 Capital Programme, subject to the approval of the increase to the scheme by the Finance and Democracy Committee
4. The Tourism and Leisure Committee at its meeting on 25 January 2021 acknowledged that following further investigations, additional work/costs may be required/incurred in the future.
5. The culvert contract is ongoing and requires increased funds to complete the works. Details of the revised cost plan are set out below.
6. Details of the full costs of the scheme are detailed below:

Summary of cost	£
Existing budget	125,000
Construction works inc additional lateral drain	25,000
Sports pitch renovation estimate	15,000
<b>Overall total revised budget</b>	<b>165,000</b>

7. The report seeks approval of the Finance and Democracy Committee for an increase in the cost of the scheme in the sum of £40,000, to enable the completion of the culvert replacement at Blackpool Road North Playing Fields and carry out sports pitch renovations as requested by the Tourism and Leisure Committee.

IMPLICATIONS	
Finance	The report requests the Finance and Democracy Committee to approve a fully funded capital budget increase in the sum of £40,000 in respect of the Blackpool Road North Playing Fields Drainage scheme and proposed pitch remediation works, within the Council's approved Capital Programme for 2021/22, to be met in full from the Capital Investment Reserve. The drawdown of the additional funding was approved by the Tourism and Leisure Committee.
Legal	None arising from this report.
Community Safety	Removes collapsed sections of public use land and removes trip hazards.
Human Rights and Equalities	None arising from this report.
Sustainability and Environmental Impact	Reduces surface water flooding to the playing fields
Health & Safety and Risk Management	None arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Jon Rutter	<a href="mailto:Jon.rutter@fylde.gov.uk">Jon.rutter@fylde.gov.uk</a>	June 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Blackpool Road North Playing Fields drainage capital bid	9 <sup>th</sup> January 2020	Reports archive.
Blackpool Road North Playing Fields report to T+L	7 <sup>th</sup> January 2021	Reports archive.
Blackpool Road North Playing Fields report to F+D	25 <sup>th</sup> January 2021	Reports archive.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	10

### FULLY FUNDED BUDGET INCREASE - NEWTON COMMUNITY PARK - PHASE 1

#### PUBLIC ITEM

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

#### SUMMARY

At the Tourism and Leisure Committee meeting, held on 10 June 2021, consideration was given to a report relating to the Newton Community Park - Phase 1 Project which seeks to provide a community facility that is accessible and suitable for use by all ages and abilities.

The Committee sought the approval of the Finance and Democracy Committee for a fully funded budget increase on the sum of £50,000 in respect of Phase 1 of the Newton Community Project to be fully funded from the various external grants as detailed in the report. This will provide a total project budget of £100,000.

#### RECOMMENDATION:

The committee is requested

The committee is requested to approve a fully funded capital budget increase in the sum of £50,000 in respect of Phase 1 of the Newton Community Park project within the approved Capital Programme in 2021/22 to be met from the various external grants as detailed in the report. This will provide a total project budget of £100,000 including the previously agreed Fylde Council capital contribution of £50,000.

#### SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee – 10 June 2021 – Newton Community Park – Phase 1.

- To recommend to the Finance and Democracy Committee approval to a fully-funded increase in the sum of £50,000 in respect of Phase 1 of the Newton Community Park project within the approved Capital Programme to be met from the various external grants as detailed in the report. This will provide a total project budget of £100,000 including the previously agreed Fylde Council capital contribution of £50,000.
- Agree that the Council acts as accountable body for the additional capital budget in the sum of £50,000, fully funded from various external grants as detailed in the report.
- Subject to approval of the above, to approve the letting of the contract for the Newton Community Park Phase 1.

Tourism and Leisure Committee - 7 January 2021 – Capital Bid 5. Open Space Improvements at School Lane Newton.

Resolved: To support the capital bid of £50,000.

Finance and Democracy - 16 February 2021 – Medium Term Financial Strategy Update

Resolved: The budget proposals and changes to Reserves and Balances as set out in Appendices F & H, to include approval that the Council will act as the accountable body for any of the new capital schemes (as indicated) in

## Appendix F.

### Council meeting - 4 March 2021 – Medium Term Financial Strategy Update

Resolved: The budget proposals and changes to Reserves and Balances as set out in Appendices F & H, to include approval that the Council will act as the accountable body for any of the new capital schemes (as indicated) in Appendix F.

### 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. At the Tourism and Leisure Committee meeting held on 10 June 21, consideration was given to of Phase 1 of the Newton Community Park project. Phase 1 includes the provision of a new play area catering for 4-12-year olds, fencing to an existing tarmac area to create a more practical/formal MUGA and improvements to the pedestrian entrance to create safer access.
2. The report to the Tourism and Leisure Committee describes the ten-stage process applied to the project; funding strategy and summarised the procurement/tender process undertaken. A copy of the report can be accessed here [Tourism and Leisure Committee, 10 June 2021](#).
3. In Autumn 2020, the Friends group wrote to Fylde Council to request a £50,000 capital contribution towards the project. The request was presented to the Tourism and Leisure Committee and was agreed at the meeting of 7th January 2021. £50,000 is already included within the approved Capital Programme for 2020/2021 for this project.
4. The Friends of Newton Community Park have secured external financial contributions from Newton and Clifton Parish Council (£15,000), Lancashire Environment Fund (£30,000) and Friends of Newton Community Park (£5,000).

Source	Amount	Status
FBC Capital Fund	£50,000	Secured
LEF	£30,000	Secured
Newton and Clifton Parish Council	£15,000	Secured
FoNCP	£5,000	Secured
<b>Total budget</b>	<b>£100,000</b>	

5. The Community Park on School Lane Newton is owned by Newton with Clifton Parish Council. Any additional revenue implications linked to this proposal will be met by the Parish Council, who are fully aware of this.
6. The Committee sought the approval of the Finance and Democracy Committee for a fully funded budget increase on the sum of £50,000 to be fully funded from the various external grants. This will provide a total project budget of £100,000.



## IMPLICATIONS

Finance	<p>Funding for the Newton Community Park Phase 1 is included within the approved Capital Programme for 2021/2022 in the sum of £50k, financed from the Capital Investment Reserve.</p> <p>The report requests the Finance and Democracy Committee approve a capital funded budget increase to the value of £50,000 in 2021/22 to be fully funded from the various external grants. This will provide a total project budget of £100,000.</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	None arising from this report.
Health & Safety and Risk Management	The quotation requests included Health and Safety information which will be developed by the successful contractor prior to starting on site to safeguard the public and contractor personnel

LEAD AUTHOR	CONTACT DETAILS	DATE
Suzanne Cox	<a href="mailto:Suzanne.cox@fylde.gov.uk">Suzanne.cox@fylde.gov.uk</a>	June 2021

## BACKGROUND PAPERS

Name of document	Date	Where available for inspection
Tourism & Leisure Committee agenda and minutes	7 <sup>th</sup> January 2021	<a href="#">Tourism and Leisure, agenda and minutes</a>
Finance and Democracy Committee agenda and minutes	16 <sup>th</sup> February 2021	<a href="#">Finance and Democracy Committee, agenda and minutes</a>
Budget Council agenda and minutes	4 <sup>th</sup> March 2021	<a href="#">Budget Council, agenda and minutes</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	11
<b>FULLY FUNDED BUDGET INCREASE - ROUGH SLEEPER INITIATIVE FUNDING 2021-2022</b>			

### PUBLIC ITEM

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

### SUMMARY

In December 2018 Fylde BC, working jointly with Lancaster City and Wyre Council, were awarded Rapid Re-housing funding from Ministry of Housing Communities and Local Government (MHCLG). The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to half rough sleeping in the UK by 2022 and to end it by 2027. Fylde Council were awarded £30,000.

MHCLG have announced a continuation of the Rough Sleeper Initiative funding for 2021/22. Fylde Council have been awarded a further £52,000. £27,000 is from the Rough Sleeper Initiative Funding with an additional £25,000 emergency funding for accommodation, support and move on costs.

The initial funding enabled a Rapid Rehousing Officer to be employed to undertake support for clients presenting with multiple complex support needs, at risk of, or sleeping rough. Initially the post was funded till March 2022. The funding was not received till the Autumn of 2019 and the post was in place by January 2020. In January 2021, the Environment Health and Housing Committee, and this Committee approved a revision to the Flexible Homeless Support Grant (FHSG) and Homeless Reduction Act (HRA), funding received in 2019/20 be used to continue the Rapid Rehousing post from 2022 to 2026.

The purpose of this report is to seek a fully funded budget increase for £52,000 in 2021/22 to cover both funding awards above.

### RECOMMENDATIONS

The committee is requested to:

1. Approve a fully funded revenue budget increase to provide external support for clients with substance misuse and related problems, for £27,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22.
2. Approve a fully funded revenue budget increase to the Next Steps funding programme for emergency funding for accommodation, support and move on costs, for £25,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22.

### SUMMARY OF PREVIOUS DECISIONS

Environment, Health & Housing Committee – 15 June 2021 Resolved to:

1. Note the contents of the report and the Rough Sleeper Initiative funding announced for 2021/22.
2. Recommend to Finance and Democracy Committee approval of a fully funded budget increase to provide external support for clients with substance misuse and related problems, for £27,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22.
3. Recommend to Finance and Democracy Committee approval of a fully funded budget increase to the Next Steps funding programme, for £25,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22.

[Policies on the Procurement and Allocation of Temporary Accommodation 23/02/2016](#)

[Lancashire Single Homelessness Initiative evaluation 06/09/2016](#)

[Fylde Coast Homeless Prevention Trailblazer 14/03/17](#)

[Homeless Reduction Act 2018](#)

[Fylde Coast Homelessness Trailblazer Evaluation 05/06/18](#)

[Final update on Fylde Homelessness Strategy 2013-18 06/11/2018](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 draft for consultation 03/09/2019](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 07/01/2020](#)

[Final Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 07/01/2020](#)

[MHCLG Next Steps Funding to support homeless households 19/10/2020](#)

[Update Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025](#)

## 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

#### FYLDE COUNCIL HOMELESSNESS AND ROUGH SLEEPING 2020-2025

1. Environmental Health and Housing Committee on the 7<sup>th</sup> January 2020 approved Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025. The Strategy covers; an overview of homelessness legislation since 1977 to present day, a picture of homelessness in the borough and achievements under the 2013-18 Homeless Strategy.
2. Our vision is to work to prevent and relieve homelessness in Fylde and provide homelessness services with our partners that are accessible, professional and make a difference. We will work to ensure all our clients facing homelessness have:
  - Access to expertise needed to enable clients to engage with a range services that will support them to resolve their housing situation and improve their health and well-being.
  - The confidence to access and maintain a tenancy with the skills required to ensure their home is affordable, settled and if they are facing difficulties know who to approach for help.
3. The Strategy has three strategic aims for Fylde Housing Services in order to achieve this vision and Appendix 2 contains an action plan that comments on how we will deliver these aims. Then action plan has been developed in partnership with Fylde Homeless Partnership group.
  - Priority One – Developing a service that is focussed on preventing homelessness
  - Priority two – Developing a service that is focussed on relieving homelessness
  - Priority three – Partnership working to achieve our vision and values

4. The Homeless Reduction Act 2018 fundamentally changed the way local authorities support homeless people in their areas. The Act was enacted from April 2019 and prevention and relief statutory duties are available to any household vulnerable to homelessness in 56 rather than 28 days. This broader definition of homelessness beyond priority need groups means that local authorities are able to support households that are currently considered the hidden homeless and will provide greater assistance to single person households not in a priority need category.
5. Fylde Coast Homeless Response Cell – Covid 19 was established following MHCLG writing to all local authorities and statutory partners outlining a joint responsibility to safeguard as many homeless people as possible from COVID-19. MHCLG outlined a strategy based on NHS medical guidance and support which aims to reduce the impact of COVID-19 on people facing homelessness and ultimately prevent deaths during this public health emergency.
6. Guidance suggested that all partners need to be involved in a coordinated and planned way including; Local Authority – for leading on securing and funding accommodation, Local Authority public health including commissioned drug and alcohol treatment services, social care and support; NHS –for commissioning and provision of primary care, community services, urgent and emergency care, hospital discharge and mental health; Voluntary Sector for providing shelters, hostels, outreach support and food banks. It stated that this multi-agency response should be organised and coordinated through local response cell and via emergency response arrangements, specifically with Local Resilience Forums (LRF).
7. Within the Fylde Coast a Homeless Response Cell was set up in March 2020. This Cell is in operation to present day and discusses the support needs of homeless clients within the service across Fylde, Blackpool and Wyre local authorities. As a result direct referrals are made into support agencies on day of presentation to the homeless service and regular updates are provided which includes engagement in support in place and non-engagement.

#### ROUGH SLEEPER INIATIVE FUNDING £27,000 SUPPORT FOR CLIENTS WITH SUBSTANCE MISUSE RELATED PROBLEMS

8. Fylde Council Housing Service would like to use the opportunity presented by this funding, to explore options to support clients with substance misuse related problems, to initially engage, and continuation of that engagement, with support services that are available. The intention is to reduce the likelihood of clients with substance misuse and related problems re-presenting to the Homelessness Service.
9. Related problems can include tenancy failure within 6 months of a tenancy being established, anti-social behaviour once tenancy has been established, detrimental effect on an individual's mental health, self-sabotage of support put in place by professionals concerned about an individuals health and well-being and vulnerable individuals being targeted, to retract back into life choices that impact on their ability to sustain tenancies and abstain from substance mis-use.
10. The Covid 19 Fylde Coast Homeless Response Cell ensured referrals for support with clients presenting with substance misuse related problems were immediate, however, some clients due to non-engagement after the initial referral, stopped engaging with the support and became closed to those services. Though at any point in time a new referral can be made.
11. Fylde Housing Services have in place a Tenancy Support Policy that provides 3 levels of tenancy support determined by presenting needs, for example history of failed tenancy, drug/alcohol addiction, mental health and family breakdown. Appendix 1 provides an overview diagram of the Tenancy Support Service.
12. Clients who present with 6-8 support needs are provided with 12 weeks tenancy support to ensure the tenancy is set up, all bills are in payment and benefits are in place.
13. Clients who present with 8-10 support needs are referred into the Rapid Rehousing Support Service as soon as they present to the Local Authority as homeless. This service works with clients throughout their journey within the service – prevention, relief and main housing duty – and then for a minimum of 12 weeks of tenancy support once accommodation has been sourced. However, in our experience many clients require support beyond the 12 weeks.

14. Once the tenancy has been set and the tenancy support has ended, the homelessness service will not be made aware that clients with identified support needs for substance misuse related problems, have stopped engagement with the support in place, until they re-present to the Homelessness Service.
15. There are several common reasons why people stop engaging with support that is available specifically focussed on substance misuse and related problems:
  - Form of self-sabotage, as once they leave the support made available, they are likely to relapse back to alcohol and drugs,
  - The individual did not want to go engage with the support in the first place, and are not fully committed to recovery,
  - Their vulnerability, enhanced as being homeless, can often affect their confidence to continue with treatment and support,
  - Individual's feel overwhelmed with the withdrawal symptoms.
16. The intention is to explore utilising the experience and skills of substance specific services to provide external floating support to clients who present to the Homelessness Service with a history of substance misuse and related problems, that have resulted in tenancy failure.
17. Support will include:
  - Assist clients to maintain their health, well-being and personal safety
  - Assisting to engage with individuals, professionals and other bodies concerned about a client's welfare
  - Ensuring support within the community and drug/alcohol services is accessed
  - Support to cope with the practicalities of everyday life
  - Providing life skills training
  - Assisting with personal budgeting and debt counselling
  - Assisting to deal with relationships and disputes
  - Assisting to deal with benefit claims and other professional correspondence related to maintaining a tenancy
  - Responding to emergency alarm calls 24 hours a day when an individual feels they are struggling with treatment
18. Clients will be referred into the support by Fylde Council Homelessness Service where a prevention or relief duty under the Homeless Reduction Act has been accepted and there is a history of non- engagement with individuals, professionals and other bodies concerned about a client's welfare.
19. The costs of support and length of support required are still to be determined and approaches have been made to each of the organisations listed below to begin initial discussions.
20. Substance misuse services in Fylde include (links to websites are included at the end of the report):
  - Change, Grow, Live (CGL formally known as Inspire). CGL are commissioned and funded by NHS and Lancashire County Council (LCC) to provide substance mis-use services across Fylde and Wyre.
  - Brighstarts are a Community Interest Company dedicated to providing high quality homes and support for people with substance misuse related problems. They also provide external floating support for clients referred into their service.
  - Mulberry Projects are an independent non-commissioned Supported Housing Project which provides abstinence based recovery housing and support for those in recovery from alcohol/drug misuse.
  - Allerton is an integrated social care, housing, and development company, working so that everyone can live the life they choose in a home they love.

#### ADDITIONAL EMERGENCY ACCOMMODATION FUNDING £25,000

21. During the Covid pandemic Fylde Council working with Wyre Council, were awarded Next Steps Funding from MHCLG to help vulnerable accommodated as part of the Covid 19 emergency response. The Next Steps Accommodation Programme made available the resources needed to support local authorities and their partners to ensure that the current provision that has been set up to safeguard people who

were taken safely from the streets is able to continue, until appropriate and suitable accommodation can be sourced, having particular focus on the successful resettlement and recovery of those who have or are at risk of rough sleeping.

22. The funding was awarded jointly with Wyre Council and in total across the two authorities is £112,210 (Fylde £55,444.50 and Wyre £56,765.50). The funding has several distinct elements - securing of 5 rooms in B&B accommodation in St Annes, Rent in Advance, Rent in Advance top up for under 35's who are only entitled to the shared room rate and essential items required to establish the tenancy, for example white goods, carpets and furniture.
23. The intention is to use the Emergency accommodation funding to continue the Next Steps programme until the resources are spent. The allocated budget of £55,444.50 awarded in the Autumn of 2020/21 was fully spent by the end of March 2021.
24. The Next Steps Funding has enabled:
  - A Housing Options Customer Services Specialist Post to deal with all initial housing enquiries from customers to provide a comprehensive front line housing service and signposting to other organisations with a focus on preventing homelessness wherever possible. The role provides advice and assistance to households on the range of housing options available to them in Fylde and make appointments with the Homelessness and Housing Advice Officers and Private Sector Team, as appropriate.
  - This post was funded by Next Steps to the end of March 2021 and has been extended to March 2022, shared equally between Housing and Customer Services, funded by remaining FHSG and HRA funding for 20/21.
  - A requirement of the funding was that additional accommodation was secured and available for clients to be placed in emergency temporary accommodation within the local authority area of Fylde. The funding has been used to secure 5 rooms in B&B and apartments in St Anne's, supporting a total of 17 single people and families.
  - Provided funding for the accommodation, when they were not occupied or were required to remain empty for a period prior to a deep clean.
  - Where requested, the funding enabled a deep clean of the rooms/apartments when they became empty.
  - Fund damage to rooms and this was requested on 3 occasions.
  - Provide basic household items for 3 households which included bedding, small electrical items, cooking equipment and eating utensils.
  - Provided funding to clear rent arrears for 3 clients where the arrears were acting as a barrier to them entering social rented accommodation.
  - Provided 8 clients with funding for rent in advance and rent bond to enable them to access both the social and private rented sectors.
  - Provided 16 clients with an essential electrical items package from Salisbury's in Kirkham which included fridge, freezer and cooker.
  - Provided 6 clients with carpets throughout the accommodation, where the carpets had been removed by the landlord or previous tenant.
  - Enabled the service to secure emergency accommodation within B&B in Blackpool for during the Christmas period.
  - During lockdown the funding was used to provide evening meals for clients in B&B including Christmas Day, and where the B&B owners were unable to provide meals, provided microwaves in rooms.

## CONCLUSION

25. Note the contents of the report and the continuation of MHCLG funding for 2021/22 under the Rough Sleeper Initiative funding.
26. Recommend to Finance and Democracy Committee approval of a fully funded budget increase to provide external support for clients with substance misuse and related problems, for £27,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22.
27. Recommend to Finance and Democracy Committee approval of a fully funded budget increase to the Next Steps funding programme, for £25,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22.

IMPLICATIONS	
Finance	<p>The report requests approval of 2 fully funded revenue budget increases as follows:</p> <p>£27,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22 to provide external support for clients with substance misuse and related problems.</p> <p>£25,000 in 2021/22 to be met from MHCLG funding under the Rough Sleeper Initiative, for 2021/22 to the Next Steps funding programme for emergency funding for accommodation, support and move on costs.</p>
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Tel 01253 658569	19/05/2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Change Grow Live	18/05/2021	<a href="https://www.changegrowlive.org/">https://www.changegrowlive.org/</a>
About Bright Start Recovery Homes	18/05/2021	<a href="http://www.brightstarhomes.co.uk/about_us.html">http://www.brightstarhomes.co.uk/about_us.html</a>
Allerton Care	18/05/2021	<a href="https://www.allerton.co.uk/">https://www.allerton.co.uk/</a>
Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025	2020	<a href="https://new.fylde.gov.uk/funding-approved-to-support-the-homelessness-and-rough-sleeping-strategy-2020-2025/">https://new.fylde.gov.uk/funding-approved-to-support-the-homelessness-and-rough-sleeping-strategy-2020-2025/</a>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	12
<b>FULLY FUNDED REVENUE BUDGET INCREASE - HOLIDAY, ACTIVITY AND FOOD PROGRAMME (HAF)</b>			

### PUBLIC ITEM

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

### SUMMARY

As part of the government’s commitment to tackling child hunger, funding has been made available to deliver a school holiday program of physical and enrichment activities, together with a healthy meal, for children in receipt of free school meals.

The objectives of the programme are for attendees to:

- eat more healthily over the school holidays
- be more active during the school holidays
- take part in engaging and enriching activities which support the development of resilience, character and wellbeing, along with their wider educational attainment
- be safe and not to be socially isolated
- have a greater knowledge of health and nutrition
- be more engaged with school and other local service

Fylde has been provided with an indicative budget allocation of £123,000 to deliver a scheme in 2021/22, with additional funding to recruit a scheme coordinator, for six months.

Committee approval is required to proceed with a project of this value however, the timescales for recruitment of the coordinator were limited. Authorisation to proceed was sought from the Chief Executive under Chief Executive’s Delegated Powers: *“Power to make emergency decisions in consultation with the relevant committee Chairman, together with the Leader of the Council”*. The Leader of the Council and the Chairman of the Environment, Health and Housing Committee have also provided consent, in advance of a committee decision to proceed.

### RECOMMENDATION

The Finance & Democracy Committee is requested to approve a revenue budget increase of £123,000, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2021/22.

### SUMMARY OF PREVIOUS DECISIONS

Environment, Health & Housing Committee – 15 June 2021 Resolved:

1. That the Committee support the emergency decision of the Chief Executive to proceed with the recruitment of the HAF Co-ordinator;
2. That the Committee approve delivery of the HAF project as set out in the report; and
3. That the Committee request that Finance and Democracy Committee approve a revenue budget increase of £123,000, fully funded from specific HAF grant, for the delivery of the HAF programme in Fylde in 2021/22.



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

- On 8 November 2020, the government announced that the holiday activities and food programme will be expanded across the whole of England in 2021. The programme has provided healthy food and enriching activities to disadvantaged children since 2018. The Government is making £220 million available to local authorities in England to coordinate the programme.
  - School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes, with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health; and more likely to experience social isolation. Free holiday clubs are a response to this issue, with the aim to make free places available to eligible children for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year.
- Local authorities are asked to ensure that the offer of free holiday club provision is available for all children eligible for and in receipt of free school meals in their area, on a voluntary basis. Places may also be made available to other children who can pay to attend.
- The aims of this programme are for children who attend this provision to eat more healthily over the school holidays; be more active during the school holidays; take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment; be safe and not to be socially isolated; have a greater knowledge of health and nutrition; be more engaged with school and other local services; and for the wider family to develop their understanding of nutrition and food budgeting.

### Scheme Details

- Local authorities may coordinate the programme themselves or work with another organisation to coordinate the provision on their behalf. LAs are encouraged to work with a wide range of community and voluntary partners in the delivery of this programme.
- The role of coordinating this holiday provision involves mapping the holiday provision to ensure that holiday provision exists and is supporting the areas of greatest need; establishing a steering group of local representatives to support implementation and delivery; drawing in wider support to enhance the local programme i.e. sponsors, food/activity providers and local businesses etc.; developing a local plan for provision in the area; ensuring that sufficient, adequate provision is available across the area for children with SEND or additional needs; awarding funding to holiday club providers to ensure there is enough provision to meet demand; supporting all providers to meet the framework of minimum standards including safeguarding requirements and maintaining food standards; supporting all providers to improve the quality of their provision; working with families to reduce dependency by educating families around purchasing and preparing healthy meals on a sustainable basis; promoting and advertising provision to encourage the most at-need children to attend; working with other local services or agencies to ensure a joined-up and efficient approach; and building local partnerships and sharing learning and good practice among local partners.
- Local authorities will receive grant funding based on predicted participation levels and the numbers of children eligible for and in receipt of free school meals in the area. The funding will cover the provision of free holiday places and the coordination of the programme locally. Administrative costs must not exceed 10% of the total funding allocated on the costs associated with running the programme. The remaining 90% can be used flexibly to support setting up new provision where needed; paying for additional staff to expand

existing provision; paying for additional staff to meet additional needs; bringing in activity providers such as sports coaches; or establishing partnerships with catering organisations. Funding can also be used to purchase equipment for the programme but should be limited to 2% of the overall programme expenditure.

7. Holiday clubs must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families, such as Citizen's Advice; healthcare practitioners; family support services or children's services; housing support officers; Jobcentre Plus; and organisations providing financial advice.
8. All organisations and individuals (including volunteers) involved in the delivery of the holiday activities and food programme and must have relevant and appropriate policies and procedures for safeguarding; health and safety; relevant insurance policies; and accessibility and inclusiveness.

#### **Local Provision (Fylde)**

9. £3.16 million has been made available for distribution across Lancashire districts on a pro rated basis. Fylde has 1401 registered children in receipt of free school meals (FSM) representing 3.9% of the total allocation across the county. A 30% reach represents 420 children; a 35% reach represents 490 children.
10. Fylde has been provided with an indicative budget allocation of £122,691.84 based on FSM numbers - the final figure will be confirmed once the central offer has been finalised, including additional Public Health funding (once confirmed). The figure is likely to increase but not significantly. The central costs are based on the summer holiday only and do not include Christmas week.
11. In addition, there is support funding for a scheme coordinator - each district will be allocated 2.5 days of funding for the coordinator post, for a six-month period. This equates to £15K per district plus 28% on costs - £19.2K. The 2.5-day post are a 6month post 1<sup>st</sup> May – end Oct 202. Districts may 'buddy up' and appoint a full-time person to cover 2 districts.
12. Fylde and Wyre have agreed to share a full-time post with Fylde as the employing authority and Wyre reimbursing for their portion of the salary costs. A job description and personal specification has been prepared for the role and job evaluated. The job has been advertised internally and interviews will be held at the beginning of June; the successful candidate must be in a position to commence their new role as soon as possible to finalise scheme arrangements and planning in advance of the July school holidays.
13. In Fylde, we will be working with several partners that already run successful school holiday provision, including Streetwise, YMCA, Fylde Rugby Club and AFC Fylde, as well as some smaller providers. Places will be purchased at these holiday clubs using the funding provided, assigning the available places via a booking system.
14. Smaller satellite clubs will also be established in areas of greater need in Freckleton, Kirkham and Central St Annes, making use of community buildings and schools to deliver the sessions. Enquiries are being made with commercial recreational ventures in the area to see if discounted fees can be negotiated for families in need, as part of the HAF programme.
15. A number of afternoon sessions will be arranged for older children (12 – 16), working with outreach workers already active in the community, in Memorial Park, Parkview and Ashton Gardens.
16. The Fylde (and Wyre) coordinator will be working closely with the coastal coordinator from Active Lancashire, providing 1:1 support, and with the Blackpool coordinator, who has experience delivering the scheme as part of the government pilot program.
17. Weekly progress meetings will be scheduled with the LCC Early Help Partnership officer for this region; Biweekly meetings will also take place with LCC and Streetgames, a national charity providing sport programmes for disadvantaged communities. Streetgames have extensive experience in this area and were commissioned by LCC to deliver an online program of support over Easter, during lockdown.
18. Work is currently being undertaken to identify providers of nutritional education programmes, who make use of interactive games and cookery demonstrations to engage with the children, providing additional take home provisions for the family.

**IMPLICATIONS**

Finance	The report sets out details of grant funding received by the council to deliver the HAF project, and requests that Finance and Democracy Committee approve a funded revenue budget increase of £123,000, fully funded from the specific HAF grant, for the delivery of the programme in Fylde in 2021/22 as detailed in the report.
Legal	No legal implications arising as a result of this report
Community Safety	No Community Safety implications arising as a result of this report
Human Rights and Equalities	No Human Rights and Equalities implications arising as a result of this report
Sustainability and Environmental Impact	No Sustainability and Environmental impact implications arising as a result of this report
Health & Safety and Risk Management	No Health & Safety and Risk Management implications arising as a result of this report

<b>LEAD AUTHOR</b>	<b>CONTACT DETAILS</b>	<b>DATE</b>
Kathy Winstanley	Kathy.winstanley@fylde.gov.uk	26 <sup>th</sup> May 2021

**BACKGROUND PAPERS**

<b>Name of document</b>	<b>Date</b>	<b>Where available for inspection</b>
NA		

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	13
<b>FULLY FUNDED REVENUE BUDGET INCREASE - CONTAIN OUTBREAK MANAGEMENT FUND (COMF)</b>			

### PUBLIC ITEM

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

### SUMMARY

In 2020/21 the Government introduced a fund to assist local authorities to limit the potential for the spread of the virus namely the Contain Outbreak Management Fund (COMF).

The fund provides local authorities in England with finance to help reduce the spread of the virus and support local public health. The funding was put in place to recognise the on-going public health and outbreak management costs to local government in tackling COVID-19.

Fylde was initially awarded £888,580 for 2020/21, with a further award of £101,179 being made for 2021/22.

The allocation of the funding in 2020/21 was responded to by the Chief Executive using his emergency powers. This delegation gives power to the Chief Executive to make emergency decisions in consultation with the relevant committee Chairman, or Vice-Chairman in his/her absence, together with the Leader of the Council. The projects agreed for spend against the funding award were agreed by the Chief Executive, in consultation with the Leader of the Council, with engagement from the respective Programme Committee Chairmen.

This report seeks authority to approve a fully funded budget increase for the 2021/22 allocation.

### RECOMMENDATIONS

The Finance and Democracy Committee are requested to approve a revenue budget increase of £101,179 in 2021/22 fully funded from the government grant funding stream for Contain Outbreak Management.

### SUMMARY OF PREVIOUS DECISIONS

Environment, Health & Housing Committee – 15 June 2021 Resolved:

1. To note the position with respect to the allocation and spend to date of the 2020/21 Contain Outbreak Management Fund which has been allocated under the Chief Executive's delegation.
2. To approve the projected spending against projects identified in 2021/22
3. To recommend to Finance and Democracy Committee a revenue budget increase of up to £101,179 in 2021/22 fully funded from the government grant funding stream for Contain Outbreak Management
4. That an information report be brought to the committee at its November 2nd meeting outlining the overall position with expenditure against this budget at that time
5. To note that an independent evaluation of the 2020/21 grants scheme run on behalf of the Council by the Council for Voluntary Services (CVS) will be undertaken with the outcome to be considered by the Director of Resources, in consultation with the Chairman of the Committee, prior to embarking on a further round of grants to be administered by the CVS in 2021/22.

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

### CONTAIN OUTBREAK MANAGEMENT FUND (COMF)

The Council was been provided with a Contain Outbreak Management Fund (COMF) in the sum of £888,580 for 2020/21. The funding could be rolled into 2021/22 if it was for a committed purpose. A further award of £101,179 was made in 2021/22.

1. The Department of Health and Social Care provided some guidance on what it might be appropriate to use the funding for including:
  - *Targeted testing*
  - *Contact tracing*
  - *Enhanced communications and marketing*
  - *Delivery of essentials for those in self-isolation*
  - *Targeted interventions for specific sectors*
  - *Harnessing capacity within other sectors*
  - *Specialist support*
  - *Additional resources to respond to compliance with, and enforcement of, restrictions and guidance.*
2. Table One below shows projected expenditure against the 2020/21 funding award across both 2020/21 and 2021/22.
3. Table Two shows projects considered to date for spend against the 2021/22 budget allocation.
4. Clearly some of the budget headings for carry forward items from the 2020/21 budget allocation, together with the proposed budget for 2021/22 are best estimates. Any adjustments to these amounts will be dealt with through financial regulations in terms of virements.

<b>TABLE ONE COMF 2020/21 - MHCLG Section 31 - Contain Outbreak Management Funding</b>	<b>£ 888,580</b>
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COMF Funding Category	Expenditure / Project	Estimated Timelines	
		£ 2020 / 21	£ 2021 / 22
Additional Contact Tracing	Covid-19 Contract Tracing to 30/06/2021	17,396	18,000
Enhanced Comms & Marketing	Covid Outbreak Communications to 31/03/2021	30,777	39,723
Additional Contact Tracing	Covid-19 Lateral Flow Testing to 31/03/2022	20,384	83,124
Enhanced Comms & Marketing	Hire of Electronic Signage to 31/03/21	2,872	-
Compliance & enforcement of restrictions & guidance	Covid-19 Enforcement <b>2021 /22</b> (Revenue & Capital)	-	208,000
Additional Contact Tracing	Rural Mobile COVID Testing Vehicle	44,048	3,952
Compliance & enforcement of restrictions & guidance	Additional Bulk bins and housings - Road Map Resource	19,821	2,179

Compliance & enforcement of restrictions & guidance	In year overtime operational operational costs overspent on 3470 and 3450 agency budgets	70,000	-
Compliance & enforcement of restrictions & guidance	Additional litter pickers / baggers / coastal custodians 29/3 to 17/5 and drivers or agency - Road Map Resource	-	22,000
Enhanced Comms & Marketing	Printing Signage, Advertising digital and print, videography & photography	224	29,775
Compliance & enforcement of restrictions & guidance	Possible provision of toilet blocks with cleaner Easter Weekend or signage and marking for existing toilets- Road Map Resource	2,495	4,810
Enhanced Comms & Marketing	TIC advisors six weekends 29/3 to 17/5 - Road Map Resource	-	9,000
Enhanced Comms & Marketing	Additional 2 months hire of digital display screens	-	9,000
Enhanced Comms & Marketing	Purchase of digital screen and licence	-	23,000
Compliance & enforcement of restrictions & guidance	Food consultants for premises recovery	-	35,000
Clinically Vulnerable / shielding	Support for the vulnerable / shielding from April 1st	-	80,000
Compliance & enforcement of restrictions & guidance	Continuation of Covid Secure Officers (64 hours a week at scp 11 for 13 weeks).	-	12,000
Compliance & enforcement of restrictions & guidance	Funding for additional parks staff resource - 3 x agency gardeners/ litter pickers at £12.09 per hour - 37 hours per week from 29th March for 21 weeks	-	30,000

Compliance & enforcement of restrictions & guidance	Portable toilets and servicing - North Beach car park, St Anne's to May 17th	-	5,000
Enhanced Comms & Marketing	Borough wide signage campaign for each stage of the national Road Map	-	8,000
Enhanced Comms & Marketing	Surveys, research, report and administration cost for evaluation feedback and shared learning on impact of COVID, recovery of the community and economy and long term action / support	-	20,000
Compliance & enforcement of restrictions & guidance plus Comms	Road Map resource and compliance supervisor role - 20 week position to co-ordinate all COVID related measures and projects within the council and between partners.	-	28,000
Compliance & enforcement of restrictions & guidance	COVID Ambassadors providing weekend and Bank Holiday advice, support, monitoring at each stage of the Road Map	-	10,000
		<b>208,017</b>	<b>680,563</b>



**TABLE TWO - COMF 2021/22 - MHCLG Section 31 - Contain Outbreak Management Funding 2021/22****£101,179**

<b>COMF Funding Category</b>	<b>Expenditure / Project</b>	<b>£ 2021 / 22</b>
Compliance & enforcement of restrictions & guidance	Signage for concessionaires to assist with socially distanced queueing	1,000
Enhanced Comms & Marketing	Toilet signage	5,030
Compliance & enforcement of restrictions & guidance	Extending arrangements with CSP	40,980
Compliance & enforcement of restrictions & guidance	Splash park - Increased staffing resources are required to manage extra crowd stewardship and extra cleansing and sanitising between bookable periods of use to September 2021	14,618
Compliance & enforcement of restrictions & guidance	Extra costs to cover high demand shift patterns to respond to high visitor number during the summer months	4,659
Enhanced Comms and Marketing	Covid outbreak communications	34,892

## DECISION-MAKING ARRANGEMENTS

5. The purpose of the fund is to assist local authorities to limit the potential for the spread of the virus and initiatives often need a quick response as issues arise which sits uncomfortably with the council's committee timetables. As a consequence, the Chief Executive's delegated authority was utilised to respond to the initial funding award in 2020/21.
6. The report recommends to the Finance and Democracy Committee approval of a fully funded revenue budget increase of £101,179 in 2021/22 to be met in full from the government grant funding stream as detailed in the report. The COMF award for 2020/21 has been added to the revenue and capital budgets in line with the decision made by the Chief Executive using emergency powers.

IMPLICATIONS	
Finance	The report requests approval of a fully funded revenue budget increase of £101,179 in 2021/22 to be met in full from the government grant funding stream as detailed in the report. The COMF award for 2020/21 has been added to the revenue and capital budgets in line with the decision made by the Chief Executive using emergency powers.
Legal	The council needs to put in place accountable and transparent arrangements in relation to its decisions on how the fund is used.
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability and Environmental Impact	There are no implications
Health & Safety and Risk Management	There are no implications

LEAD AUTHOR	CONTACT DETAILS	DATE
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	14
<b>FULLY FUNDED REVENUE BUDGET INCREASE - SAND EXTRACTION - ST ANNES FORESHORE</b>			

### PUBLIC ITEM

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

### SUMMARY

A report was presented to the Operational Management Committee, on 16 June 2021, providing an update on the work previously agreed to apply for permissions to resume sand extraction from the St Annes foreshore.

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

### RECOMMENDATIONS

The Committee is requested to:

1. Approve 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;

### SUMMARY OF PREVIOUS DECISIONS

#### Operational Management Committee – 16 June 2021

It was RESOLVED 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;

#### 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.

<b>FINAL SUMMARY TABLE</b>	<b>£</b>
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
<b>TOTAL ADDITIONAL BUDGET SOUGHT</b>	<b>75,904</b>

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

<b>IMPLICATIONS</b>	
Finance	The report requests 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

<b>LEAD AUTHOR</b>	<b>CONTACT DETAILS</b>	<b>DATE</b>
Paul Walker	<a href="mailto:Paul.walker@fylde.gov.uk">Paul.walker@fylde.gov.uk</a> Tel 01253 658431	7 June 2021

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

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	15
<b>ELECTIONS 2021 - FEEDBACK</b>			

### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

Elections in 2020 were postponed due to the Coronavirus pandemic.

The rescheduled Police and Crime Commissioner Election was combined with the Lancashire County Council Elections on Thursday 6 May 2021.

Tracy Manning, Local / Deputy Returning Officer has collated the post-election review feedback from candidates, agents and staff. The report below gives an outline of feedback received.

#### SOURCE OF INFORMATION

Tracy Manning – Local / Deputy Returning Officer

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

To provide an outline of feedback received.

#### FURTHER INFORMATION

Contact Tracy Manning, 01253 658521, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk)

### Election Feedback

- Members will appreciate that the work associated with managing elections must comply with statutory requirements for which we are accountable to the Electoral Commission. The role of the Returning Officer must be impartial and the role is to ensure that the conduct of the elections is in accordance with the law.  
  
Joint directions were issued by the Returning Officer at Lancashire County Council and the Police Area Returning Officer (PARO) at Blackburn and there is a duty to follow these.  
  
It should also be noted that the Local / Deputy Returning Officer's responsibility is one of a personal nature distinct from the duties of an employee of the Council. The government provided an extra personal indemnity for Returning Officer's to account for any issues arising as a result of the pandemic.
- However, where the Local / Deputy Returning Officer is able to make adjustments and improvements, he/she does so year-on-year. With this in mind, feedback was invited from candidates, agents and staff on the effectiveness of the arrangements for the 2021 elections and any suggested improvements were invited.

3. Post-election feedback was collated from all staff that worked on the elections, together with suppliers and the core team following which the feedback was overall positive. The pandemic has made this one of the most challenging polls to date. However, as ever, everyone pulled together and rose to the challenge and the elections were administered without event.
4. A questionnaire was also sent to all candidates and agents. The questionnaire gave opportunity to feedback on all processes including nominations, postal voting, polling Stations and the count.
5. We received feedback from 40% of the candidates / agents standing. A summary of feedback is set out in the below.

#### **General feedback from Candidates and Agents:**

100% of Candidates / Agents satisfied with –

- The Nomination process and access to documents they required.
- They found it easy to contact the Elections office in a timely manner. Staff were found very helpful.
- Considered the election was well planned and effectively administered, especially on polling day
- Felt confident about the integrity of the process.

#### **Postal Voting**

Most Candidates / Agents were satisfied with the postal voting process. However, the following comment was made:

- *We often get caught out on the postal voting arrangements as Fylde are often early in sending out the ballot papers. It would be helpful if the date that postal ballots are to be sent out could be communicated to candidates and agents at the outset of the campaign and kept to. It would make a real difference.*

**Action:** The dispatch date is included in the nomination covering letter to Candidates and Agents and included in any briefings. The team could however confirm to Candidates and Agents when the postal packs are handed to Royal Mail as this is often following the quality checking stage.

#### **Count**

100% of Candidates / Agents were satisfied with the Count layout, however the following comments were made regarding the process –

- *The only negative comment about the count process is to do with the verification. Not all staff verified the votes face up and had to be reminded of this on some occasions. Please pick this up as a training issue.*
- *There was inconsistency across the teams with the verification process, particularly with the postal ballots. Some tellers helpfully presented the ballot papers on the table face up as they were being counted. However, others held the ballot papers in one hand whilst flicking through the corner of each batch to confirm the total number. The verification process is important for candidates to ensure that all the ballot numbers tally up. Voting slips should be methodically checked and not raced through. If this process was done consistently and openly, then I would have been able to fully observe the process.*
- *Some ballots were sorted between LCC and PCC on a central table and not at the Counting table. This was rectified after being brought to attention.*
- *Some counters made "personal" piles of Ballots before adding them to the mound of Ballots for each candidate, so it was difficult to check whether the correct sorting between candidates had taken place. It would have been better if each Ballot was put separately into the mound.*
- *I did feel it was much harder to observe the counting at the verification than usual. I do understand the limitations put on the Counting staff, due to the Pandemic.*
- *In the light of Covid-19 it was very well controlled.*

**Action:** Review the verification and count training to ensure consistency across count teams ensuring the process is open and transparent for observers.



## Other Comments

- The majority of Candidates / Agents thought the result was fair, impartial, and transparent.
- Candidates and Agents thought the elections run during a national pandemic were extremely well organised, professional, well managed by friendly staff and very safe.
- *There must have been a lot of preparation with this election. It was not a normal type election process, but I felt very reassured with the social distancing, marked out areas and sanitiser stations.*

## Feedback from Core Staff:

The pandemic brought new issues to these Elections including:

- Constant changes to national guidance from the government gave staff the uncertainty on whether the polls would go ahead.
- A high number of polling station staff drop-outs at the final hour due to concerns about the virus.
- Polling station issues particularly around the use of schools.
- Difficulty around how much PPE to order and budgets.
- Increased number of postal vote applications and returns to process.
- Early communication to Candidates and Agents regarding nominations due to the Town Hall being closed. A number of hand deliveries of packs were made.
- Royal mail was used for poll card delivery due to pandemic, which has a high increase in costs. This would not occur in usual polls.
- Increase pressure on the printers resulting in late arrival of tendered ballot papers.
- Additional training given to all staff on equipment set up, health and safety at both polling stations and the count.

## Actions:

- Carry out a Review of polling stations and polling places following the local boundary review and avoid using schools wherever possible in terms of suitable viable alternatives.
  - Build on staff reserves list.
  - Raise issues with the printers during annual meeting.
  - Continue to use the current count layout but explore building capacity within the current count venue.
  - Continue to look at different methods of counting and make improvements to staff training.
6. To conclude, the May elections were an overall success. The feedback and suggested areas for improvements have been welcomed and improvements will be made for the next elections scheduled to be held in 2023.

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 JUNE 2021	16

### COMMUNITY PROJECTS FUND

#### PUBLIC ITEM

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

#### SUMMARY OF INFORMATION

The Fylde Community Projects Funds awards grants between £300 to £2000 for groups which are based in Fylde or work exclusively with people who live in the Borough. The fund supports projects which promote or enhance the environment, encourage cohesive communities, or promote the economy.

£20k per annum is provided each year for this fund as a part of the annual budget setting process. Each year a summary report is made to this committee outlining the awards made in the previous financial year. This report outlines awards made during 2020/21.

#### SOURCE OF INFORMATION

Director of Resources

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

The Committee, at its November 2018 meeting, resolved to receive an annual report in awards made from the fund.

#### FURTHER INFORMATION

Contact Tracy Manning, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk)

# INFORMATION NOTE

## COMMUNITY PROJECTS FUND 2020/21

1. In 2020/21 the council allocated £20k to the Community Projects Fund.
2. The Community Projects Fund comprises two amounts, a larger fund for bids from £300-£2000, with bidding usually split over three rounds and a smaller fund with bids up to £300.
3. Bids from the larger fund are usually awarded following a meeting of a Panel comprising the Mayor of Fylde with police and community representatives together with the Director of Resources. The smaller fund is determined through electronic discussion and agreement. However due to the coronavirus pandemic all bids received were reviewed electronically upon receipt over the course of the year. This has had the advantage of a freer flowing process for applications.
4. Of the £20,000, £16,500 was indicatively allocated to the larger fund, with the remainder to the smaller fund. However, there is flexibility across both funds to ensure that as many organisations as possible are offered support. All applications must provide an equal amount of match funding in cash or in-kind.
5. 2020/21 got off to a very slow start. With the initial lock-down there was no interest at all in the fund from community groups but once lock-down eased, together with some communications to reinvigorate applications, the latter three quarters of the year attracted bids at a pace. Although a proportion of the funding remained unallocated at year-end it is anticipated that the funding will be fully awarded in 2021/22 as in past years.
6. The Panel will continue to assess all applications virtually until the eventual roadmap for the easing of restrictions in Lancashire is clarified.
7. The successful bids for the larger fund are shown below:

Lytham Tae Kwon-Do – support for on-line support to keep interest in the club going, and to combat isolation in young people	£1000
Community Golf Course: MiniLinks Lytham St Annes - Night play golf balls	£548.60
Junction 4/LAOS - Replacement floor and garden improvements	£900
Love My Beach - Equipment - on behalf of smaller groups	£1382
Park View 4 U application for Covid safe Forest Tots sessions - equipment	£1979.17
Lytham St Annes Radio - Start up equipment	£1000
Well Church - Pop-up Well Cafe and Wesley's Larder	£2000
Fylde Family Cycling Club - equipment	£500
Kirkham Junior Football Club - equipment	£1700
Clifton CIO Revised Bid - Two replacement raised beds	£1096
Friends of Newton Community Park - Picnic benches for park refurb	£921
<b>Total</b>	<b>£13026.77</b>

8. The successful bids for the smaller fund are shown below:

<b>Successful bids</b>	<b>Amount allocated</b>
The South Fylde Line Community Rail Partnership - Community Rail Lancashire (Friends of Kirkham and Wesham Station) - Information board	£300
Friends of Squires Gate Station - planters	£300
Just Good Friends - Music system and pop up stand	£295.30
One Fylde – Litter picking equipment	£300
Ansdell in Bloom - 7 Perennial plants for the entrance to Forest Drive off Blackpool Road. A Himalayan Birch tree (in remembrance of COVID victims) at the Well Church in Ansdell.	£300
Friends of Fairhaven Lake - 50-inch smart TV	£300
Well Church – laptop	£300
<b>Total</b>	<b>£2095.30</b>

9. For the larger fund, monitoring forms are sent out after 6 months asking for feedback on how the money was spent and what difference it has made. For the vast majority of the projects, it is too early to have heard back from the groups, however historically many of the comments received is that the funding makes a big difference to the community groups in achieving delivery of their projects.

**FURTHER INFORMATION AVAILABLE FROM**

Contact Jo Collins, [joanne.collins@fylde.gov.uk](mailto:joanne.collins@fylde.gov.uk)