



Meeting Agenda

**Policy Development Scrutiny Committee,
Town Hall, Lytham St. Annes
Thursday 9 December 2010, 6:15pm**

The main doors to the Town Hall will be open to the public at 6:00pm
The maximum capacity for this meeting room is 60 persons –
once this limit is reached no other person can be admitted.

POLICY DEVELOPMENT SCRUTINY COMMITTEE MEMBERSHIP

CHAIRMAN	Fabian Craig-Wilson
VICE-CHAIRMAN	Kiran Mulholland

Councillors

Brenda Ackers	Ben Aitken
George Caldwell	Frank Andrews
Patricia Fieldhouse	Richard Fulford-Brown
Craig Halewood	Leonard Davies
John Davies	Karen Henshaw JP
David Chedd	Elizabeth Oades
Elaine Silverwood	Heather Speak

Contact: Annie Womack, St. Annes (01253) 658423
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Our Vision

Fylde Borough Council will work with partners to provide and maintain a welcoming, inclusive place with flourishing communities.

Our Corporate Objectives

- To Promote the Enhancement of the Natural & Built Environment
 - To Promote Cohesive Communities
 - To Promote a Thriving Economy
- To meet the Expectations of our Customers

The Principles we will adopt in delivering our objectives are:

- To ensure our services provide value for money
- To work in partnership and develop joint working



A G E N D A

PUBLIC PLATFORM

*To hear representations from members of the public in accordance with
Committee procedure rules*

ITEM	PAGE
1. DECLARATIONS OF INTEREST: <i>If a member requires advice on Declarations of Interest he/she is advised to contact the Monitoring Officer in advance of the meeting. (For the assistance of Members an extract from the Councils Code of Conduct is attached).</i>	4
2. CONFIRMATION OF MINUTES: <i>To confirm as a correct record the minutes of the Policy Development Scrutiny Committee held on 21 October 2010. As attached at the end of the agenda.</i>	4
3. SUBSTITUTE MEMBERS: <i>Details of any substitute members notified in accordance with council procedure rule 26.3</i>	4
4. PART NERSHIP WORKING ANNUAL REPORT 2009/10	7 – 17
5. MANAGEMENT OF LEISURE ASSETS	18 – 35
6. REVIEW OF PACTS – TASK & FINISH	36 - 41

Personal interests

8.—(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

- (i) any employment or business carried on by you;
 - (ii) any person or body who employs or has appointed you;
 - (iii) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (iv) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (vi) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (vii) any land in your authority's area in which you have a beneficial interest;
 - (viii) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (ix) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision;

(2) In sub-paragraph (1)(b), a relevant person is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9.—(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- (6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000(d).

Prejudicial interest generally

- 10.—**(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of—
 - (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to members;
 - (v) any ceremonial honour given to members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

- 11.—** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—
- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

- 12.—**(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—
- (a) you must withdraw from the room or chamber where a meeting considering the business is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your authority's standards committee;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OF GOVERNANCE AND PARTNERSHIPS	POLICY DEVELOPMENT SCRUTINY COMMITTEE	9 DECEMBER 2010	4

PARTNERSHIP WORKING ANNUAL REPORT 2009/10

Public Item

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

Summary

The Council's Policy for Partnership Working includes a 'Protocol for Reviewing Partnership Performance' that requires an annual review of the Council's Partnership Working to be reported to scrutiny each year.

Recommendation

1. Members are asked to note and comment upon the level and effectiveness of partnership working during 2009/10; and,
2. Members are requested to consider receiving presentations on/from specific partnerships at future meetings

PORTFOLIO: Councillor Thomas Threlfall, Environment and Partnerships

Report

1. The Council's Policy for Partnership Working was approved by the former Corporate Policy Committee on 19th April 2004. The policy was one of a number of outcomes identified subsequent to an inspection and report by the Audit Commission. Included in the policy is a 'Protocol for Reviewing Partnership Performance' that requires an annual review of the Council's Partnership Working

Continued....

2. The policy has now been amended to bring it up to date and new guidance issued that simplifies the process whilst still ensuring statutory and other responsibilities are met. This can be viewed at <http://intranet.fylde.gov.uk/Category.aspx?cat=1595>
3. This year, the reporting schedule has been broken down into formal and informal partnerships and commentary on each of these partnerships is included. This years assessment includes the funding committed (of which there are 11 partnerships) and where relevant how participation in the partnership contributed to the Strategic Objectives of the Council.
4. Members are invited to note and comment on the level and effectiveness of these partnerships during the 2009/10 financial year and invite any further information on any of the partnerships if required.

IMPLICATIONS	
Finance	None arising from this report
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability	None arising from this report
Health & Safety and Risk Management	None arising from this report

Report Author	Tel	Date	Doc ID
Darius Ward	(01253) 658624	22 November 2010	

List of Background Papers		
Name of document	Date	Where available for inspection
None		

Attached documents

1. Summary of Partnership Working 2009-10

Members' Partnerships 2009/10

Type of Partnership	Name of Partnership	Lead Officer/ Directorate	Frequency/ Duration of Meetings	Other Resource Invested	Performance 2009/10		
					The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Formal Partnership	Age Concern Lancashire	Councillor K Beckett Cllr Cheryl Little	4 a year		not specially - any issues are addressed at Health & Social Wellbeing LSP Meetings		
Formal Partnership	Blackpool Airport Consultative Committee	Portfolio Holder – Planning and Development					
Formal Partnership	Blackpool, Fylde & Wyre Society for the Blind						
Formal Partnership	Blackpool, Wyre and Fylde Volunteering Centre	Councillor A Jacques	6 time sper annum. (2 hours)	Member time	Get people back into work using a number of methods including volunteering	Economic Prosperity	
Formal Partnership	British Aerospace Engineering Systems	Councillor T Threlfall					
Formal Partnership	Clifton (Lytham) Housing Association Ltd. Directors)	Councillor P. A. Fieldhouse Councillor L. Rigby Councillor R Small Councillor T. M.	Ad Hoc		secretarial, treasurer	Sheltered housing	sale being considered
Formal Partnership	Community Safety Partnership	Leader of the Council					
Formal Partnership	Consortium of Lancashire Aerospace	Portfolio Holder – Planning and Development					
Formal Partnership	Council for Voluntary Services, Blackpool, Wyre and Fylde	Councillor A Pounder					
Formal Partnership	District Youth and Community Liaison Connexions Advisory Committee	Councillor P Hardy Councillor L Nulty Cllr Tommy Threlfall					
Formal Partnership	Face to Face (Homeless Project)	Councillor J Singleton					
Formal Partnership	Fylde Arts Executive Committee	Councillor H Henshaw Councillor A Jacques Councillor K Harper	Once per year for AGM (half day)		Artistic endeavours through out the Borough. Promotion of Arts within Borough	Promote Cohesive communities	

Formal Partnership	Fylde Community Projects Fund	Councillor S. Fazackerley					
Formal Partnership	Fylde Police & Community Forum	Councillor D S Prestwich Councillor J B Bennett Councillor T Threlfall Councillor C	N/A Defunct in 2008				
Formal Partnership	Kirkham Baths Management Committee	Cllr Susan Fazackerly	It is now the Mayor who is the council representative on the Community Projects Fund and has been for a number of years.				
Formal Partnership	Kirkham Museum Project Organisation	Councillor S. P. Renwick					
Formal Partnership	Lancashire Economic Partnership Forum	Portfolio Holder – Planning and Development					
Formal Partnership	Lancashire Waste Partnership	Portfolio Holder – Environmental Wellbeing					
Formal Partnership	LCC Adult Social Care and Health Overview and Scrutiny Committee	Councillor R A Fulford-Brown					
Formal Partnership	Local Liaison Committee, Springfield Works	Councillor T. Threlfall					
Formal Partnership	Local Strategic Partnership Executive	Leader of the Council					
Formal Partnership	Lytham Town Trust	Councillor T. M. Ashton					
Formal Partnership	New Fylde Housing	Councillor B Douglas Councillor A Pounder Councillor P Rigby Councillor C. Akeroyd					
Formal Partnership	North Western Local Authorities Employers Organisation	Chairman Public Protection Committee					
Formal Partnership	Ormerod Trust	Councillor A Jacques	6 time sper annum Plus annual away day (1 full day)	Member time	Support people via provision of homes and care in and out of areas for people with special		

Formal Partnership	Ribble Discovery Centre	Councillor C Little	twice a year ad hoc		NO		
Formal Partnership	St Annes on Sea Development Partnership	Portfolio Holder – Planning and Development					
Formal Partnership	Valuation & Community Charge Tribunals	Councillor A. G. Pounder Councillor M Chew Councillor T. Ford Cllr Christine Akeroyd	No request for attendance for Cllr Chew/ no meetings have been held		No	No idea	No idea
Formal Partnership	West Coast Rail 25 Campaign	Councillor G. Caldwell					

Partnerships Performance Monitoring 2009/10

Partnerships Performance Monitoring 2009/10					Performance 2009/10				
Type of Partnership	Name of Partnership	Partners	Lead Officer/ Title	Description	Frequency/ Duration of Meetings	Other Resource Invested	The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Formal Partnerships	North West Employers	NWO, Lancashire Districts	Allan Oldfield - Director Customer & Operational Services	Strategic support and guidance for personell matters. Workforce planning		£4,000 per annum subscription	There is no evidence of this given that we get the HR service from Blackpool and can source the necessary expertise and support from them.	The only link is to value for money and quality services - only through good people will you deliver good service.	The subscription is reviewed every year and the decision not to subscribe.
Information Sharing	Lancashire Strategic Human Resources Group	Lancashire Districts HR leaders	Allan Oldfield - Director Customer & Operational Services	Information Sharing of best practice and developments regarding such topics as the Equality Framework.	6-8 times per annum	Officer time only	There is value from shared data and information that has saved time and resources. Sharing good practice and learning from mistakes made elsewhere has benefits.	The only link is to value for money and quality services - only through good people will you deliver good service.	The Council can elect not to attend the group at anytime.
Non-Formal Partnership	Lancashire Personnel Officers Network	Lancashire District and Unitary Councils and LCC	Allan Oldfield- Director Customer & Operational Services	Network of Personnel Officers of Lancashire local authorities.	No. of meetings 09/10 = 6 Valuable for keeping pace with strategic HR issues now that we have a contracted service and shared learning to develop the skill and knowledge of the Link Officer so that Fylde get maximum VFM.	None	No	The only link is to value for money and quality services - only through good people will you deliver good service.	This has been superceded by the Strategic HR group listed above and no longer exists as a separate entity.
Non-Formal Partnership	North West E Government Network	Councils from across the North West	Allan Oldfield-Director Customer & Operational Services	Network of IT, policy and change Officers of north-west local authorities. Strong links to North West Centre of Excellence.	No. of meetings 09/10 = 3 Fylde no longer subscribes to NWEeG due to budget cuts but we have been asked to share best practice on NI14 and BPR so we still get to attend events for free and benefit from shared learning and enhance the reputation of the Council.	Subscription for next two years (£4000) paid for through CLG capital fund - after which we will cease payments.	Support on a bid that secured £68,000 capital and adds kudos to other bids through Team Lancashire. All events are free to attend.	Value for money services through transactional and technological efficiency.	The Council will not be paying the subscription after 2011/12.
Non-Formal Partnership	Association of Local Authority Risk Managers	North West local authorities	Andrew Wilsdon- Governance & Partnerships	Network of Risk Management Officers of north-west local authorities.	No. of meetings 09/10 = 4	Annual subscription £135.00 which entitles free attendance to regional meetings and access to national forum	Attendance at meetings costs £50 per meeting for non members and there is no access to the national forum/network. Andrew Wilsdon is the Secretary of the NW Region Group	The Registered Risk Practitioner qualification of the Council's Insurance & Risk Management Officer requires Continued professional development for which the regional and national meetings of the association count	Cancellation of membership
Non-Formal Partnership	North West Insurance Officers Group	Local Authorities in the North of England	Andrew Wilsdon- Governance & Partnerships	Network of Insurance Officers of north-west local authorities.	No. of meetings 09/10 = 3	Annual subscription £25.00 which entitles free attendance at NWIOG meetings	Andrew Wilsdon is one of the honorary auditors of the Group	Meetings are designed to provide the attendees with up to date relevant training on current and newly arising insurance issues to help deal with claims.	Cancellation of membership
Statutory Partnerships	Fylde Community Safety Partnership	Lancs Constabulary, Lancs County Council, Probation Service, Fylde PCT, Lancs Fire - Rescue Service.	Bryan Ward – Partnerships (Manager CSP)	Crime & Disorder Reduction Partnership	No. of meetings 09/10 = Formal - 60; informal -100 FBC contribution – no direct revenue contribution for projects. The work is supported through an Area Based Grant and Second Homes for Community Safety. There are however two posts which are paid for by the Council: a Community Safety Manager and CCTV Manager.	FBC- Capital investment in Managed CCTV System . The revenue costs to be picked up in 2012/13	FBC Contribution has resulted in a further year of Crime Reduction in Fylde,improved public satisfaction with the way the Police and LA work together to tackle crime and disorder and reducing the fear of crime.	Maintaining healthy and safe communities to reduce the fear of crime	N/A
Formal Partnerships	Lancashire Sport	All 14 Lancs. local authorities, LCC.	Christine Miller - Head of Partnerships	County-wide delivery of Sport England's Active Sports Programme	No. of meetings 09/10 –30FBC contribution – £2000Clubmark, SPAA, Lancashire Youth Games, Sport England CIF bid	FBCs Club support officer - overheads and salary met by external funding	yes	People	This will be determined should FBC decide if FBC laspe the mainstreamed sports development role

Type of Partnership	Name of Partnership	Partners	Lead Officer/ Title	Description	Frequency/ Duration of Meetings	Other Resource Invested	The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Service/Strategy Coalitions	Ansdell Arena	LCC, Lytham High School, YMCA, Sport England	Christine Miller - Head of Partnerships	Local sports partnership co-ordinating, promoting and managing the Ansdell Arena.	No. of meetings 09-10 = 0	FBCs Club support officer - overheads and salary met by external funding	yes	People	This will be determined should FBC decide if FBC laspe the mainstreamed sports development role
Non-Formal Partnership	Lancs. Sports Development Officers Forum	All 14 Lancs. Local Authorities	Christine Miller - Head of Partnerships	Network of Sports Development Officers of Lancashire local authorities.	No. of meetings 09-10= 4	FBC officer support only	yes	People	This will be determined should FBC decide if FBC laspe the mainstreamed sports development role
Non-Formal Partnership	Wyre and Fylde School Sports Partnership	Head teachers, sports development officers and school sports co-ordinators.	Christine Miller - Head of Partnerships	Network of Fylde and Wyre sports development officers and school sport providers	No. of meetings in 09/10 = 4	FBC officer support only	yes	People	This will be determined should FBC decide if FBC laspe the mainstreamed sports development role
Statutory Partnerships	Fylde Vision	LCC, New Fylde Housing, Fylde Real World Group, PCT, CVS, Chamber of Commerce, Connexions, Age Concern, Jobcentre Plus, Fire Service, Police , Council of Churches.	Christine Miller – Head of Partnerships	Local Strategic Partnership	No. of meetings 09-10 = Formal - 100; Informal - 150 FBC Contributes £25000	FBC officer support at various meetings	yes	Places, People and Prosperity	This will be reviewed if the LSP loses its 2nd homes funding
Formal Partnerships	Citizens Advice Bureau	CAB Kirkham	Christine Miller – Head of Partnerships	Funding provided to enable extension and provision of CAB services	No of Meetings = 2 09-10. FBC contributes £60k per anum	FBC officer support	yes	Places, People, Prosperity and Performance	This is reviewed annually
Formal Partnerships	Childrens' Trust (Fylde)	LCC, LSP, PCT	Christine Miller – Head of Partnerships	To ensure adequate provision is in place to protect, encourage and raise awareness of Children's issues	6 meeting per year 09-10.	FBC officer support	yes	Places, People, Prosperity and Performance	This will be determined by LCC
Formal Partnerships	Sports Physical Alliance	LCC., PCT, FBC vol partners	Christine Miller – Head of Partnerships	To ensure that through partnership working sports provisions in Fylde are maximised for the benefit os local residents	8 meetings per year09-10	FBC officer time	yes	People	This will be determined by LCC
Service/Strategy Coalitions	Fylde Cricket Development Group	Lytham CC, St. Annes CC, Wrea Green CC, ECB, Local Schools	Christine Miller- Head of Partnerships	Local partnership implementing the Cricket Development Strategy for Fylde.	No. of meetings 09-10=?	FBCs cricket coach - overheads and slary met by external funding	yes	People	This will be determined should FBC decide if FBC laspe the mainstreamed sports development role
Non-Formal Partnership	Every Child Matters lead officers group and Lancashire Safeguarding children board	All district councils and County Council.	Christine Miller- Head of Partnerships	Network of local authority ECM lead officers in Lancashire.	No. of meetings in 09-10= 10Implementing statutory procedures within the authority in line with Lancashire County council, every child matters and the new Childrens Trust Arrangement.	FBC officer time	yes	Places, People, Prosperity and Performance	This will be determined by LCC

Type of Partnership	Name of Partnership	Partners	Lead Officer/ Title	Description	Frequency/ Duration of Meetings	Other Resource Invested	The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Formal Partnerships	Ribble Discovery Centre	RSPB, United Utilities.	Clare Platt – Community Services	Provision and management of the Ribble Discovery Centre at Fairhaven Lake.	1 meeting / year - 3 hours	Contribution - provision of building rent free - 6 year agreement from 1 /1/07.	Yes - value in terms of tourism and education.	Supports key objectives - Places, People, Prosperity	No
Formal Partnerships	Age Concern	Age Concern	Clare Platt -Community Services	Provision of information and advice service for older people.	2 meetings / year - 2 hours	Contribution - £ 16k / year 3 Year SLA in place with Age Concern Lancashire to deliver advice & case work in Fylde until March 2011.	Yes - on basis of annual report to O&S	Supports key objectives - People and Prosperity	No - current SLA ends March 2011
Formal Partnerships	Friends of Lowther Pavillion	Community Groups, Trustees	Darren Bell - Head of Leisure Services	To enable the transfer of assets for Lowther Pavillion to the Board of Trustees	On going , in frequent meetings, still very much in negotiations stage with trustees			To promote the enhancement of the natural & built environment -	
Informal partnership	In Bloom' Groups	Community Groups	Darren Bell - Head of Leisure Services	Support and co-ordination of 'In-bloom' competition entries each year	No formal meetings as such, work is very reactive and seasonal. Busiest at lead up to judging events.	£12k 'in-bloom' budget		To meet the expectations of our customers	
Formal Partnerships	Trax (Beach Use)	Trax	Darren Bell - Head of Leisure Services	Facilitate use of beach for social enterprise development and sporting and recreational activity	2 meetings pa at present with Trax management and Council Officers, will extend to be at least quarterly once user licence is signed	No financial resource, just officer time		To promote the enhancement of the natural & built environment -	
Formal Partnerships	Care & Repair	Wyre Borough Council, LCC, PCT	David Gillett - Head of Housing	A jointly funded service facilitating Advice, Signposting and Grant issuing for 60+ people for care and repair in their homes	Quarterly	Contribution to F2F £28,000 pa. Contribution to NFH £24,000 pa	Important partnership to enable the Council to delivering its Statutory homelessness duty and homelessness prevention responsibilities	To promote Cohesive Communities (PEOPLE)	Annual review
Formal Partnerships	Fylde Homelessness	NFH, F2F (YMCA)	David Gillett - Head of Housing	Rent Bond Scheme issuing			Important influence in decision making process	To promote Cohesive Communities (PEOPLE)	
Formal Partnerships	Disabled Facilities Grants	LCC, Social Services	David Gillett - Head of Housing	Facilitate assessment for suitability of Stairlifts and Home adaption to enable/ improve disabled peoples lives in the their homes		SP budget	Decision making body,commissioning of housing related support services across lancashire	To promote Cohesive Communities (PEOPLE)	
Non-Formal Partnership	UK Beach Management Forum	Coastal Resort Local Authorities	G. Willetts –Community Services	Network of Beach Managers of coastal resort local authorities.	Ad hoc	North west group Meetings held twice a year in the N/W , usually Fylde, Blackpool or Sefton, outlay of milage only	£100 annual contribution / networking opportunities are vast as this is a sub group of National Organisation	To promote the enhancement of the natural and built environment	

Type of Partnership	Name of Partnership	Partners	Lead Officer/ Title	Description	Frequency/ Duration of Meetings	Other Resource Invested	The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Non-Formal Partnership	ENCAMS	Coastal Local Authorities	G. Willetts –Community Services	Co-ordinates national beach awards.	No. of meetings 09/10 = 2		£400 iper award if applied for and gained	To promote the enhancement of the natural and built environment	
Formal Partnerships	FOI Review	Wyre Borough Council	Ian Curtis - Head of Governance	Allows for internal review of FOI request satisfaction by external/ non-partial party	Ad hoc	None	Fylde has carried out more internal reviews for Wyre than vice-versa, so on the face of it, this does not represent good value. However, that situation depends on review requests received, so could reverse easily.	Yes: "To meet the expectations of our customers"	No
Formal Partnerships	Lytham Windmill & Lifeboat Museum	Lytham Heritage Group	Joceline Greenaway - Customer Services Manager	Provision of museum facility	No. of meetings 09/10 = FBC contribution - Use of Lytham Windmill	Staff resource in Windmill throughout the season			
Informal Partnership	Community Engagement	LCC (F2F Staff), LSP	Joceline Greenaway - Customer Services Manager	Community engagement and service provision, increased take up of services	24 times per annum	Community Engagement Vehicle, face to face staff provision by all 3 partners	Staff Time	Performance	Cancel Arrangement
Informal Partnership	HMRC service	HMRC	Joceline Greenaway - Customer Services Manager	HMRC provide service to answer specific queries about tax matters such as tax credits and income related benefits	156 times per annum	Reception staff time	Staff Time	Performance	Cancel Arrangement
Informal Partnership	LCC (F2F)	Face to Face staff	Joceline Greenaway - Customer Services Manager	Provision of service for Blue Badges, Highways etc	104 times per annum	Reception staff time	Staff Time	Performance	Cancel Arrangement
Informal Partnership	Welfare Rights	LCC	Joceline Greenaway - Customer Services Manager	Provision of independent benefits and tax credits advice	52 times per annum	Reception staff time	Staff Time	Performance	Cancel Arrangement
Informal	Business Link	Business Link North West	Joceline Greenaway - Head of Customer Services	Provision of service for Business advice and set up	52 times per annum	Reception staff time	Staff Time	Performance	Cancel Arrangement
Non-Formal Partnership	Local Resilience Forum – Local Authority Group	LCC, other Lancs. local authorities	Mike Walker – Community Services	Co-ordinates Emergency planning systems across the county.	No. of meetings 09/10 = 4 Standard topics :- review of emergency incidents in county, training and exercises, pandemic flu, flooding and other severe weather incidents, resilient communications, review of national and regional guidance on emergency mutual aid net	The financial contribution to the LRF encompasses the work of this group	This is a sub-group of the Local Resilience Partnership (Statutory partnership) - value for money in terms of support from partners in emergency situation.	Supports key objectives - Places and People	

Type of Partnership	Name of Partnership	Partners	Lead Officer/ Title	Description	Frequency/ Duration of Meetings	Other Resource Invested	The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Non-Formal Partnership	Environmental Health Lancashire	All Chief EHO's of districts in Lancs.	Mike Walker - Head of Public Protection	Network of Environmental Health Officers of Lancashire local authorities.	No. of meetings 09/10 = 4 Benchmarking forum and exchange of best practice, plus opportunities for joint working investigated.	£50 in 09/10	Informal network facilitates discussion of issues of mutual concern and provides opportunities to engage in joint working/shared services as well as adoption of best practice and therefore represents value for money.	Supports key objectives - Performance, Places and People	
Non-Formal Partnership	Springfields Site Stakeholder Group	BNFL, HSE, FSA, Police, Env. Agency, Nuclear Inspectorate, Lancs. C.C., South Ribble B.C., Preston City Council	Mike Walker- Community Services	Re-formed and re-named following establishment of the Nuclear Decommissioning Authority (NDA) in April 05.	No. of meetings 09/10 = 2 plus occasional Special Meetings. FBC contribution - officer/member time Standard topics : - reports on Co.'s performance from Site Regulators, decommissioning progress, reports on work of subgroups, EHS and Socio economic reports, developments affecting site (national and local), Emergency Planning issues. Also representation at various sub groups. This year has considered NDA Socio-economic strategy, Nuclear renaissance implications.	NA	The Stakeholder group is a statutory partnership required of the Nuclear Decommissioning Authority which the Council is obliged to be a member of and provides an effective conduit for the site operator to communicate with the Council and local community	Supports key objectives - Places, People and Prosperity	
Non-Formal Partnership	BAE - Warton Community Liason Group	BAE Warton/ Parish Council/ Residents Group	Phil Dent - Public Protection	A vehicle to assess the impact on the residents of the area of BAE activity	3/4 meetings per annum	None	Officer time	People - to promote cohesive communities and places - to promote the enhanced natural built environment	No exit strategy in place
Non-Formal Partnership	RADMIL - Radition Monitoring in Lancashire	Lancashire Districts/ Lancashire County Council	Phil Dent - Public Protection	Designed to ensure public reassurance in the event of any incident. Monitors the impact of the Nuclear industry in the region. Sample taking and analysis.	4 times per annum	Annual fee of £2000 and sampling costs	Officer time	People - to promote cohesive communities and places - to promote the enhanced natural built environment	Unlikely to withdraw as have nuclear establishment in Borough. Could withdraw if other local authorities wish to disband
Statutory Partnerships	Blackpool Airport Consultative Committee	Blackpool Airport, Travel Agents Rep, Blackpool BC, Police, Servisair Rep, Chamber of Commerce	Phil Dent - Community Services	Statutory Liaison Partnership (Civil Aviation Act 1982/ Aerodromes Designation (Facilities for Consultation) Order 1996 as amended).	No. of meetings 09/10 = 3FBC contribution - officer time Standard items of business include: - noise issues, future airport developments, air traffic summary.	None	Officer time	People - to promote cohesive communities and places - to promote the enhanced natural built environment	No exit strategy in place
Non-Formal Partnership	Westby Liaison meeting	LCC, EA, Woods Waste, Westby Parish Council.	Phil Dent - Community Services	Meeting Chaired by Lancs CC elected member. Convened in response to concerns of local residents re Woods Waste operations and other local issues.	No. of meetings 09/10 = 1 Standard items: - activities at Woods Waste site, local impacts noise, dust, odours and waste regulation issues.	Annual fee of £2000 and sampling costs	Officer time	People - to promote cohesive communities and places - to promote the enhanced natural built environment	Unlikely to withdraw as have nuclear establishment in Borough. Could withdraw if other local authorities wish to disband
Formal Partnerships	Fylde LSP Executive	Police, Fire, PCT, LCC.	Tracy Scholes - Director of Governance & Partnerships	Main formal partnership for cross cutting partnership working at the district level.	4 times per annum	Second Homes Council Tax funding, overhead support	Return on investment provides higher value.	Yes.	Yes.
Formal Partnerships	District Parish Liason	Parish and Town Councils	Tracy Scholes - Director of Governance & Partnerships	Information sharing network	6 times per annum		Yes, there is an increasing need for all Council's to work collaboratively.		

Type of Partnership	Name of Partnership	Partners	Lead Officer/ Title	Description	Frequency/ Duration of Meetings	Other Resource Invested	The Councils contribution/ investment represents value for money?	Alignment with Corporate Objectives?	Exit Strategy Developed/ reviewed
Non-Formal Partnership	Lancashire Districts Internal Audit Group	Other District Council Heads of Internal Audit	Savile Sykes-Corporate Resources	Network of Audit Officers of Lancashire local authorities.	No. of meetings 09/10 = 3	none	n/a	n/a	n/a
Service/Strategy Coalitions	Lancashire LRF Flooding Sub-group	All Lancashire DC's, LCC, Environment Agency, Emergency Services	Steve Ball - Strategic Development	Planning for flood response.	No. of meetings 09/10 = Updated Multi Agency Response Plans, Coordinated emergency flooding event and evaluated performance.	4 times per annum	Officer new in post. Not attended any meetings as yet.		
Non-Formal Partnership	Lancashire District Engineers	All Lancashire District Councils	Steve Ball - Strategic Development	Network of Lancashire District Council Engineering Services Managers	No. of meetings 09/10 = 3 To discuss all engineering issues affecting district councils and liaison meeting to agree actions with LCC, particularly on highway matters.		Officer new in post. Not attended any meetings as yet.		
Non-Formal Partnership	Public Rights of Way and Access Forum	All Lancashire DC's and LCC	Steve Ball - Strategic Development	Network of Lancashire Rights of Way officers	No. of meetings 09/10 = 3 Discuss general principles on access and public rights of way		Officer new in post. Not attended any meetings as yet.		
Formal Partnerships	Citizens Advice Bureau	Fylde CAB	Christine Miller - Head of Partnerships	Provision of advice service.	No. of meetings 09/10 = 2 FBC contribution - £ 57,000 Service Level Agreement Monitoring meetings with Portfolio Holder and Assistant Chief Executive plus annual presentation to Scrutiny.	None	This investment provides value for money as indicated in the annual report produced for committee each year	Prosperity - to promote a thriving economy	Review annually
Non-Formal Partnership	Lancashire Community Cohesion Partnership	LCC, Police, Health, Fire, Education rescue providers	Tracy Scholes - Director of Governance & Partnerships Eugene Leal - Strategic Development	Agencies working collaboratively on common approach to County wide cohesion issues including: recession, deprivation, urban/ rural issues, BME intergenerational issues.		None	Partnership awarded Beacon status in 2010 for its pan-Lancashire work in developing cohesive resilient communities.	Yes	No
Non-Formal Partnership	Blackpool & Lancashire Tourist Board Marketing Group	Lancashire local authorities, Major Tourist attractions, travel agencies, etc	Viv Wood - Strategic Development	Develops and monitors Marketing Strategy for the Tourist Board	No. of meetings 09/10 = 6	None	Officers Time	Prosperity - to promote a thriving Economy	No
Non-Formal Partnership	Blackpool & Fylde College Liaison Group	B&FC, local tourism businesses and attractions	Viv Wood - Strategic Development	Advise college on employment opportunities in the tourism sector. Develops employment pathways for college students.	No. of meetings 09/10 = 3	Non	Officers Time	Prosperity - to promote a thriving Economy	No
Service/Strategy Coalitions	William Rainford Golf Competition	Thomas Armstrong Holdings Ltd, local golf clubs	Viv Wood - Strategic Development	Organises the annual Rainford Golf Competition.	No. of meetings 09/10 = Annual event held in August. The event is self-financing. The Council provides officer time.	Self Sufficient - Competitors entry fee pays for the event.	Officers Time	Prosperity - to promote a thriving Economy	No

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OF STRATEGIC DEVELOPMENT SERVICES	POLICY DEVELOPMENT SCRUTINY COMMITTEE	9 TH DECEMBER 2010	5

MANAGEMENT OF LEISURE ASSETS

Public Item

Summary

Policy Development Scrutiny Committee has requested that the Director of Strategic Development and the Principal Estates Surveyor report on how leisure assets are managed and whether there is an opportunity to shape the letting of contracts.

This report summarises the procedures which are in place to facilitate and regulate the sale, letting and managements of property assets in general and leisure assets in particular. It examines these procedures with a view to identifying opportunities to improve use of those assets both financially, and from the viewpoint of their contribution to Council objectives.

Recommendation

That the committee notes the report and makes comments and / or recommendations as appropriate in relation to the report and draft asset management plan to Cabinet/Portfolio Holder or Officers.

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Portfolio Title:

Planning and Development

Cllr. Trevor Fiddler

Leisure and Culture

Cllr Sue Fazackerley

Continued....

Report

Asset Management Policies

1. The Council's Asset Management Plan (AMP) is the principal document which sets out policies and procedures which aim *'To maximise the use of all the Council's assets in supporting quality service delivery'*. It sets out to:
 - Obtain value for money from buildings and land.
 - Maximise the service return from the use of buildings and land.
 - Comprehensively assess the capital and revenue consequences of holding or disposing of assets in the Council's portfolio.
 - Achieve effective corporate management of the capital programme and existing assets.
 - Seek public/private partnership opportunities and alternative funding sources.
2. The AMP was last updated in January 2008. A further update has been delayed by the proposed acquisition of Technology Forge software which would have provided significantly improved data on building maintenance performance and efficiency. Currently there are no funds available to fund this. It has now been decided to produce an updated AMP and the latest draft is attached to this report for Scrutiny members' comments prior to adoption by January 2011.
3. The draft AMP places responsibility on the Head of Technical Services for property maintenance and repair etc. Issues relevant to this report, such as asset reviews and the acquisition and disposal of property are the responsibility of the Principal Estates Surveyor.
4. The AMP requires the Principal Estates Surveyor (PES) to undertake reviews of assets as and when issues arise, and in any event in respect of all property assets over a five year period. The draft revised AMP states that a new tranche of asset reviews are to be undertaken which will look specifically at the performance of previous letting arrangements and whether they represent the most effective use of those assets.

Lands Transaction Procedure Rules

5. It has been acknowledged that previously the Constitution of the Council contained little specific reference to property and the general contract procedure rules were not well suited to property transactions. During 2009, at the request of the Policy and Service Review Scrutiny Committee, policies were drawn up and approved for the acquisition and disposal of property assets. These have now been incorporated into the Constitution as Land Transaction Procedure Rules in Appendix D, Part 3. These rules are designed to ensure that property transactions are undertaken in a structured and professional manner, and that assets to be sold or let are openly marketed except in exceptional circumstances.

The Asset Management Group

6. In accordance with the AMP the Asset Management Group (AMG) is responsible for proposing policy, reviewing assets and monitoring capital expenditure. It meets three or four times a year and its membership comprises a representative from each of the main service areas of the Council. In the past a nominated member champion for assets has also attended although there is no current nomination.
7. The AMG considers a broad range of property issues and makes recommendations to the decision maker, which may be the Director of Strategic Development under his delegated powers, the Portfolio Holder for asset management, or Cabinet.

Leisure Assets

8. The letting of leisure assets is dealt with in accordance with the above framework. Eight concessions for ice cream vans, donkey rides, bouncy castles, telescopes and deck chairs are offered by competitive tender on three year licence agreements. Competitive tender is a very effective means of maximising income and when they were re-offered this year a quality criteria was introduced to ensure maximising income was not achieved at the expense of the quality of the visitor experience. In spite of the weak economic climate total annual concession income was increased to £41,260 from £29,103 the previous year (mainly fixed since 2007).

9. Leisure assets let on formal leases, rather than licence agreements, include a number of cafes and sea-front kiosks as well as the miniature railway and St Annes boating pool. The opportunity to actively manage these assets is much more limited, as the tenants have the protection of the Landlord and Tenant Act 1954. This entitles existing tenants to remain in occupation almost indefinitely unless there are major breaches of the terms of their lease. The agreements do, however, include regular rent reviews which are implemented by the Principal Estates Surveyor as and when they arise, to open market value. The licence fees achieved on the letting of concessions provides useful market evidence, particularly in respect of kiosks.

10. A number of leisure assets are let to organisations on a subsidised basis. Examples include the Lytham Windmill Museum and a number of buildings and facilities at Fairhaven Lake such as the Sea Scouts' boathouse and the bowling and tennis clubs. These have been previously let because they are considered to further Council objectives, but it is recognized that such lettings need to be reviewed in the light of the Council's financial situation.

11. The Council's major leisure assets are the Island Leisure Complex, Fairhaven Lake and Ashton Gardens. Each of these is, or will be, the subject of a Masterplan which will be the principal policy document governing the use of assets in those areas. The key building in the Ashton Gardens Masterplan is the Pavilion Café which was let earlier this year following a marketing plan which included an elected member on the evaluation panel. The Island has seen a number of major issues during the last 12 months. In particular the pool has been re-opened, while the Island leisure complex has closed. The Principal Estates Surveyor has been in close communication with the administrators of the Island and is aware that they are close to agreeing a sale. Unfortunately, the opportunity of the Council to influence the choice of tenant is restricted to its right, on very limited grounds, to grant or refuse consent to assign the lease. Fairhaven Lake is soon to be the subject of its own Masterplan which will influence decisions which need to be made on the use of its buildings and facilities. This will include the Council's boathouses and the recently vacated cottage.

Conclusion

12. Leisure and other assets are managed by the Principal Estates Surveyor with a view to maximising the return on the ownership of those assets, both in financial terms and in terms of maximising their contribution to Council objectives such as tourism and community services. The extent of any opportunity to shape the letting of contracts varies according to the nature of each letting. There is considerable scope to influence the letting of vacant properties and those let on short term licence agreements such as concessions. In respect of properties let on formal leases, the opportunities are limited to those objectives which can be achieved by good management, such as maximising income and

maintaining the property to a standard which makes it an asset to the Borough as a tourist destination.

13. At the meeting officers will give a presentation of the portfolio of assets managed and take questions on particular issues.

IMPLICATIONS	
Finance	The Council's continued budgetary pressures places increased emphasis on further maximising the financial return of assets. Subsequent asset reviews will inevitably be expected to generate further income and/or generate savings.
Legal	No direct implications
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability and Environmental Impact	No direct implications
Health & Safety and Risk Management	No direct implications

Report Author	Tel	Date	Doc ID
Gary Sams, Principal Estates Surveyor	(01253) 658462	Date of report	25 November 2010

List of Background Papers		
Name of document	Date	Where available for inspection
Document name		Council office or website address

Attached documents

2010 Draft Asset Management Plan



FYLDE BOROUGH COUNCIL



Asset Management Plan Annual update report

November 2010

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The Asset Management Plan

Introduction

This plan covers the Council's management of land and property assets that it has an interest in. It does not include the management of vehicles, plant, equipment, artwork or civic regalia.

A clear aim has been developed for this service:

'To maximise the use of all the Council's assets in supporting quality service delivery'

The Asset Management Plan (AMP) sets out to:

- Obtain value for money from buildings and land.
- Maximise the service return from the use of buildings and land.
- Comprehensively assess the capital and revenue consequences of holding or disposing of assets in the Council's portfolio.
- Achieve effective corporate management of the capital programme and existing assets.
- Seek public/private partnership opportunities and alternative funding sources.

In February 2006 Government Office for the North West assessed the Council's Asset Management Plan as 'Good'. This was a major achievement given that the previous plan was 'Poor'. As a result of this there is now no requirement to submit updates to the Government Office but they encourage local authorities to continue to fully utilise best practice in asset management.

Organisational arrangements for Corporate Asset Management

Asset Management

Asset Management is included within the services of the Strategic Development Directorate (SDS). The service in particular is managed by two key officers:

The Principal Estates Surveyor (PES), who is a Chartered Valuation Surveyor and a member of the Association of Chief Estate Surveyors (ACES). He is situated in the Regeneration and Tourism Division and has responsibility for the following aspects of service:

- Asset Management Group
- Asset Management Plan
- Estates and valuation
- Management of the assets database
- Asset reviews
- Letting of concessions

The property maintenance function of asset management is the responsibility of the Head of Technical Services who has responsibility for the following aspects of service:

- Capital and minor improvement works
- Building cleaning
- Responsive and planned building maintenance

- Condition surveys
- Christmas trees and illuminations
- Management of property maintenance contracts

Strategic Decision Making

The Cabinet is responsible for the exercise of all of the Council's functions which are not the responsibility of any other part of the Council's organisation. This includes agreeing the Asset Management Plan and the acquisition and disposal of assets. One member of The Cabinet is established as the portfolio for Asset Management (currently this resides with the Planning Portfolio Holder). The Cabinet portfolio holder can consider reports through the individual member decision process.

The Policy Development Scrutiny Committee monitors the Asset Management Plan and has undertaken specific asset reviews and made recommendations to Cabinet for disposal or changed management.

Management Team co-ordinates and liaises between services and considers the corporate implications of policy and service reviews.

The Asset Management Group (AMG) is responsible for proposing policy, reviewing assets and monitoring capital expenditure. The AMG has been developed as a cross-service senior management forum and currently meets periodically. The membership comprises a representative from each of the main service areas. This membership ensures that the AMP is informed by and supports the key corporate and service plans and objectives. A schedule of the land and property implications of relevant plans, audits and reviews has been prepared and is monitored by the AMG.

Operational decisions in relation to the letting and management of Concessions are taken by the Concessions Liaison Group which includes the following members and officers; Cabinet member for Leisure & Culture, Tourism Champion, Director of Strategic Development Services, Principal Estates Surveyor, Tourism Officer, Head of Regeneration and Tourism and the Head of Leisure Services. This group meets on an ad hoc basis as necessary, such as when Concessions are tendered.

The back office accommodation is dealt with by a strategic group whose membership currently comprises representatives from key services, the Chief Executive, the Director of Strategic Development, the Head of Technical Services, the Principal Estates Surveyor, the Leader of the Council, Deputy Leader of the Council, Portfolio Holder, and Opposition Member supported by any Project Management/Design Consultants. This group reports progress to the AMG and Cabinet/Management Team.

Asset Review

A systematic review of assets is undertaken by the Principal Estates Surveyor based on the following principles:

- a full cycle of reviews will be carried out over a five year period.
- the initial reviews will be of properties where there are known to be outstanding issues.

- reviews of individual properties will be brought forward if issues arise.

A task and finish group of the Policy Development Scrutiny Committee has previously assisted in considering these reviews and in turn making recommendations to Cabinet.

Asset Valuations

For balance sheet purposes all Council assets must be revalued at least once every five years, with additional impairment valuations where there is a significant change likely to affect the value of an asset. The Principal Estates Surveyor has developed a programme of annual asset valuations asset reviews to ensure that this requirement is met.

Consultation and Continuous Improvement

Internal

The Head of Technical Services seeks and receives feedback on a regular basis with property users through the annual planned and reactive maintenance service, during annual spending reviews with Service Managers responsible for property and through regular meetings of the AMG.

The accommodation project has been the subject of consultation with members and staff at specific key stages. The previous proposal was to develop New Town Hall accommodation on the present Town Hall site. This involved demolition of the Chaseley Building and was to be funded by the sale of a number of surplus sites. In the present economic climate this proposal no longer appears viable, particularly as a decision has been made to retain one of the development sites, North Beach Car Park, for its existing use. As a result of Lancashire County Council was commissioned to assess the viability of an alternative accommodation scheme on the Public Offices site. They produced a design intended to provide a comprehensive new build solution on a site owned by the council allowing disposal of the Town Hall site. Cabinet consider the plan to be unaffordable in the current economic climate and have agreed a cost limited approach to provide satisfactory accommodation on the Town Hall site within the funding realised from the sale of St David's Road depot, Derby Road, Wesham and the Public Offices site. Work is underway to prepare a scheme of refurbishment and market the three sites for sale.

External

The Council uses a variety of techniques to seek feedback on its policies and services. These include Citizens Panel, quality of life survey, service specific surveys and on-line forms. These all help in the development of council policy and improvement of services which in turn informs asset requirements. Further information is generated by the Council's ongoing review of its partnerships, where these partnerships involve use of the Council's assets. Specific strategies and plans are themselves produced following external consultation.

The Principal Estates Surveyor is a member of the Fylde Coast Asset Management Forum, made up of the chief estates surveyors of local authorities and other public sector bodies, and of 'Make it Lancashire', a similar group covering the whole county. This ensures an exchange of information to assist in partnership working including the sharing of property assets where possible.

The 2007 Quirk review is a report commissioned by government to investigate barriers to the transfer of land and buildings from local authorities and other public sector bodies to the community sector, and to assess how best to overcome those barriers where they exist. The report calls for an ambitious programme of guidance and promotional activities to raise awareness and change culture, and encourage a more positive approach by public sector agencies to their asset portfolio, in order to balance different public interests. The Borough Council was early to embrace the Quirk principles in leasing part of Park View playing fields to Park View 4u, a local community organisation which continues to implement an ambitious programme of investment and improvement. In 2009/10 the Borough Council was one of a small number of local authorities which was successful in its application to be included in an Advancing Assets Demonstration Programme, operated by the Government's Asset Transfer Unit and designed to assist authorities to implement the Quirk proposals. This Programme was recently completed and was useful in respect of the transfer of the two swimming pools, as well as in respect of discussions with ParkView4u and other community organisations.

Data Management

Data Requirements

The property related data currently available within the authority includes:

- condition surveys and backlog maintenance estimates,
- annual revenue expenditure,
- proposed capital expenditure,
- asset values including in some cases alternative use valuations,
- floor areas, floor plans (CAD), site plans and title detail summaries.

The validity of this information is tested on a regular basis:

- as part of the 5 year rolling programme of condition surveys.
- annually through consultation with financial services.
- as part of the capital programme.
- as part of the 5 year rolling programme of asset re-valuation exercise.
- as part of the property review process.

The operational property database is in the process of review.

Some information is maintained by Wyre Borough Council officers who are responsible for the provision of the property maintenance service.

The Council has been seeking to acquire a proprietary software system in order to better manage data on all its assets. Although at the present time it is unlikely that there will be resources available to procure a system Officers will be evaluating which system is best designed to hold and manage the asset management data on behalf of the borough council. Such software will enable the Council to readily access information on buildings, such as environmental impact as well as rent review dates and current property income and expenditure. This in turn will assist the Council to meet and exceed its obligations to assess and reduce its carbon footprint. The outputs of this system would interface with 'Performance Plus' the council's new performance management system.

Condition Surveys

A 5 year rolling survey of key property assets is being carried by Wyre BC as part of their building maintenance service and information is gathered on the overall condition of the portfolio (condition categories A-D/1-3). The identified maintenance backlog has also been incorporated into the medium term financial strategy as part of the budget setting process. Whilst the council has to prioritise its limited resources information of this nature will help it focus on what assets are achieving the council's objectives. Progress is being made with the backlog of building maintenance highlighted by the recent surveys.

Performance Management and Monitoring

The council has adopted a corporate performance management framework. The software system 'Performance Plus' holds and manages the various corporate targets and performance indicators which are used to highlight exception performance which is reported to Scrutiny and Cabinet. Specific asset management information will be uploaded onto 'Performance Plus' to manage AMP performance.

Local Property Performance Indicators

Some local property performance indicators (LPPI's), are recorded. These property PI's are related to information already available as part of the data collection exercise. However when a proprietary software system has been procured more reports will be available to inform service management decisions.

Progress to date

Strategic

- New accommodation

The project to deliver improved back-office and civic accommodation for the council has been reviewed during the past few months following calls to retain North Beach car park which had previously been identified for disposal to fund the capital work required. With a lesser capital value to be realised Council asked for a 'Plan B' to be investigated to deliver new accommodation on the site of the Public Offices. Initial work on this strand was concluded and the scheme considered by the accommodation working group. The group reported the plan to Cabinet, which concluded that in the current economic climate the plan was unaffordable. It instructed the working group to consider how the Council's accommodation needs could be met by adapting and improving its existing buildings. As a result a new body of work is in progress to first assess the suitability of the existing accommodation and then come up with proposals for overcoming its shortcomings.

Options reports are also being prepared in respect of the surplus land and buildings at St David's Road and Clifton Drive, St Annes, and at Derby Road Wesham. These sites are earmarked for sale to fund the accommodation project. Appraisals of these sites will cover options for maximising sale proceeds, relocation of services operating from the sites and possibilities for short term utilisation of buildings.

Management arrangements

- Corporate Property Officer

At the start of 2008 the previous Corporate Property Officer left Fylde to take up employment elsewhere. Two attempts were made during the year to reappoint without success. This resulted in a reappraisal of the role and it was decided to narrow the scope to estates management, stripping out the previous maintenance elements to be allocated elsewhere in Strategic Development. Overall the post was vacant for nearly a year before an appointment was made and this contributed significantly to corporate in year savings. However this has impacted on property maintenance service delivery with a number of management initiatives and improvements delayed, such as performance measurement. The remaining client property maintenance role resides in Technical Services.

- Wyre BC

The contract with Wyre BC to provide building maintenance services was renewed on 1st April 2009 although financial pressures have meant the available budget had to be reduced by a third resulting in service reductions, e.g. reactive work at the expense of property surveys work.

- Property valuations

One of the benefits of the appointment of an in-house Chartered Valuation Surveyor has been that property valuations can be undertaken without the need to appoint external specialists resulting in further savings.

Maintenance/improvements.

- St Annes Pool – Cabinet resolved to reopen the pool in early 2010 following a tendering exercise to select the YMCA as the preferred operator. Survey investigations have taken place to identify those refurbishment works which would be necessary to bring the facility back into use. Contracts were prepared, tendered and let for work during the summer. The pool has been recently leased to the YMCA and opened on 1st September.

- Lowther Pavilion. The gents and ladies toilets have been refurbished in the past 18 months or so to provide much improved facilities to visitors. This compliments work previously carried out to the foyer. Future investment decisions affecting Lowther Pavilion and Gardens will be the responsibility of the Trustees.

Regeneration

- Lytham St Annes 2020 Vision
A draft regeneration vision for Lytham St Annes was published in January 2010. The document contains six strategic projects that would be delivered by the public and private sector by 2020. As a first milestone a number of constituent '2012' projects seek to implement elements of the proposals aimed at enhancing the visitor offer and experience that will coincide with the hosting of the Open Golf Championship. The projects include proposals to significantly invest and upgrade a number of Fylde's key tourism assets such as Fairhaven Lake, The Promenade and Seafront.
- St Annes Town Centre regeneration
Garden Street was the latest phase of the refurbishment of the Town Centre which took place during 2009. The high quality public realm works provide a link from the Town Centre to Ashton Gardens and help frame the vista between the two. This phase cost approximately £140,000 with the majority of funding being provided by the Lancashire and Blackpool Tourist Board.
- Farmers markets
A successful Farmer's Market has become established in St Annes town centre on one day every month, operating from a Council car park. Following on from this success the same market has started trading in Lytham town centre, also one day a month.
- Concessions.
During early 2010 a number of sea front concessions were reviewed and let for three years. These included donkeys, deckchairs, bouncy castles and mobile ice cream stands. In spite of the recession, the level of interest was very strong with total income increasing by 42% compared to previous levels, mainly fixed in 2007.

Assets reviews, acquisitions and disposals

- Asset acquisition and disposal policy
Since the last update of the AMP in 2008, the Policy and Service Review Scrutiny Committee has expressed concern that the Constitution of the Council sets out no specific policies for the acquisition and disposal of land and buildings. Such transactions were undertaken in accordance with policies intended for general assets of a non-fixed nature, and it was clear to the committee that these policies were inappropriate for property transactions. During 2009 new procedural documents have been prepared relating to the acquisition and the disposal of land and buildings. These relate to all property transactions, including leases and licences and cover the process for making the decision to acquire or dispose of in interest in land, as well as the procedures aimed at ensuring that transactions are transparent and reflective of market value. The policies were recommended by Scrutiny and have now been incorporated into the Constitution
- Disposals
 - In 2009 the former central vehicle maintenance depot at Heeley Road, St Annes was sold for residential development at £410,000. This price was significantly in excess of its estimated market value, reflecting the fact that there was a special purchaser who already owned the adjacent Fairways garage site.

- In April 2009 the Tourist Information Centre, which has a prominent location at the main St Annes town centre crossroads, closed and became surplus to operational requirements. Half of the building was let to Blackpool Transport on a 2,000 year lease at a nominal rent. Planning permission was obtained for change of use to a café, and Blackpool Transport's interest was acquired. The property has since been let, together with an outside seating area, and opened for trade in March 2010 as the Clockhouse Café.
- As part of the £2m Lottery funded restoration scheme for Ashton Gardens, the former Ashton Institute building has been rebuilt in a prominent location adjacent to the lodges and main access. The letting of this colonial style pavilion has been agreed to a tenant who will support community uses in the park and trade as a café during the day and a restaurant in the evening. The facility opened for business in July.
- The transfer of four open space sites in Freckleton to the Town Council was been agreed. These are areas of open space which are already maintained by the Town Council and are considered to have no significant value. This transfer follows the Council's 'in principle' desire to see all open space assets throughout the Borough transferred to Parish Council's, in order to create a greater feeling of local ownership and involvement. It is likely to be the first of a large number of similar Parish Council transfers.

Future plans

Strategic

- **Asset reviews**
A new tranche of asset reviews are to be undertaken which will look specifically at the performance of previous letting arrangements and whether they represent the most effective use of those assets at the current time.
- **Asset disposals**
The disposal of residential leaseholds has been agreed by the Portfolio Holder and work has begun in marketing the opportunity to residents to enfranchise. It is anticipated this will bring in a modest capital receipt over the next 2/3 years.
- **New accommodation project**
During the year it is hoped a lasting sustainable solution can be reached to meet the Council's accommodation needs. This will include the sale of surplus property assets, though the timing of the disposals will require careful consideration in the current depressed market.

Maintenance/Improvements

- **Crematorium**
During the summer major works took place to refurbish the crematorium chapel which was undertaken at the same time the facility closed for work on the cremators. An opportunity to refurbish and let the disused mortuary building has also been identified.
- **Condition surveys**
Staff vacancies have meant the planned condition surveys undertaken every 5 years on a rolling programme have fallen behind. However efforts are now underway to bring the schedule back on programme by the end of the financial year.
- **Asbestos/Fire risk assessment**
A review of the arrangements for the management of asbestos is planned. An update of the fire risk assessment plans has to be undertaken by spring which will reflect works to mitigate risk in the Town Hall refurbishment project.
- **Planned maintenance**
The essential planned maintenance work has been undertaken; however some non urgent elements such as painting have been delayed on some properties due to staffing capacity and budgetary restraint to generate in year savings.

Operational requirements

- **Central Vehicle Maintenance Unit Depot**
In early 2010 Cabinet agreed a report to relocate the CVMU back to St Annes from Poulton and invest £250K on the adaptation/improvement of part of the Snowden Road depot. Planning permission has been granted, tenders sought and work has commenced. It is anticipated that the facility will be open around Spring 2011 which will enable the lease at Poulton to be terminated.
- **Parks depots facilities**
As part of the above decision parks staff will need to be relocated appropriately. During the next few months a solution will need to be found and agreed. Work will also be needed to address the loss of depot facility at Wesham and Parks facilities at the Public Offices site, if and when the sites are sold,

Performance management

- **Property database**
The Council is responsible for 185 buildings and miscellaneous structures. A corporate asset register is maintained by Finance as part of the council's financial/Constitutional

obligations and is examined periodically by external auditors. From this a basic operational database is kept to record the many pieces of operational data for each asset. This includes a wide variety of information such as location, internal features, size, gross and lettable floor area, type of construction, heating system, utilities provided, ref no. and location of meters, typical energy consumption, (Display Energy Certificate if applicable), condition survey, DDA survey, Mechanical & Electrical survey, electrical installation periodic survey, PAT testing, lightning conductor testing, pressure vessel testing, survey/test findings and date of next survey, fire and intruder alarms, CCTV details and servicing, asbestos information, legionella risk assessments, fire safety risk assessments, etc, etc. However a proprietary software system is needed to hold and provide performance reports to assist in better management of assets.

- **Energy conservation/CO2 reduction**

An action within the Corporate Plan for 2010/11 is to produce and agree an approach to energy/CO2 reduction. Although this work covers all the council's activities the outcome will impact significantly on asset management and hopefully highlight where improvements can be made in reducing energy/CO2/cost to the council.

Regeneration

- **Public Realm - 2012 Golf**

Bids have been submitted to a number of organisations for funding to undertake the ten identified public realm projects in the lead up to July 2012 when the British Open returns to Royal Lytham St Annes. These projects mainly focus on upgrading the whole of the commercial area of St Annes, which is the focus for retail outlets, bars, restaurants and other services. It includes linkages between the town centre and the Promenade hotels and the town centre and the golf course. Other smaller projects are planned at key gateways to the borough including Ansdell and Lytham railway stations. Unfortunately due to a significant reduction in the budget of the North West Development Agency a bid of £600K has been unsuccessful.

- **Beach Huts**

There have been proposals discussed to reintroduce the concept of beach huts to the seafront at St Annes. Beach huts were a feature of many seaside resorts in the past including St Annes. There are a number of issues relating to the development of these that need to be assessed and considered before a decision can be taken as to whether this is feasible.

- **The Island/Promenade**

In late 2009 The Island Leisure Complex went into receivership and the main uses closed. It comprises a mixed use leisure facility, including cinemas, function suite, restaurant and amusement arcade, in a prime location on the sea front. The property is held on a sub-lease from Mitchells and Butlers (M & B) who operate the adjacent pub/restaurant. The Receivers for The Island have been marketing the sub-leasehold interest in the facility to potential interested parties. The term remaining is 32 years and this relatively short term appears to be a deterrent to interested parties. As the head landlord of M & B, the Council has no direct involvement in the disposal. However, the sub-lease is unusual in that many of the rights normally exercised by the immediate landlord, such as assignment or change of use, are actually held by the Council as head landlord. This gives the Council an unusually high degree of control over the disposal of the island. It is likely that any long term occupier for the complex will want to see the unsatisfactory and complex lease arrangements reformed. This will require the agreement of all three parties and will be an opportunity to influence the future of this important tourist location.

Asset Management Action Plan for 2010/11

Action	Target	Benefit/ Improvement	Performance Measure
Strategic management			
Regular Asset Management Group meetings held	Three per year	Ensures good corporate management of the council's assets	Meetings held and minuted
Prepare regular Strategic Asset Management Report	Next completed in September 2011	Ensures good corporate management of the council's assets	Report prepared and reported to Portfolio Holder
Undertake asset valuations annually as part of a five yearly rolling programme	March 2011	Required by statute	Positive feedback from external auditors
Asset reviews undertaken	5 reviews agreed in the current financial year and 10 in each of the next 2 years	To obtain more effective use out of the council's assets	Reviews undertaken and reported to Portfolio Holder
Asset disposals in accordance with resolutions	5 residential ground rent disposals agreed and completed	Additional capital receipt	Disposals agreed by Portfolio Holder and completed.
Town Hall <ul style="list-style-type: none"> ○ Market sites for disposal ○ Work up a scheme of refurbishment ○ Review & rationalise miscellaneous depot & storage facilities 	Specific project plan in place	Ends continued uncertainty and delivers improved accommodation for the Council	Sustainable solution agreed and resolved by Cabinet/Council
Maintenance/Improvements			
Complete refurbishment of Crematorium	October 2010	Improved environment and increased user satisfaction	Works completed successfully on time and to budget
Condition surveys	March 2011	Improved knowledge in relation to repair need	Condition surveys back onto five year cycle
Programmed reviews of arrangements in the management of Asbestos & Fire Risk Assessment	Agree annual programme of assessments	Safe working environments	Compliance with statutory requirements

Fylde Borough Council Asset Management Plan – Update November 2010

Action	Target	Benefit/ Improvement	Performance Measure
Planned maintenance	July 2011	Planned	Planned maintenance programme back on track
Operational			
Undertake work to relocate the CVMU from Poulton to Snowden Road and cease lease at Poulton	Spring 2011	Improved facilities and cost savings in the longer term	Facility open and payback achieved to cover cost of works
Secure permanent alternative depot facilities for parks to replace Snowden Road and Hope Street	Spring 2011	Improved facilities	Facilities secured
Performance Management			
Secure improved property information system	Review June 2011	Improved data quality and performance reporting	The most suitable software system identified and resourcing options identified
Energy/CO2/Utility cost reduction plan for asset management	Dec 2010	Improved use of resources and lower costs	Plan in place and implementation commenced
Internal audit of asset management	Nov 2010	Areas for improvement identified and agreed	Audit completed and findings accepted
Regeneration projects			
Adopt a borough wide regeneration framework	Sept 2011	Focuses needs and resources towards agreed/identifiable projects	Framework in place and adopted
Commence 2012 public realm projects	January 2011	Improved public realm	Project plan agreed and individual commenced
Influence suitable future for The Island (work with the receiver and any new occupier)	Ongoing	Ensure sustainability of the Borough's largest tourist facility	The island re-opened and operating and contributing to the resort offer.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEMOCRATIC SERVICES	POLICY DEVELOPMENT SCRUTINY COMMITTEE	9 TH DEC 2010	6

REVIEW OF PACTS – TASK & FINISH

Public Item

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

Summary

Cllr Keith Hyde presented to Scrutiny Management Board a suggestion for reviewing the role of PACTs (Police and Community Together) in increasing community safety, and the role that the council as a whole and individual councillors can play in that process.

Recommendation

1. To approve the scope of the review and the formation of a Task and Finish Group to move forward the review.

Reasons for recommendation

The work of the Task and Finish group will provide a greater understanding of the functions and responsibilities of PACTs

Alternative options considered and rejected

Not applicable as this is a recommendation coming from Scrutiny Management Board

Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Social Wellbeing Councillor Cheryl Little

Report

1. Councillor Keith Hyde attended a Community Safety Strategic Assessment Planning Day, which took place on 20th October 2010. One of the issues touched on by the group was about the role of PACTs in community safety.
2. At a subsequent meeting of the Scrutiny Management Board (SMB), of which Cllr Hyde is a member, Cllr Hyde suggested that since community safety was a matter of significant interest to ward councillors in Fylde, this could be a relevant topic for review by a Task and Finish Group.
3. The Board agreed that there was potential for a review and a meeting was arranged so that the scope of an investigation into the topic could be drawn up. The meeting was attended by members of the SMB, the Community Safety Champion Cllr Dawn Prestwich, the Community Safety Manager Bryan Ward, and the Head of Governance Ian Curtis. Cllr Cheryl Little as Cabinet Member for Social Wellbeing also attended.
4. The resulting scoping document is attached for committee consideration.

Risk Assessment

This item is for information only and makes no recommendations. Therefore there are no risks to address

Report Author	Tel	Date	Doc ID
Annie Womack	(01253) 658423	30 November 2010	PACTs Review

List of Background Papers

Name of document	Date	Where available for inspection
Document name		Council office or website address

Attached documents

Scoping Document

IMPLICATIONS

Finance	None arising directly from this report
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

OVERVIEW AND SCRUTINY SCOPING DOCUMENT

Review Topic	PACT
Lead Member Review Group	Cllrs Craig-Wilson; Hyde; Mulholland; Small; Prestwich
Officer Support	Annie Womack; Bryan Ward

<p>Rationale <i>(key issues and/ or reason for doing the Review)</i></p>	<p>The scrutiny review will result in an increased understanding of the functions and responsibilities of PACTs (Police and Community Together). It will engender an increased awareness of the role of PACTs in increasing community safety and the role that the council as a whole and individual councillors can play in that process.</p>
<p>Purpose of Review/Objective <i>(specify exactly what the Review should achieve)</i></p>	<p>The review will provide a greater degree of assurance that PACTs, as a key part of the police service's interface with the community, are providing local people with a meaningful way of influencing local priorities, especially around anti-social behaviour and other quality of life issues.</p>
<p>Indicators of Success <i>(what factors would tell you what a good Review should look like)</i></p>	<p>A successful review will establish the objectives of the PACT structure, consider whether these reflect the needs of the community and report on how far the objectives are being met. The enquiry will particularly be keen to look at whether PACTs represent the community as a whole, as opposed to particular local interests, and whether PACTS remain focussed on police-related issues, rather than acting as broad area committees.</p>

<p>Methodology/ Approach <i>(what types of enquiry will be used to gather evidence and why)</i></p>	<p>Desktop analysis of material about the purpose and role of PACTS.</p> <p>Desktop analysis of statistics relating to incidents of quality of life crimes.</p> <p>Talking to local police and PACT Chairmen and participants including parish councils.</p>
<p>Specify Witnesses/ Experts <i>(state whether review would benefit from use of expert witness/es - who to see and when)</i></p>	<p>See above</p>
<p>Specify Evidence Sources for Documents <i>(which to look at)</i></p>	<p>See above</p>
<p>Specify Site Visits <i>(where and when)</i></p>	<p>N/A</p>
<p>Specify Evidence Sources for Views of Stakeholders <i>Consultation/ workshops/ focus groups/ public meetings</i></p>	
<p>Publicity requirements <i>(what is needed – fliers, leaflets, radio broadcast, press-release, etc.)</i></p>	<p>None</p>
<p>Resource requirements</p>	<ul style="list-style-type: none"> • Person-days • Expenditure <p>The review is intended to be a light touch review in the first instance. Resource implications should therefore be minimal.</p>
<p>Barriers/ dangers/ risks <i>(identify any weaknesses and potential pitfalls)</i></p>	<p>None identified.</p>

Projected start date	ASAP	Draft Report Deadline	
Meeting Frequency	As required	Projected completion date	April 2011

Policy Development Scrutiny Committee



Date	21 October 2010
Venue	Town Hall, St Annes
Committee members	Councillor Fabian Craig-Wilson (Chairman) Councillor Kiran Mulholland (Vice-Chairman) Brenda Ackers, Frank Andrews, David Chedd, John Davies, Leonard Davies, Kevin Eastham, Elizabeth Oades, Elaine Silverwood, Heather Speak
Other Councillors	Cheryl Little, Paul Hayhurst
Officers	Mark Evans, Mike Walker, Clare Holmes, Annie Womack
Others	-

Public Platform

Councillor Paul Hayhurst had requested to speak and the Chairman invited him to do so. Cllr Hayhurst explained to the committee that he lived in a rural part of the Fylde where there were only around 400 residents but there were 1336 caravans on 9 sites in the immediate area, many of which appeared increasingly to be quasi-residential. He spoke about the potential “time-bomb” effect on the local community and for the local authority. He asked the committee to keep a watching brief on the situation but did not advocate action at this time.

1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council’s Code of Conduct adopted in accordance with the Local Government Act 2000.

2. Confirmation of minutes

RESOLVED: To approve the minutes of the Policy Development Scrutiny Committee meetings held on 30 September 2010 as a correct record for signature by the chairman.

3. Substitute members

The following substitutions were reported under council procedure rule 22.3:

Councillor Kevin Eastham for Councillor Ben Aitken

4. Residential Use of Holiday Caravans and Chalets

Mark Evans (Assistant Director, Planning Services) made a presentation to the committee which set out the current position in terms of the main issues in seeking to control the unauthorised use of holiday caravans for residential purposes. The primary concerns as outlined in the accompanying report were:

- the perception that some people are improperly using their static holiday caravans as permanent residences as opposed to the 'holiday' use for which the site is authorised and licensed;
- that such people receive the full benefit of council and community services without being directly liable for council tax, and that, as they age, become a burden on local services such as health and housing (members had been advised that the decision as to who is and is not liable to pay council tax rests solely with the Valuation Office Agency - part of Her Majesty's Revenues & Customs - as opposed to the local authority); and
- that where residential occupants of these caravans declare themselves and are charged council tax, or claim housing benefit, no enforcement action is taken against them for occupying a holiday caravan as their permanent home, contrary to planning conditions.
- At no time has a satisfactory resolution been found to the problem because of the complex inter-relationship between various social issues, which cannot be resolved by Fylde planning officers in isolation from all other factors.

Mr Evans' presentation covered planning permissions, as they were in the 1940's, 50's, 60's and up to the present date; procedures that need to be followed if a breach is to be proven and an enforcement notice issued; the appeals process, costs and resources; the consequences for the council of taking action including potentially adverse publicity and resource issues; and also the consequences for the council of inaction, such as an unsustainable increasing population in rural areas, deterioration of accommodation and the inability to adapt such accommodation to the needs of the elderly and / or disabled.

Mr Evans' report to the committee had also outlined the background to the issues and gave a summary of the existing problems which work against effective enforcement action. It also explained what other local authorities with a similar situation had done.

He also drew to members' attention the chronology of previous considerations of the matter by committee, and the response from a minister in Communities and Local Government to a letter from Fylde asking for assistance in resolving the matter.

Some members expressed the opinion that the council should try to force action to remedy the situation from central government, by joining with other local authorities with similar problems to lobby MPs. In particular the role of the Valuation Officer could best be addressed by government.

The debate also covered such issues as the council's duty to rehouse in circumstances either of eviction as a result of enforcement, or the occupant of the caravan otherwise becoming vulnerable and presenting to the council as homeless.

It was suggested that the council should be proactive in taking action on the newer sites where permissions are more prescriptive, and members asked whether there was a single site which could be monitored and used as a test case. It was also proposed that a database should be produced which would give members information on the number of sites, how long they had been established (thus informing whether enforcement was not an option), number of static caravans on each site etc.

Members queried whether site owners should take ultimate responsibility for the regulation of occupation of their sites.

After a full debate the committee RESOLVED:

1. To form a Task and Finish group to examine the issues
2. To reaffirm the existing recommendations which had been endorsed by Cabinet which were:

To recommend that the more rigorous planning conditions agreed by cabinet in January 2009 continue to be impose on **new** planning applications for holiday caravan sites

- the caravans (cabins/chalets) are occupied for holiday purposes only
- the caravans (cabins/chalets) shall not be occupied as a persons sole or main place of residence
- the owners/operators shall maintain an up-to-date register of the names of all owners of individual caravans/cabins/chalets on the site. Their main home address and two forms of documentary evidence verifying the address; and shall make this information available at all reasonable times
- the owners/operators shall maintain an up-to-date register on a weekly basis of the names of all occupiers of individual caravans/cabins/chalets on the site, their main home address and where occupation exceeds three months in any six month period, two forms of documentary evidence

verifying the main home address; and shall make this information available at all reasonable times

3. To recommend that, having regard to the current level of resources for enforcement in the Development Control and Environmental Health licensing units, enforcement against any breaches of control be carried out on a case by case basis having regard to the availability of resources, an assessment of the enforceability of occupancy conditions on each individual caravan site and having regard to the planning and licensing merits of each case.

There was no recorded vote as the Chairman decided that the matter was not controversial, and the resolution was carried by show of hands.

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