



# Agenda

## Planning Committee

Date:	Wednesday, 12 September 2018 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Trevor Fiddler (Chairman)</p> <p>Councillor Richard Redcliffe (Vice-Chairman)</p> <p>Councillors Christine Akeroyd, Jan Barker, Michael Cornah, Neil Harvey, Kiran Mulholland, Linda Nulty, Liz Oades, Sandra Pitman, Heather Speak, Ray Thomas.</p>

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes of the meeting to be held on <a href="#">5 September 2018</a> as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 23.	1
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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	12 SEPTEMBER 2018	4
<b>LOCAL DEVELOPMENT SCHEME 2018</b>			

### PUBLIC ITEM

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

### SUMMARY

A Local Development Scheme (LDS) is a document that Local Planning Authorities are required to produce under the Planning and Compulsory Purchase Act 2004 (As amended by the Localism Act 2011). It must be available publicly and kept up to date. The last LDS was published in November 2015 and is now out of date. The Fylde Local Plan to 2032 is nearing completion and Supplementary Planning Documents (SPDs) will be produced. SPDs add further detail to the policies in the Development Plan. They are capable of being a material consideration in planning decisions but are not part of the Development Plan. The LDS describes the SPDs that will be produced and sets out a timetable for the consultations on them, and their adoption. Once the content of the LDS 2018 has been agreed by the Council it will be published on the Council's website. The LDS 2018 is included as Appendix 1 to this Report.

### RECOMMENDATION

1. It is recommended that members agree the content of the LDS 2018 for the purpose of publication on the Council's website.

### SUMMARY OF PREVIOUS DECISIONS

In 2015, the LDS 2015 was agreed for publication on the Council's website.

### CORPORATE PRIORITIES

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

### REPORT

#### Local Development Scheme 2018

1. A Local Development Scheme (LDS) is a document that Local Planning Authorities are required to produce under the Planning and Compulsory Purchase Act 2004 (As amended by the Localism Act 2011). An LDS sets

out the timetable for the production of Development Plan documents. It must be available publically and kept up to date.

2. The existing Local Development Scheme 2015 has become out of date. It set out the timetable for the production of the Fylde Local Plan to 2032 which is nearing adoption. It is important that a new LDS is produced which sets out which Supplementary Planning Documents (SPDs) the Council will produce to assist with the implementation of the Local Plan, plus a timetable for their production.
3. The main changes from the 2015 LDS are that most of the text relating to the timetable for the adoption of the Fylde Local Plan to 2032 has been deleted as it is no longer relevant. Also on 15<sup>th</sup> June 2016 the Development Management Committee agreed to approve the policies in the Housing Chapter (Chapter 10): Provision of Homes in Fylde of the Publication Version of the Local Plan for immediate use as 'Interim Housing Policies' for use by the Development Management Committee and for decisions determined under Delegated Authority by the Head of Planning. Therefore, the reference to the Interim Housing Policy (2008) (revised with addendum III 2013) under Non Development Plan Documents has been deleted.
4. Text has been added relating to the production of Supplementary Planning Documents (SPDs) and also a timetable for the production of the first four SPDs. Supplementary Planning Documents add further detail to the policies in the Development Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the Development Plan.
5. The Council will commence work on four SPDs, Affordable Housing, Good Design, Biodiversity and Healthy Living. The Canopies and Glazed Extensions: A Design Note will be incorporated into the Good Design SPD. Other future SPDs are proposed to cover Open Space, Viability, Advertisements, Valued Landscapes, Car Parking Standards and Renewable Energy. However, the production of these later SPDs has not been planned in detail because of the uncertainty in relation to when the Local Plan will be reviewed following publication of the revised National Planning Policy Framework. A Community Infrastructure Levy (CIL) will be progressed after the adoption of the Local Plan subject to the Government's Review of CIL.
6. Once the LDS 2018 has been agreed by the Council it will be published on the Council's website in accordance with the Planning and Compulsory Purchase Act 2004 (As amended by the Localism Act 2011).

IMPLICATIONS	
Finance	None, the timetable for production of SPDs set out in the LDS 2018 can be fulfilled within existing resources
Legal	The LDS needs to be kept up to date in accordance with the Planning and Compulsory Purchase Act 2004 (As amended by the Localism Act 2011).
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	Draft SPDs will be subject to Sustainability Appraisal before they are put out for consultation.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Local Development Scheme 2015	2015	<a href="http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/local-development-scheme/">http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/local-development-scheme/</a>

Cover

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## Disclaimer

The factual information contained in this Local Development Scheme is believed to be correct at the time of survey or publication and care has been taken to ensure accuracy. However, neither Fylde Borough Council nor any of its officers give any guarantee, warranty or representation in respect of any information contained within.

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# 1. WHAT IS A LOCAL DEVELOPMENT SCHEME (LDS)?

## Why is Fylde Council producing a new LDS?

### What is an LDS?

1.1 All local planning authorities are required to produce a Local Development Scheme (LDS), which details the documents that will comprise the Development Plan for the area.

1.2 An LDS should contain a timetable showing when each document is estimated to be completed and whether the council is on target to achieve the estimated deadline.

### 1.1 A Local Development

Scheme is a document that local planning authorities are required to produce under the Planning and Compulsory Purchase Act 2004 (As Amended by the Localism Act 2011). It must be available publically and kept up to date. Planning Practice Guidance (Paragraph 009 Reference ID: 12-009-20140306) states *“Local planning authorities should publish their Local Development Scheme on their website”*.

### 1.2 The last LDS was

published in November 2015 and is now out of date. Since 2015 a great deal of progress has been made in producing the Fylde Local Plan to 2032. In December 2016 the Fylde Local Plan to 2032 was submitted to the Planning Inspectorate. The Examination in Public commenced in March 2017 and there were three sessions of hearings with the last session in December 2017. Main Modifications were consulted upon and at the time of writing this LDS the Council is awaiting the Inspector’s Report. The LDS 2018 describes the Supplementary Planning Documents which the Council is about to commence production of, and the timetable for completing them.



### Current Local Plan

2.1 The Fylde Borough Local Plan (As Altered) (Oct 2005) is an amalgamation of two documents:

- The Fylde Borough Local Plan 1996-2006, And,
- The Fylde Borough Local Plan Alterations Review 2004-2016.

2.2 The Alterations Review was published due to a number of issues that arose in the period leading up to, and since the adoption of the earlier Local Plan, which made it necessary to review the housing chapter and some limited aspects of other parts of the plan.

## 2. ADOPTED LOCAL PLAN (2005) SAVED POLICIES:

### Saved Local Plan Policies

#### Fylde Borough Local Plan, May 2003

2.1 In order to retain specified policies in the Fylde Borough Local Plan (FBLP) beyond 28 September 2007, the Council was required to seek the Secretary of State's agreement to issue a direction. The direction under paragraph 1(3) of schedule 8 to the Planning and Compulsory Purchase Act 2004, in respect of the FBLP, was issued by the Secretary of State on the 18 September 2007.

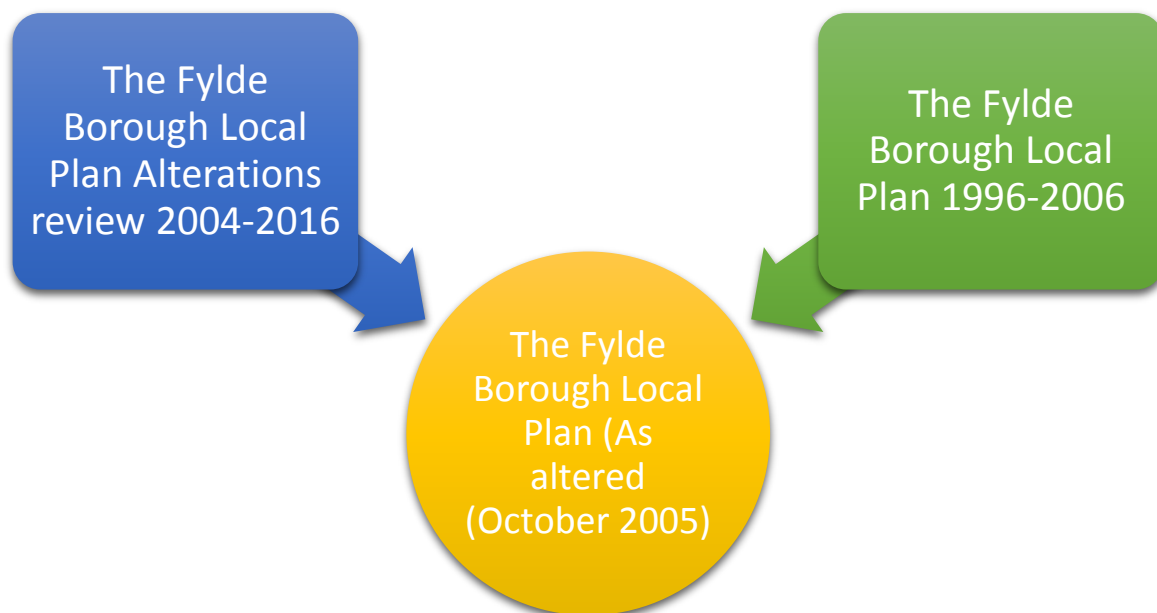
2.2 All policies in the FBLP were saved, except Policy TR9: Car Parking within New Developments. This policy related to Appendix 7 which was deleted from the FBLP by means of the alterations review, and car parking standards were subsequently provided by the adopted Joint Lancashire Structure Plan 2001-2016.

#### Fylde Borough Local Plan Alterations Review, October 2005

2.3 The nine policies introduced in the alterations review were saved until the 9 October 2008. In order to retain specified policies in the alterations review beyond this date, the council were required to seek the Secretary of State's agreement to issue a direction. The direction under paragraph 1(3) of schedule 8 to the Planning and Compulsory Purchase Act 2004, in respect of the FBLP, was issued by the Secretary of State on the 2 October 2008.

- The Fylde Borough Local Plan 1996 – 2006, adopted on 19 May 2003, and prepared in general conformity with the Lancashire Structure Plan 1991 – 2006 (LSP); and
- The Fylde Borough Local Plan Alterations Review 2004 – 2016, adopted on 10 October 2005, and prepared in general conformity with the Joint Lancashire Structure Plan 2001 – 2016 (JLSP).

All policies in the Alterations Review were saved, with the exception of Policy HL1: The Quantitative Housing Issue/Affordable Housing.



*(Figure 1: Current Fylde adopted Local Plan)*

2.4 To view the adopted Fylde Borough Local Plan (As Altered) (Oct 2005) please see the webpage below.

<http://www.fylde.gov.uk/council/planning-policy--local-plan-/fylde-borough-local-plan-altered-october-2005/>

### Development Plan Documents

2.5 In addition to the adopted Fylde Borough Local Plan (As Altered) (Oct 2005) the Development Plan for Fylde comprises of the following:

- Joint Lancashire Minerals and Waste Development Framework Core Strategy Development Plan Document, adopted February 2009; and
- Joint Lancashire Minerals and Waste Local Plan: Site Allocations and Development Management Policies, adopted September 2013.

The Secretary of States direction is available to view on the following link:

<http://www.fylde.gov.uk/business/planning/local-development-plan/>

## Neighbourhood Development Plans

- 2.6 Neighbourhood Development Plans offer local communities (via a Neighbourhood Forum or Parish Council) the opportunity to prepare locally specific policies in conformity with the Local Plan. A neighbourhood plan attains development plan status once it has been agreed at a referendum and is 'made' by the local planning authority (i.e. brought into legal force following an independent Examination).
- 2.7 Within Fylde, two Neighbourhood Development Plans have been made covering the parishes of St Annes and Bryning with Warton. Details of the neighbourhood Development Plans are available at:
- <http://www.fylde.gov.uk/council/planning-policy--local-plan-/neighbourhood-planning/st-annes-sea-town-council-neighbourhood-plan/>
- <http://www.fylde.gov.uk/council/planning-policy--local-plan-/neighbourhood-planning/bryning-warton-parish-council-neighbourhood-plan/>
- 2.8 The council has also confirmed "Neighbourhood Area" status in regard to the parishes of Elswick, Ribby-with-Wrea, Singleton and Staining. Further details regarding neighbourhood planning may be found at:
- <http://www.fylde.gov.uk/council/planning-policy--local-plan-/neighbourhood-planning/>

## Non Development Plan Documents

- 2.9 In addition to the Adopted Local Plan and other Development Plan Documents, Fylde Council also operates:
- A House Extensions Supplementary Planning Document (2007) <http://www.fylde.gov.uk/business/planning/extending-home-supplementary-planning-document/>

The Council has been working on the Fylde Local Plan to 2032 for a number of years and the plan is nearing adoption, once it is adopted it will replace the Fylde Borough Local Plan (As Altered) (Oct 2005) and become the Development Plan along with the two Lancashire County Council documents listed above.

## LDS 2018

3.1 The Fylde Local Plan to 2032 is nearing adoption. The Council is proposing to produce four Supplementary Planning Documents (SPDs) on Affordable Housing, Good Design Biodiversity and Healthy Living. Further detail of the timetables for these SPDs is provided on page 13. These will be followed by further Supplementary Planning Documents.

# 3. LOCAL DEVELOPMENT SCHEME 2018:

3.1 The current timetable for the adoption of the Fylde Local Plan to 2032 is presented below:

- Local Plan Adoption – October 2018 .

For the latest updates on the emerging Fylde Local Plan to 2032 please see the webpage below:

<http://www.fylde.gov.uk/council/planning-policy--local-plan/www-fylde-gov-uk-examination/>

## Supplementary Planning Documents

Supplementary Planning Documents add further detail to the policies in the Development Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the Development Plan.

The Council will commence work on the following SPDs:

- Affordable Housing Adoption – July 2019
- Good Design Adoption – July 2019
- Biodiversity Adoption – July 2019
- Healthy Living Adoption – July 2019

Initially, these four SPDs will be produced. The Canopies and Glazed Extensions: A Design Note will be incorporated into the Good Design SPD. The Healthy Living SPD will include Contributions for Health Infrastructure, Hot Food Takeaways, Healthy Places, Access to Natural Areas and Wellbeing and Increasing Levels of Activity. In tandem with this the Council will also

progress the development of a CIL subject to the Government's Review.

Once the final versions have been consulted on planning officers will commence work on other SPDs from the list below which is not in order of priority.

- Open Space
- Viability
- Advertisements
- Valued Landscapes
- Car Parking Standards
- Renewable Energy

An LDS usually provides a timetable for the next three years however, following the publication of a revised National Planning Policy Framework there is uncertainty about when the Fylde Local Plan to 2032 will need to be reviewed to ensure it complies with the latest government guidance. Accordingly, the timetabling of these SPDs will be left until this issue has been resolved.

## Resources

3.2 The following in-house resources will be made available for adopting the Local Plan and producing the SPDs:

- Planning Policy Manager (part time)
- 1 x Principal Planning Officer
- 1 x Planning Officer
- Research and Information Officer (part time)
- Cartographer/GIS Officer (part time)

3.3 The Local Plan will play a crucial role in helping to implement the council's vision, strategic objectives and development strategy, which sets out how the council would like the Fylde borough to look in 2032. Supplementary Planning Documents will add further detail to policies in the Local Plan. As such, wider resources within the council will be drawn upon to prepare and implement the Local Plan, including the skills and expertise of colleagues in respect of:

- Biodiversity
- Built Heritage/Conservation
- Development Management
- Design
- Economic Regeneration
- Environmental Health
- Housing
- Parks and Horticulture Services
- Tourism

3.4 Joint working with Lancashire, Wyre, Preston and Blackpool Councils is coordinated through an Officer Working Group, as part of the duty to co-operate. There is also a Joint

Advisory Committee (JAC) made up of elected Members from each council, and Lancashire County Council.

3.5 Lancashire County Council has a critical role to play in planning and implementing infrastructure to support Local Plan proposals, particularly in relation to transport and education. Consultants have been, and will be, engaged on specific projects where there is a lack of expertise or capacity in-house, for example the production of evidence based studies and documents.

### Risks to timetable

3.6 There will always be a degree of uncertainty associated with preparing a Local Plan and also SPDs. The following issues contained in the table below present risks to project management.

Possible risk	How this could potentially impact on Fylde Local Plan?
<b>New National Policies Published</b>	The Government are continually changing, modifying and publishing planning policy and guidance and as a result additional work to comply with new requirements could result in further/new evidence having to be commissioned and the Local Plan and SPDs having to be re-drafted and re-consulted on.
<b>Change in Local Government</b>	A new Local Government could decide to take a different course with regard to the local plan process, this could lead to large parts of the Local Plan needing to be re-written. However, it would still need to comply with national policy.
<b>High demand for the Planning Inspectorate's services</b>	A high demand for the Planning Inspectorates services could lead to delays.
<b>Planning Inspector requests additional work and consultations</b>	This did occur, the Inspector asked the Council to take account of the 2014 Household Projections and to consult on the new evidence, and this has delayed adoption.
<b>Unforeseen pressures on staff time &amp; staff turnover</b>	Staff diverted to other work and reduced staff numbers including recruitment difficulties may cause slippage in the Local Plan and SPD preparation.
<b>External Bodies could delay the Local Plan</b>	Other bodies, including statutory consultees, could delay the Local Plan/SPDs by not making responses on time or by requesting significant changes late on in the plan preparation process.
<b>Legal Challenge</b>	There is a possibility that the documents are quashed completely or there is a requirement to repeat the work.

Prior to the Examination of the Local Plan it was anticipated that the plan could be adopted in 2017. However, the Inspector requested that the 2014 Household Projections be taken into account in calculating the Objectively Assessed Need and the Fylde Addendum 3: Analysis of the OAN in light of the 2014 – based SNPP and

SNHP (Turley, May 2017) had to be commissioned and consulted upon with further hearings held in December 2017. Main Modifications were consulted on in February/March 2018. There was a European Court of Justice Ruling in April 2018 which meant that mitigation could not be taken into account at the Habitats Regulations Screening Stage and could only be considered as part of an Appropriate Assessment. Therefore, the Council had to commission further work which was sent to the Inspector in July 2017. The Council is currently waiting for the Inspector's Report.

## Evidence Base

- 3.7 Local planning authorities should prepare and maintain an up-to-date evidence base on key aspects of the social, economic and environmental characteristics of their area, to enable the preparation of a sound spatial plan meeting the objectives of sustainable development.
- 3.8 The evidence base needs to be a true and accurate reflection of the borough. In testing the soundness of Local Plans at examination, the evidence base will be relied upon. Simply put, the evidence base is critical to the production of the Local Plan and SPDs.
- 3.9 Fylde's current evidence base consists of a wide range of documents. This evidence base is constantly being added to and updated as the plan preparation progresses. The list of evidence base documents submitted with the Fylde Local Plan to 2032 can be found at:  
<http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/www-fylde-gov-uk-submission/>
- 3.10 New evidence produced as a result of the Examination in Public of the Fylde Local Plan to 2032 can be found at:  
<http://www.fylde.gov.uk/council/planning-policy--local-plan-/www-fylde-gov-uk-examination/>
- 3.11 The lists above are not exhaustive. They do not cover all those other corporate, sub-regional or regional plans and strategies that may be used to help inform preparation of the Local Plan.

## Authority Monitoring Report (AMR)

- 3.12 In addition to a Local Plan, an Authority Monitoring Report will be produced annually with a base date of the 31 March. This will monitor the Local Plan and also contain contextual information on the borough. Each Authority Monitoring Report will be produced in the autumn following the 31 March and will be made available on the following webpage.

<http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/annual-monitoring-report/>

### Statement of Community Involvement (SCI)

- 3.13 Fylde Council's planning policy team has produced an updated Statement of Community Involvement (SCI), which takes into account the governments planning changes since the previous SCI was adopted in 2011. The 2015 SCI was adopted on the 15 June 2016 by the Fylde's Development Management Committee. The current SCI has been published on the following webpage: <http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/evidence-base/statement-community-involvement/>

### Neighbourhood Planning

- 3.14 In addition to producing planning policy documents Fylde Council will provide support to the relevant bodies undertaking Neighbourhood Planning. Precise details of the support that Fylde Council will provide in the Neighbourhood Planning process is set out in the Neighbourhood Planning protocol available at the following webpage along with the latest updates. [www.fylde.gov.uk/neighbourhoodplanning/](http://www.fylde.gov.uk/neighbourhoodplanning/)

### Community Infrastructure Levy (CIL)

- 3.15 It is anticipated that the council will begin developing Community Infrastructure Levy (CIL) after the Local Plan to 2032 has been adopted and subject to the outcome of the Government Review. The CIL will comprise a charging schedule and a Regulation 123 list of infrastructure projects or areas. CIL is the Government's response to the need for development to contribute to the provision of infrastructure either directly or indirectly related to the development in question; and the view that the planning obligations (Section 106) provisions provided only a partial and variable response to capturing funding contributions for infrastructure.



## 4. FYLDE LDS SUMMARY GRAPH

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Local Plan to 2032</b>																								
Adoption																								
<b>SPDs</b>																								
Affordable Housing/Good Design/Biodiversity/Healthy Living																								
<b>Consult on Scope</b>																								
<b>Consult on Draft SPD</b>																								
<b>Adoption</b>																								

Planning Policy Team  
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## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	12 SEPTEMBER 2018	5
<b>REPORT ON RESPONSES TO CONSULTATION: CANOPIES AND GLAZED EXTENSIONS</b>			

### PUBLIC ITEM

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

### SUMMARY

Officers produced the draft document Canopies and Glazed Extensions on Commercial Forecourts – A Design Note for consideration at the June 2018 meeting of the Planning Committee following concern that there was a need for specific guidance in relation to this type of development, to assist in the determination of planning applications and to provide advice and information for applicants. Concerns had arisen from a number of proposals which were considered unsympathetic to the character and appearance of the areas in which they were proposed, particularly in Conservation Areas.

The draft document has been subject to a four-week period of consultation. The consultation produced 35 responses. The attached Report On Responses to the Consultation - Canopies And Glazed Extensions on Commercial Forecourts: A Design Note (Appendix 1) provides a summary of those responses. Officers have proposed consequential amendments to the draft document, for members' consideration. Also attached is a version of the document showing the proposed amendments. The document as amended is presented to members for consideration for adoption.

### RECOMMENDATIONS

1. That the recommendations in the attached Report On Responses to the Consultation - Canopies And Glazed Extensions on Commercial Forecourts: A Design Note (Appendix 1) be accepted.
2. That the document Canopies and Glazed Extensions on Commercial Forecourts: A Design Note as amended (Appendix 2) be adopted by the Council.

### SUMMARY OF PREVIOUS DECISIONS

A number of planning applications have been determined in the recent past which propose canopies or glazed extensions.

#### Planning Committee 13<sup>th</sup> June 2018 – Design Guidance – Canopies and Glazed Extensions:

Members RESOLVED that subject to the various bullet points listed on page 42 of the report being amended along the lines outlined at the meeting:

1. To approve the Document, Design Guidance: Canopies and Glazed extensions on commercial forecourts for the purpose of public consultation as attached at Appendix 1 of the report.
2. That in the interim and pending formal adoption of the Guidance, the principles contained within the document be applied in the consideration and determination of such forms of development.

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

## REPORT

### Background

1. The Planning Committee has been asked over the recent period to consider proposals for a number of canopies and forward extensions on commercial premises with active frontages in town centre locations, typically, but not exclusively, to cafes and restaurants or other buildings proposed for change to those uses.
2. There have been concerns expressed about the acceptability of such proposals, where for instance they are proposed in or to an inappropriate location or building, where the form or detailing of the proposal is alien to the surroundings, or where inappropriate elements are introduced such as land level changes. Planning permission has therefore been refused for a number of proposals.
3. The Council is also presently faced with a small number of sites where a permission has been granted for an acceptable scheme, but a different form of development has actually been constructed, the latter being a form of development unacceptable to the Council. In these cases action is being undertaken to seek a remedy.
4. Faced with this situation, the Council has produced the document Canopies and Glazed Extensions on Commercial Forecourts – A Design Note. The document seeks to give guidance on acceptability in principle, design criteria and other (non-planning) matters that will need to be considered. The guidance will assist decision-makers, applicants and the general public in clarifying the type of development acceptable to the Council.
5. The draft document was presented to members on 13<sup>th</sup> June 2018 and approved for public consultation. The consultation took place between 5<sup>th</sup> July 2018 and 2<sup>nd</sup> August 2018. Local groups, businesses, Town Councils and other relevant bodies were consulted directly; in addition the general public was consulted by means of site notices, press notices, and posters.
6. There were 35 responses from individuals, groups, bodies and businesses to the consultation. The Report on Responses (Appendix 1) details the findings. There was broad support for the document and its objectives. Although many respondents did not acknowledge the document and may not have read it, most responses supported the controls that the Council is putting forward in the document.
7. The Report on Responses also provides responses to the issues raised, including some requests for the document to be amended. Officers propose a number of limited amendments to the draft document in the light of the consultation. These are explained in the Report on Responses and are also shown in Appendix 3, which is a version of the document showing changes to the original draft document that are now proposed. Members are asked to consider acceptance of the document as amended. A version of the amended document, with all changes fully incorporated (a clean version) for adoption if members accept recommendation 2, is attached as Appendix 2.

### Conclusion

8. This document should assist officers and Committee in their determination of any proposals for 'forward extensions' as well as offering guidance to would-be developers and their professional advisors.

IMPLICATIONS	
Finance	None
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	Adoption would contribute to the achievement of sustainable development through planning
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Eddie Graves	eddie.graves@fylde.gov.uk 01253 658419	23 <sup>rd</sup> August 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None Specific		

#### Attached documents

Appendix 1: Report on Responses to the Consultation - Canopies And Glazed Extensions on Commercial Forecourts: A Design Note

Appendix 2: Canopies And Glazed Extensions on Commercial Forecourts: A Design Note

Appendix 3: Canopies And Glazed Extensions on Commercial Forecourts: A Design Note: version showing tracked changes from draft consultation version



# **Canopies and Glazed Extensions On Commercial Forecourts – A Design Note**

## **REPORT ON THE RESPONSES TO THE CONSULTATION**

**August 2018**

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## The Consultation

The Council produced a Design Note on Canopies and Glazed Extensions on Commercial Forecourts, intended to provide guidance on future development of canopies and glazed extensions on commercial forecourts. The Council consulted on the document between 5<sup>th</sup> July 2018 and 2<sup>nd</sup> August 2018.

The consultation was undertaken by email and letter to a range of consultees, including local business groups, conservation and heritage groups, disability groups, town councils and other relevant bodies. In addition, a notice was published in the Lytham St. Annes Express. Site notices were displayed in St. Annes, Lytham and Kirkham town centres and in Ansdell and Wesham district centres. In addition, posters were displayed on community notice boards in shops in St. Annes, Ansdell, Lytham and Kirkham.

35 individuals, businesses and other groups responded to the consultation. The remainder of this document provides analysis of these responses.



## Overall Profile of Responses

### Number of responses

In total there were responses from 35 different individuals, groups, companies or other bodies.

The 35 responses included responses from two town councils (Kirkham and St. Annes on the Sea), two local groups (Lytham St Annes Civic Society and Lytham Heritage Group), one national government organisation (the Equality and Human Rights Commission), the Council's Building Control department, one business owner (The Deacon), and 28 individuals.

### General Nature of Responses

No specific format was provided for responses, and therefore the respondents were able to express themselves freely in prose. A small number provided a lengthier response, one including photographs, but most responses were brief (around 100 words). The large majority were received by email.

### Whether Directly Related to the Document

Of the 35 responses, notable is that only 16 of these made any mention of the consultation document. The remainder (the majority) did not acknowledge it within the response. Therefore, it is highly possible that many or most of those who failed to mention the consultation document, have not read it or seen it. Conclusions that can be drawn from this include:

- The subject is regarded as a sufficiently important issue that people were prepared to have their say and express a view without necessarily requiring the background and measures proposed by the Council;
- The invitation to comment on the broad subject was sufficient to prompt individuals to respond;
- Public notices in the street and on public notice boards were effective in prompting responses;
- In cases where responses do not include mention of the document, it is at least possible if not probable that the views of the respondent have not been informed by the content of the document. This creates some difficulty in using those responses to assess the effectiveness of the document; such responses may be limited to setting out broad views on the subject, and analysis then is limited on the extent to which the document is in accordance with those views;
- The scrutiny of the document itself is more limited than the overall number of responses to the consultation suggests.

## Response to the Document

Of the 16 respondents which acknowledged that the consultation related to the document, 8 respondents positively indicated support for the overall contents of the document.

One respondent specifically stated that the document was not supported and that they had concerns with it. This was the response from the business The Deacon.

Support for the design requirements set out in the document was specifically given by 6 respondents.

The respondents that supported the contents of the document were keen for the Council to actively implement it:

*“The Design Note quite properly addresses the importance of the canopies and glazed extensions being appropriate to the buildings and the surroundings. It should form the basis of clearly understood and robustly applied planning consents.”*

Some expressed feelings that it had come too late:

*“the horse has already bolted and a lot of damage has been done”*

## Issues Raised in Broader Responses

### Appearance and impact on the character/heritage of the area

There were 18 respondents who raised concern over the appearance of new developments.

Descriptions of new developments involving canopies or glazed extensions included the following:

*“goldfish bowl”*

*“campers’ awning”*

*“monstrous carbuncle”*

*“monstrosity”*

*“cheap eyesore”*

*“a la B&Q”*

*“garden shed”*

*“brutal modern steel and glass”*

Scale was raised as an issue:

*“The size of some of these additional constructions is totally unnecessary.”*

Some respondents stressed the importance of appeal to visitors:

*“Lytham is unique and we need to ensure it stays that way to appeal to visitors looking for something different. Closed in conservatories make places look cramped and take away some of our appeal to visitors. Visitors should be our main focus”*

*“We have a beautiful town which visitors and residents enjoy. Why oh why are you allowing these eyesores on our lovely buildings”*

Some stressed the importance of heritage:

*“canopies should be in-keeping with the architecture locally and reflect the previous design of area (ie Victorian)”*

*“The canopies, verandas and external extensions are not in keeping with the historic buildings and uniqueness of Lytham”*

Another response noted that historically Clifton Street was lined with traditional canopies but this did not apply to Clifton Square,

*“where the post office and three banks were all elegant and highly decorative Edwardian premises, with interesting detailing on the facade above the ground floor”*

Specific premises were mentioned in raising concerns. The Deacon was raised as a concern by 14 respondents, Farina by 8, Spago by 2. One respondent raised concern over an establishment that they named as Taglieri’s; it is believed this is also a reference to Farina.

Certain respondents who had raised concerns about some newer developments, such as the Deacon, identified Ego and Capri as good examples that should be replicated.

A smaller number of respondents expressed broad approval for the appearance of the new developments. Six respondents approved of enclosed canopies:

*"Some, like The Deacon, look really good and are very appealing. Others, like Farina & Co...encroach slightly too far...this despite it looking good"*

*"The present new canopies are more tasteful to Lytham. I understand Farina's has NOT been passed, yet this a great asset to Clifton Street and looks good compared to others"*

*"...canopies and glazed extensions allow businesses to trade in bad weather. I would rather see glazed units rather than boarded up shops as we see in other towns."*

some of whom expressed disapproval of older examples:

*"Some of the existing canopies in Clifton Street are terrible and not in fitting with Lytham. Examples of bad canopies, Banardos, Entwistle green, Taveners"*

One respondent raised issues with the physical condition of an older-style verandah. The query has been referred to the Building Control department.

### **Access/Obstruction**

Concerns over obstructions to access on pavements were raised by 16 respondents, making it almost as significant an issue as appearance in terms of specific issues raised. Issues were raised in relation to specific premises, particularly the Deacon and particularly relating to its enclosure by planters on the Clifton Street side:

*"Deacons in old RBS, have extended a long way beyond the Pizza Express line, and acquired what actually are public trees. And in so doing, have made the passage between their build out and the post box, BT box and other street furniture very narrow, its now very constricted and a family with pram really struggled to get through"*

A number of respondents made very specific comments regarding the impact of the developments on the elderly and disabled, particularly those with mobility difficulties or sight impairment:

*"Taglieri's new extension is causing great difficulty to pedestrians who are now squeezed on to a narrow footpath area. I am severely sight-impaired and feel that I am at greater risk because of the narrowness of the footpath, which is also quite uneven at that point. When there are people using mobility scooter and other mobility aids, or indeed where people with buggies, I am unable to see them until they are right next to me. One or other of us could well end up in the road."*

*"My elderly (91) godmother...cannot get past farino at all on her mobility scooter"*

Passage for those with prams, small children and dogs was also raised.

A specific comment was made regarding a dropped kerb being obstructed by a temporary barrier in St Annes, resulting in wheelchair users being forced into the road. This may be a matter where the highway authority could intervene, but falls outside the direct scope of the consultation.

Some respondents queried the ownership of the forecourts and the Piazza, also whether there is a legal requirement to allow access through.

The response from Lytham Heritage Group notes that the properties on Dicconson Terrace would previously had enclosed front gardens, and therefore there was never previously “free circulation of pedestrians between forecourts”.

Pedestrianisation or making Clifton Street in Lytham one-way was put forward as a solution to some of the issues there, interestingly both by those supporting new developments and those opposed to them.

### **Economic benefits**

There were 7 respondents who expressed support for the economic benefits of developments involving canopies, including investment and the development of new enterprises.

Some of the comments made in support of developments involving canopies included:

*“...far better to have a bustling town centre than empty units which remain unused often due to the ridiculous planning constraints that make empty buildings economically unviable to renovate”*

*“Development and investment should be encouraged. These developments add value to the businesses and the wider high street. At a time when many high streets across the country are in crisis, the planning office should be doing everything in its power to encourage innovation and support local businesses. These canopies and extensions add to the atmosphere of the high street, particularly when they are full of punters, bringing money into the local economy.”*

Although there was widespread general support for the café culture that has developed,

*“[we] welcome commercial developments which make it a town for visitors and residents to enjoy a place bustling with a variety of street cafes, shops and bistros.”*

*“this nod to café culture is very welcome in our lovely town to sit and enjoy the floral displays and take in the ambience”*

a small number of respondents queried whether there were now too many cafes and restaurants, and whether this was to the exclusion of a wider range of uses including comparison shopping.

*“...the council set a very dangerous precedent in allowing the Lytham Piazza area to become the Covent Garden of the North!”*

One respondent suggested that further cafes would cause others to fail, but this would be an issue of trade competition and therefore should not represent a consideration. The issue of the mix of uses within the various commercial units was not covered within the scope of the consultation document, which is focussed on design.

## Enforcement

Concerns over enforcement of planning controls were raised by 15 respondents. Some of these were keen for the Council to use the contents of the note to enforce against existing developments. Others who had not acknowledged the note were keen to see developments enforced against where they had not been granted planning permission. Several respondents raised concerns about control over obstructions to pavements, such as planters, as well as the enclosed developments.

Comments made by respondents included:

*“Do the council have any planners? Can businesses do anything they want?”*

*“If the Design Note is to be effective, enforcement action needs to be taken against those properties that are not compliant - after all, they knew the capacity of the buildings they were buying and should not be allowed to then build a ground floor extension wholly out of character with the building and the conservation area it is located in.”*

*“the planning department appears to be toothless in the face of costly legal action against wealthy and influential businessmen”*

## Summary and Implications

The overall response gives broad support to the overall thread of the document to control the design of proposed canopies to sit comfortably within the overall street scene and to respect the historic streetscape. Support for such controls was not universal but there exists clear broad concern amongst the large majority of respondents about the effects of some new proposals/developments, very particularly The Deacon and Farina. The Note provides effective guidance to allow control of the type of development that is the subject of the concerns of representors. Even for those representors who have not acknowledged or referred to the Note, the guidance in the Note is supported by the broad sentiment and the particular concerns regarding the appearance and effect on character of certain developments. Where concern exists about older canopies, such as Entwistle Green, these too would be contrary to the provisions in the Note.

However, a significant number express concerns about the issue of street space. This extends beyond the issue of the canopies themselves, to the paraphernalia associated with the land use on the forecourts. The guidance within the Note imposes requirements that any proposal does not obstruct a public highway or pavement, and that it would not significantly obstruct free circulation of pedestrians within and between private forecourts. This control extends to the structures only, but is the limit of feasible control through planning, and is considered to impose reasonable tests. Beyond planning, additional controls are provided through highways legislation.

Whilst the issue of crowding of pavements presents difficulties for some people, where streets are busy this is an inevitable side effect. The Council cannot require that the full width of all of the forecourts remains clear in order to provide for those using mobility scooters on pavements. Commercial premises are free to display goods outside or provide tables and chairs within their own private forecourts. Whilst not as wide as with forecourts open, a footway width remains in all locations but sometimes when busy this requires that pedestrians give way to one another. Where forecourts fall within the highway, controls are available through highways legislation, and where there are issues such as those raised by respondents these issues will be a matter for those responsible for that legislation. The document highlights this matter within the section Other Considerations: some additional text to reinforce this will help provide clarification.

The issue of enforcement is one taken seriously by the Council. Enforcement action has been taken where development is unacceptable and where planning permission has not been obtained. Businesses have been given prompt and clear direction where construction has been started that is not in accordance with approved plans. The Council has been, and will remain, proactive in addressing this issue.

Whether specific changes requested by respondents should be taken up is considered in the following sections.

## Possible Changes to Document

### Building Control

The Council's Building Control Department has requested that the document contains a footnote:

"Your proposals may also require Building Regulations consent, please contact them to discuss your proposals: Webpage [www.fylde.gov.uk/buildingcontrol](http://www.fylde.gov.uk/buildingcontrol) Email [buildingcontrol@fylde.gov.uk](mailto:buildingcontrol@fylde.gov.uk) Direct Dial 01253 658674"

Other requests from the Building Control Department were the inclusion of references to the need to consider:

1. Safe structural design and materials– wind loadings and fixings should be considered, safety glazing and manifestation.
2. Fire safety – enclosure of seated areas may affect the means of escape and should both be subject to a new Fire risk assessment and may require a Building Regulations application.
3. Fire hazards - gas heaters, features using flames and radiating heaters and the proximity to combustible materials (a Fire risk assessment should consider any risk or hazards).
4. Drainage – The surface water off the roof of any extension must discharge into a gully and not onto a public paved area.

The design note, although produced initially for planning purposes, need not be exclusively related to issues covered strictly by planning law. There would be benefit for applicants in their attention being drawn to these issues through the document. Therefore, it is recommended that the above be added to the Other Considerations section of the document.

### Access/obstruction

It is considered that some additional text will highlight a little more clearly to applicants the other legislation that will need to be considered, with respect to the issues relating to the highway. The following text is proposed:

- Where a canopy extends over an existing highway, a licence under Section 178 of the Highways Act 1980 is required. Where the applicant seeks to trade as a street café on the highway, a licence from Fylde Council under Section 115 of the Highways Act 1980 is required. Whether a forecourt forms part of the highway is a matter determined by highways legislation.

### Appearance

Although as stated above, the Note is broadly in accordance with the sentiments proffered, it is considered that a small number of amendments are made to the text to ensure that the guidance is effective. These relate to three main elements:

- A reference to Conservation Areas should be added to the last bullet under the Principle of Canopies and Forward Extensions section, to ensure that development harmful to Conservation Areas would not be endorsed by its omission;
- A requirement for appropriate materials should be added to the list of design criteria, reflecting criticism of particular examples that were given consent historically.



- The character of existing canopies should only be replicated where they are themselves of appropriate design. This reflects on a representation that identified existing long-standing canopies of poor appearance. It is important that the guidance does not encourage the replication of these.

## Suggested Changes not to be Taken Forward

The representation from one of the establishments that would be subject to the requirements of the Design Note have proposed a number of changes to the document. In particular, the following amendments are proposed:

“canopies and forward extensions will not normally be permitted where... [criteria listed] unless it can be demonstrated that the benefits of the proposal outweigh any harm caused.”

This approach applies a simple harm vs benefit test within the Note itself which would have the effect of largely negating the criteria within the Note. Decision-making under planning law provides the Development Plan as the statutory starting point for decision-making unless other material considerations indicate otherwise. The planning balance test within the Framework is such a consideration, as will be the guidance within the Note. It will be for the decision-maker to apply weight to each consideration in order to decide any application. To incorporate a harm vs benefit test within the Note would have the greatly lessen the effect of the Note and it is likely that the Note would fail to realise its purpose in consequence. Therefore it is not recommended that this proposal is taken forward.

“The canopy shall seek to retain the open character and visual permeability of the frontage.”

It is not considered that visual permeability through glazing is in any way sufficient to mitigate the harm that enclosed structures can cause. The physical nature of glazing is such that it fundamentally alters perceptions of the building form and the overall street scene, with the original frontage line entirely lost where any extension is created, disrupting and obstructing views along the street into the distance (which can include views of the sea as mentioned by another representor); physical permeability is also obstructed. It is therefore not considered that this proposed amendment be taken forward.

a number of references are made to the conservation of historical assets which already benefit from legislative protection and do not need to be reiterated in this document

The protection of historic assets, whilst in part is provided by a specific separate piece of legislation, is wholly intertwined with the planning application process which controls the form of development where this falls short of actual demolition, but where it has an impact on the heritage asset. This is recognised in the Framework which provides extensive policy on how applications that would affect an asset or its setting are assessed. To take up the suggestion made would not concord in any way with the approach of the Framework. It would also disregard the significance of heritage assets within the affected areas. The Council sets great importance on the heritage assets of the borough, which provide an important draw as part of the overall attraction for the visitor economy. Therefore, it is not recommended that this amendment be taken forward.



**Canopies and Glazed Extensions  
On Commercial Forecourts  
– A Design Note**

**August 2018**

## Background

The council has recently seen an increase in proposals to reuse premises as town centre eating and drinking establishments. A number of these proposals include external covered or glazed areas to increase the useable floorspace of the premises and to extend the use of these areas during the winter and/or inclement weather.

In certain situations it is considered that bringing an active use onto an otherwise “dead” street frontage may have a beneficial impact on the vitality and vibrancy of an area. However, in other situations such extensions may introduce a level of harm to the character of the area.

Where it is considered appropriate to allow such extensions, it is important that these are developed in a consistent manner in order to ensure the harmony of the area. The guidelines set out in this document seek to establish a number of principles that will assist in the determination of planning applications for this form of development, and so should assist those preparing those applications in the design of the canopy proposal. It is not the intention of the council to stifle innovative design. Accordingly, a design of the highest standards in architecture that is sensitive to the defining characteristics of the local area and that reflects the overall objectives of this design note may be appropriate in certain circumstances.

This document should be read in conjunction with the Council’s adopted Shopfront Design Guide, which provides guidance on wider issues relating to commercial frontages and the erection of verandahs.

Where canopies or extensions are proposed in conservation areas or to listed buildings, additional legislative requirements to preserve the setting of the listed building or preserve or enhance the character of the conservation area will also apply.

Many premises, especially those with traditional shop fronts, will have previously been fitted with a retracting canvas canopy. On appropriate premises, the reinstatement or provision of a retractable canopy of this style will be the most appropriate solution to provide a covered area.

In most situations the use of umbrellas or free standing/temporary retracting canopies will be preferred as these can be stored out of site when not in use and will allow the building to return to its original form if the use of the premises ceases to require the covered area.

## Planning Implications

A permanently fixed canopy, glazed extension or decking area will always require planning permission. Temporary siting of tables / chairs / umbrellas on the forecourt to a premise will not require permission, although could have implications for other legislation such as Premises Licencing.

Where works are proposed that do require planning permission, that application will be assessed against the policies of the development plan and other material considerations. The development plan is currently the Fylde Borough Local Plan, but this is due to be replaced with the Fylde Local Plan to 2032 in autumn 2018.

Key policy tests in the Fylde Borough Local Plan will be

- Policy SH16 - Restaurants
- Policy SH6 – Wood Street
- Policy EP3 – Conservation Areas
- Policy EP4 – Listed Buildings

Key policy tests in the Fylde Local Plan to 2032 will be:

- Policy EC5 – Vibrant Town, District and Local Centres
- Policy GD7 – Achieving Good Design in Development
- Policy ENV5 –Historic Environment

### **Principle of Canopies and forward extensions**

Canopies and forward extensions, including areas of raised decking, will not be permitted where any of the following apply:

- They would obstruct a public highway or pavement;
- They would significantly obstruct the free circulation of pedestrians within and between “private” forecourts of premises;
- Their construction and / or location will have an unduly harmful impact upon important street trees and public realm features either through its visual impact on those trees, the potential for damage to their roots / canopy, or through the tree litter leading to increased maintenance commitments;
- The design, scale or location of the structure will have an unduly harmful impact on the integrity of the host building, especially where the host building possesses important architectural features;
- The proposed materials do not reflect the character of the host building;
- They have a design, scale or location that will conflict with an existing coherent pattern of such features in the vicinity of the application property;
- The proposal would have an unacceptable impact on a grouping of buildings or would inappropriately stand in isolation, thus creating a visual intrusion;
- The development would have an adverse impact on the character and appearance of a building which is either listed or locally listed or might be detrimental to its setting; or where the development would fail to preserve or enhance the character of a Conservation Area.

### **Design criteria**

In circumstances where it is considered acceptable in principle to provide a canopy or forward extension:

- The structure shall retain the open character of the frontage and not result in a closed space, such that it assumes the form of a projecting conservatory;
- The structure shall be of a size, in particular with respect to its projection that is proportionate to the size and scale of the host building;
- The height of the structure should respect the fascia height of the host building and should not obscure this fascia or any element of it where this is a key historic design feature to the building;
- The structure shall not obscure or detract from any key design or architectural features to the host building;
- The structure should be designed to reflect the character of the host building, as well as the character of the area and any other canopies of appropriate design in the immediate vicinity;
- The design of the structure should incorporate appropriate architectural details and features that serve to enhance the host building and to provide a link between the canopy and the host building;

- The structure shall be constructed of appropriate materials reflecting the character of the host building, the character of the area and any other canopies of appropriate design in the immediate vicinity; and
- The structure should be designed so that its floor level reflects those of the existing ground wherever possible, with the use of elevated terraces avoided in a street context.

### **Other Considerations**

Where covered areas or external dining areas are provided, their hours of operation may be restricted through premises licence and / or planning conditions in order to reduce the level of disturbance to nearby residents from the external use of such outside spaces.

There are likely to be implications for the Premises Licence that applies to a property as it would need to include the area of any front extension, canopy or external terrace area.

If an external dining area is proposed for an area of adopted highway or pavement then there will be additional implications that need to be explored with Lancashire County Council as the local highway authority. Where a canopy extends over an existing highway, a licence under Section 178 of the Highways Act 1980 is required. Where the applicant seeks to trade as a street café on the highway, a licence from Fylde Council under Section 115 of the Highways Act 1980 is required. Whether a forecourt forms part of the highway is a matter determined by highways legislation.

Proposals may also require Building Regulations consent. Applicants should contact the Council's Building Control department to discuss proposals: [www.fylde.gov.uk/buildingcontrol](http://www.fylde.gov.uk/buildingcontrol) Email [buildingcontrol@fylde.gov.uk](mailto:buildingcontrol@fylde.gov.uk) Direct Dial 01253 658674

Proposals should consider the following matters in relation to Building regulations compliance:

- The canopy should be designed to be safe structurally, considering materials, wind loadings, fixings and safety glazing;
- The fire safety of areas of seating under a canopy should be considered through a Fire Risk Assessment, in particular addressing the need for a means of escape;
- The existence of any fire hazards, such as gas heaters, features using flames, radiating heaters and proximity to combustible materials, should be considered through a Fire Risk Assessment;
- Appropriate drainage will be required.

## **Glossary**

### **Canopy**

Within the Guidance Document the term 'Canopy' relates to an outward projection from the building frontage usually attached, which takes the form of a cantilevered structure without the vertical supports associated with the verandah. It might therefore, be described as free standing and can take the form of the traditional canopy design or using later construction methods.

### **Forward Extension**

Within the Guidance Document the term 'Forward Extension' relates to a forward projection from the face of a building that in effect extends the internal space of the main building into the extension, through wide openings in the front face of the main building. Such an extension may be partially or fully enclosed by glazing and its associated framing. The extension would typically extend the footprint of the main building to provide space that can be utilised in conjunction with the principal building.

### **Host Building**

Within the Guidance Document the term "Host Building" refers to the building to which the canopy is or would be attached or the building which forms the street frontage directly behind the proposed canopy when viewed from in front of the canopy (i.e. from the adjacent street). This will normally be the building which forms the built element of the premises used for the same land use and for the same establishment as that which would take place in the area covered by the canopy.

### **Verandah**

Within the Guidance Document the term 'Verandah' generally relates to the traditional form of feature which extends from the frontage of a building at ground floor level, often over a forecourt. The structure would typically be supported from the building above or below fascial level, have a sloping glazed roof extending from the building to the frontage. It would be supported on stanchions to the front face at the corners of the structure and would be completely open fronted and sided. More often than not the structural posts would contain decorative capitals and ornamental brackets. In exceptional circumstances the verandah could be set off from the building supported on four columns. The Council's approved Shopfront Design Guide provides further information on the traditional verandah.



## **Canopies and Glazed Extensions On Commercial Forecourts – A Design Note**

**June-August 2018**



## Background

The council has recently seen an increase in proposals to reuse premises as town centre eating and drinking establishments. ~~Many~~A number of these proposals include external covered or glazed areas to increase the useable floorspace of the premises and to extend the use of these areas during the winter and/or inclement weather.

In certain situations it is considered that bringing an active use onto an otherwise “dead” street frontage may have a beneficial impact on the vitality and vibrancy of an area. However, in other situations such extensions may introduce a level of harm to the character of the area.

Where it is considered appropriate to allow such extensions, it is important that these are developed in a consistent manner in order to ensure the harmony of the area. The guidelines set out in this document seek to establish a number of principles that will assist in the determination of planning applications for this form of development, and so should assist those preparing those applications in the design of the canopy proposal. It is not the intention of the council to stifle innovative design. Accordingly, a design of the highest standards in architecture that is sensitive to the defining characteristics of the local area and that reflects the overall objectives of this design note may be appropriate in certain circumstances.

This document should be read in conjunction with the Council’s adopted Shopfront Design Guide, which provides guidance on wider issues relating to commercial frontages and the erection of verandahs.

Where canopies or extensions are proposed in conservation areas or to listed buildings, additional legislative requirements to preserve the setting of the listed building or preserve or enhance the character of the conservation area will also apply.

Many premises, especially those with traditional shop fronts, will have previously been fitted with a retracting canvas canopy. On appropriate premises, the reinstatement or provision of a retractable canopy of this style will be the most appropriate solution to provide a covered area.

In most situations the use of umbrellas or free standing/temporary retracting canopies will be preferred as these can be stored out of site when not in use and will allow the building to return to its original form if the use of the premises ceases to require the covered area.

## Planning Implications

A permanently fixed canopy, glazed extension or decking area will always require planning permission. Temporary siting of tables / chairs / umbrellas on the forecourt to a premise will not require permission, although could have implications for other legislation such as Premises Licencing.

Where works are proposed that do require planning permission, that application will be assessed against the policies of the development plan and other material considerations. The development plan is currently the Fylde Borough Local Plan, but this is due to be replaced with the Fylde Local Plan to 2032 in ~~summer~~autumn 2018.

Key policy tests in the Fylde Borough Local Plan will be

- Policy SH16 - Restaurants
- Policy SH6 – Wood Street
- Policy EP3 – Conservation Areas
- Policy EP4 – Listed Buildings

Key policy tests in the Fylde Local Plan to 2032 will be:

- Policy EC5 – Vibrant Town, District and Local Centres
- Policy GD7 – Achieving Good Design in Development
- Policy ENV5 –Historic Environment

### Principle of Canopies and forward extensions

Canopies and forward extensions, including areas of raised decking, -will not be permitted where any of the following apply:

- They would obstruct a public highway or pavement;
- They would significantly obstruct the free circulation of pedestrians within and between “private” forecourts of premises;
- Their construction and / or location will have an unduly harmful impact upon important street trees and public realm features either through its visual impact on those trees, the potential for damage to their roots / canopy, or through the tree litter causing a nuisance to the users of the canopy leading to increased maintenance commitments;
- The design, scale or location of the structure will have an unduly harmful impact on the integrity of the host building to which they are attached, especially where the host building possesses important architectural features;
- The proposed materials do not reflect the character of the host building;
- They have a design, scale or location that will conflict with an existing coherent pattern of such features in the vicinity of the application property;
- The proposal extension would have an unacceptable impact on a grouping of buildings or would inappropriately stand in isolation, thus creating a visual intrusion; ~~or~~
- The development would have an adverse impact on the character and appearance of at the particular building, which is either listed or locally listed or might be detrimental to its setting; or where the development would fail to sustain preserve or enhance the character of a Conservation Area.

### Design criteria

In circumstances where it is considered acceptable in principle to provide a canopy or forward extension:

- The canopy structure shall retain the open character of the frontage and not result in a closed space, such that it assumes the form of a projecting conservatory;
- The canopy structure shall be of a size, in particular with respect to its projection that is proportionate to the size and scale of the parent host building;
- The height of the canopy structure should respect the fascia height of the premises host building and should not obscure this fascia or any element of it where this is a key historic design feature to the building;
- The canopy structure shall not obscure or detract from any key design or architectural features to the host building;
- The canopy structure should be designed to reflect the character of the host premises to which it attached host building, as well as the character of the area and any other canopies of appropriate design in the immediate vicinity;

- The design of the ~~canopy structure~~ should incorporate appropriate architectural details and features that serve to enhance the ~~host~~ building and to provide a link between the canopy and the host building; ~~and~~
- ~~The canopy structure shall be constructed of appropriate materials reflecting the character of the host building, the character of the area and any other canopies of appropriate design in the immediate vicinity; and~~
- ~~Existing ground levels should be retained~~The structure should be designed so that its floor level ~~should reflect~~s those of the existing ground wherever possible, with the use of elevated terraces avoided in a street context.

### Other Considerations

Where covered areas or external dining areas are provided, their hours of operation may be restricted ~~through premises licence and / or planning conditions~~ in order to reduce the level of disturbance to nearby residents from the external use of such outside spaces.

There are likely to be implications for the Premises Licence that applies to a property as it would need to include ~~the area of any front extension, canopy or external terrace areas~~~~such spaces~~.

If an external dining area is proposed for an area of adopted highway or pavement then there will be additional implications that need to be explored with Lancashire County Council as the local highway authority, ~~and a Pavement Café Licence is likely to be required.~~ ~~Where a canopy extends over an existing highway, a licence under Section 178 of the Highways Act 1980 is required. Where the applicant seeks to trade as a street café on the highway, a licence from Fylde Council under Section 115 of the Highways Act 1980 is required. Whether a forecourt forms part of the highway is a matter determined by highways legislation.~~

Proposals may also require Building Regulations consent. Applicants should contact the Council's Building Control department to discuss proposals: [www.fylde.gov.uk/buildingcontrol](http://www.fylde.gov.uk/buildingcontrol) Email [buildingcontrol@fylde.gov.uk](mailto:buildingcontrol@fylde.gov.uk) Direct Dial 01253 658674

~~Proposals should consider the following matters in relation to Building regulations compliance:~~

- ~~The canopy should be designed to be safe structurally, considering materials, wind loadings, fixings and safety glazing;~~
- ~~The fire safety of areas of seating under a canopy should be considered through a Fire Risk Assessment, in particular addressing the need for a means of escape;~~
- ~~The existence of any fire hazards, such as gas heaters, features using flames, radiating heaters and proximity to combustible materials, should be considered through a Fire Risk Assessment;~~
- ~~Appropriate drainage will be required.~~

## Glossary

### Canopy

Within the Guidance Document the term 'Canopy' relates to an outward projection from the building frontage usually attached, which takes the form of a cantilevered structure without the vertical supports associated with the verandah. It might therefore, be described as free standing and can take the form of the traditional canopy design or using later construction methods.

### **Frontage-Forward** Extension

Within the Guidance Document the term '**Frontage-Forward** Extension' relates to a forward projection from the face of a building that in effect extends the internal space of the main building into the extension, through wide openings in the front face of the main building. Such an extension may be partially or fully enclosed by glazing and its associated framing. The extension would typically extend the footprint of the main building to provide space that can be utilised in conjunction with the principal building.

### **Host Building**

Within the Guidance Document the term "Host Building" refers to the building to which the canopy is or would be attached or the building which forms the street frontage directly behind the proposed canopy when viewed from in front of the canopy (i.e. from the adjacent street). This will normally be the building which forms the built element of the premises used for the same land use and for the same establishment as that which would take place in the area covered by the canopy.

### Verandah

Within the Guidance Document the term 'Verandah' generally relates to the traditional form of feature which extends from the frontage of a building at ground floor level, often over a forecourt. The structure would typically be supported from the building above or below fascial level, have a sloping glazed roof extending from the building to the frontage. It would be supported on stanchions to the front face at the corners of the structure and would be completely open fronted and sided. More often than not the structural posts would contain decorative capitals and ornamental brackets. In exceptional circumstances the verandah could be set off from the building supported on four columns. The Council's approved Shopfront Design Guide provides further information on the traditional verandah.

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	12 SEPTEMBER 2018	6
<b>ST. ANNE'S DESIGN GUIDE</b>			

### PUBLIC ITEM

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

### SUMMARY

The St. Anne's on the Sea Neighbourhood Plan was made on 24<sup>th</sup> May 2017. Alongside the Neighbourhood Plan, an accompanying Design Guide was produced, which provides detailed guidance on acceptable types of development, within the context of St. Anne's.

The Council is in the early stages of producing its own Good Design Supplementary Planning Document (SPD). The SPD will be a portfolio of design guidance relating to different development types, or types of area, within the borough. It is intended that the St. Anne's Design Guide will be included as part of that portfolio. As it is complete and available now, authority is sought to proceed through the necessary stages for adoption as an SPD.

### RECOMMENDATION

1. That the St. Anne's Design Guide be adopted by the Council as guidance for the determination of planning applications with immediate effect, and that it be put through the necessary stages for the Council to adopt it as a Supplementary Planning Document (SPD). .

### SUMMARY OF PREVIOUS DECISIONS

#### **Planning Committee – 24<sup>th</sup> May 2017 - Saint Anne's On The Sea Neighbourhood Development Plan – Decision to Make Plan**

Planning Committee decided to 'make' the Saint Anne's on The Sea Neighbourhood Development Plan and bring it into force as part of the Development Plan for Fylde.

#### **Full Council – 02 March 2017 - Saint Anne's on The Sea Neighbourhood Development Plan – Examiner's Report and Progression to Referendum**

Members of Full Council agreed to accept the Independent Examiner's modifications and draft Decision Statement and proceed the St. Anne's on the Sea Neighbourhood Development Plan to Referendum on 04 May 2017.

#### **Development Management Committee – 12 October 2016 – Saint Anne's on The Sea Neighbourhood Development Plan – Examiner's Report and Progression to Referendum**

Development Management Committee agreed to accept the Independent Examiner's modifications and recommend to Full Council to agree to the draft Decision Statement and proceed the St. Anne's on the Sea Neighbourhood Development Plan to Referendum.

#### **Development Management Committee – 29 July 2015 – Consultation on pre-submission draft June 2015**

Development Management Committee agreed to submit comments as part of the formal consultation response to the Town Council as part of the Regulation 14 consultation process.

### **Development Management Committee 19 December 2012 – Delegated Powers for Neighbourhood Area Applications**

Development Management Committee resolved the following powers to be delegated to the Director of Strategic Development:

Power to designate an area as a Neighbourhood Area under section 61G(1) of the Town and Country Planning Act 1990 where the relevant body that has applied for the designation is a parish council, the designation is in accordance with that application and the area to be designated consists of the whole of the area of that Council.

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

## **REPORT**

### **Background**

1. The Council is in the early stages of production of a Good Design Supplementary Planning Document (SPD). The purpose of the SPD will be to provide more detail on the interpretation of planning policy in the new Local Plan than is contained within the policies of the plan itself. In doing so, it will provide guidance for developers and their agents, as well as members and officers of the Council.
2. It is presently intended that the Good Design SPD will be developed as a portfolio of guidance, with individual pieces relating to different development types, or types of area, within the borough.
3. The St Anne's Design Guide was produced alongside the St Anne's on the Sea Neighbourhood Plan as a series of supporting documents. The Design Guide documents are attached as Appendices 1, 2, 3 and 4. The St. Anne's Design Guide is in effect a ready-made SPD that can form part of the Council's Good Design SPD portfolio.
4. Policy DH1 of the St. Anne's on the Sea NDP seeks to create a distinctive St. Anne's based on a vision of St. Anne's as a "Garden Town by the Sea". The policy requires developers to provide supporting information to demonstrate how their proposed development has responded to the Design Guide.
5. The St Anne's Design Guide reviews the historic background and existing key characteristics of St Anne's, and then provides 12 design criteria to be considered:
  - Connections
  - Facilities and services
  - Public transport
  - Meeting local housing requirements
  - Character
  - Working with the site and its context
  - Creating well-defined streets and spaces
  - Easy to find your way around
  - Streets for all
  - Car parking
  - Public and private spaces
  - External storage and amenity

The Design Guide then provides key questions that applicants for major development will be required to answer. A tree palette is provided to suggest suitable landscaping. In addition to the main Design Guide document, the Companion (split into three documents) identifies and provides guidance on Key Access Corridors and Gateways in St Anne's.

6. Adoption of the St. Anne's Design Guide by the Council allows it to have greater weight in decision-making, as it may then be used not just in support of the Neighbourhood Plan policy, but also in support of emerging and adopted Local Plan policies of the Council.
7. The St Anne's Design Guide can be adopted as an SPD by the Council, and would later become part of the Council's Good Design SPD portfolio when other parts of that SPD have been brought forward. Authority is sought therefore to proceed with the processes involved in adopting the St. Anne's Design Guide as an SPD. This will include consultation and sustainability appraisal.

## Conclusion

8. The adoption of the St Anne's Design Guide will provide beneficial guidance that will help ensure a high standard of design in developments.

IMPLICATIONS	
Finance	None
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	Adoption would contribute to the achievement of sustainable development through planning
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Eddie Graves	eddie.graves@fylde.gov.uk 01253 658419	23 <sup>rd</sup> August 2018

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
St Anne's Neighbourhood Plan	24 <sup>th</sup> May 2017	<a href="http://www.fylde.gov.uk/assets/files/8918/St.-Anne-s-NDP-16.02.17-high-compressed.pdf">http://www.fylde.gov.uk/assets/files/8918/St.-Anne-s-NDP-16.02.17-high-compressed.pdf</a>

Attached documents (electronic only):

Appendix 1: St Anne's Design Guide –

<http://www.fylde.gov.uk/assets/legacy/getasset?id=fAA3ADAANAA3AHwAfABUAHIAdQBIAHwAfAAwAHwA0>

Appendix 2: St Anne's Design Guide Companion Part 1 –

<http://www.fylde.gov.uk/assets/legacy/getasset?id=fAA3ADAANQA3AHwAfABUAHIAdQBIAHwAfAAwAHwA0>

Appendix 3: St Anne's Design Guide Companion Part 2 –

<http://www.fylde.gov.uk/assets/legacy/getasset?id=fAA3ADAANQA4AHwAfABUAHIAdQBIAHwAfAAwAHwA0>

Appendix 4: St Anne's Design Guide Companion Part 3 –

<http://www.fylde.gov.uk/assets/legacy/getasset?id=fAA3ADAANQA5AHwAfABUAHIAdQBIAHwAfAAwAHwA0>

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	12 <sup>th</sup> September 2018	7
<b>TREE &amp; WOODLAND STRATEGY FOR FYLDE BOROUGH</b>			

### PUBLIC ITEM

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

### SUMMARY

This report is to seek members' approval for the adoption of a tree and woodland strategy for the purposes of public consultation.

The Strategy sets out objectives, policies, procedures and action plans to be adopted. Its purpose is to provide the Council, individual elected members, residents and developers with clear guidelines on tree management, protection and tree planting as part of approved landscaping schemes.

The strategy will be dynamic: it will contain action plans and be subject to monitoring and review. Its scope has been chosen to align with government guidance and the contents reflect best practices in modern urban forestry.

The strategy has been prepared in conjunction with a members' working group and will be subject to external consultation, but members are asked to adopt the strategy in draft form since no major content changes are expected.

The Committee are asked to consider report and determine whether it supports the preparation of a capital growth bid for resources to support additional tree planting to be considered as part of the 2019/20 budget preparation.

### RECOMMENDATIONS

1. That the Planning Committee adopts the tree strategy for the purposes of public consultation.
2. That the Planning Committee adopts the draft strategy for the purposes of on-going tree management issues in respect its policies, procedures and with regard to assessing proposals as part of its development management role.
3. That committee considers the report and determines whether it supports the preparation of a capital growth bid for resources to support additional tree planting to be considered as part of the 2019/20 budget preparation.

### SUMMARY OF PREVIOUS DECISIONS

None



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

## 1.0 Background.

1.1 Fylde's urban forest is locally recognised as an asset and has led to its reputation as a green borough, but trends in development and tree management have seen some erosion of tree cover and it has proved difficult in some instances to guarantee tree protection, particularly in development proposals.

1.2 The deployment of the TPO and Planning system alone are insufficient to secure both tree protection and delivery of new planting. Adopted policies and guidelines are needed that will not only secure better protection of trees but also will generate new tree planting and help the council secure "the right tree in the right place".

1.4 There is a need to harmonise the approach to managing council-owned tree stock and to extend industry best practices to the tree stock that was transferred to the town and parish councils, who will be invited to adopt the strategy. Avoiding practices harmful to the wellbeing and appearance of trees requires a policy approach.

1.5 The council has a responsibility to future generations in respect of providing a resilient urban forest that will assist in climate change adaptation. To deliver this, a strategic approach is necessary.

1.6 On 13th June 2018, the government provided councils with an endorsement for this approach by appointing a Tree Champion, among whose aims is to "*promote local authorities' development of comprehensive tree and woodland strategies for their areas.*" (<https://www.gov.uk/government/news/tree-champion-to-expand-englands-woodland>)

1.7 Trees need green spaces in which to grow, and to this end the strategy will make reference to the provision of green infrastructure (GI) and the size, species and numbers of trees in new landscaping schemes. Government recognises and supports this approach and as of 2016 has incorporated GI into its guidance as being "*important to the delivery of high quality sustainable development...*" (<https://www.gov.uk/guidance/natural-environment#para027>)

## 2.0 Compatibility with Fylde Local Plan to 2032.

2.1 In the emerging plan, **Policy ENV 1** specifically refers to the protection of landscape features. The policy also refers to the securing of tree planting and landscape features in the context of new development.

2.2 Policy **ENV4** identifies the council's requirements for the provision of Green Infrastructure.

2.3 Policy **GD7 Achieving Good Design in Development**, states at subsection (L) that the council seeks the "protection of existing landscape features and natural assets as an integral part of the development; requiring multi-functional green infrastructure to be integrated into urban areas; providing enhancements to open spaces to encourage people to use them; protecting and enhancing habitats; providing open spaces and linkages to the wider ecological networks as part of the Green Infrastructure network; and enhancing the public realm".

## 3.0 Scope of the strategy.

3.1 Areas covered by the tree strategy:

- (a) The importance of trees to the Borough;
- (b) Opportunities to plant;
- (c) Threats to trees;
- (d) Highway trees;
- (e) Trees in open spaces;

- (f) Trees in development applications;
- (g) The importance of landscaping trees.

### **3.2 Objectives.**

#### **3.2.1 The core objectives of a tree strategy are straightforward:**

- To preserve the trees we already have using Planning-based policies and tree management policies robustly based on arboricultural standards and technical guidance.
- To increase and enhance the Borough's urban forest through planning conditions, tree planting schemes and community engagement.
- To secure the right tree in the right place, so that tree problems are designed out at the planting stage.
- To address a trend towards the loss of street trees.
- To put the Council at the forefront of positive tree planting and management by having a specific budget for tree planting schemes.

3.2.2 The Regeneration Team actively engages with the Development Management Team in securing the best design solutions it can. The team is a key consultee in the consideration of planning applications and with regard to tree protection and landscaping planning conditions accompanying planning permissions. In the case of pre-application contact, or following the submission of an application, discussions are commonplace with developers about the need to incorporate significant tree cover as part of a woodland, to achieve a screening solution or to enhance the layout of a development. An adopted tree strategy will provide the Council – and developers - with a clear policy direction and commitment to providing as much tree cover and planting as possible. This will be an efficiency: it assists both officers and applicants by setting parameters from the outset.

3.2.3 The Strategy will address technical aspects of tree management and planting by adopting British Standards in relation to trees, as well as assisting in setting tree protection levels in development proposals. The Strategy should place the council in a stronger position where trees are an issue in planning appeals. The proper consideration of proposed works to trees, whether or not they are the subject of a preservation order, is an important part of the work of the Council's Tree Officer. Established procedures and practices are in place, but the incorporation of these practices and procedures within the Strategy will assist the process both from the Council's point of view, for developers and the general public who may have to deal with tree preservation matters.

3.2.4 Concern has been expressed from a number of sources over the years about the reduction in the level of tree cover in towns and villages, particularly with regard to street trees. This matter was discussed by the Working Group with representatives of the County Council in its capacity as highway authority. The position is that since adopting a policy 2005, the County Council has not replaced trees in the highway. Following a review, this policy was renewed by LCC in July 2018 and is unlikely to be altered. The result is a noticeable loss of trees in some locations and significant gaps along streets that were designed as tree –lined boulevards.

3.2.5 The County Council allows for the 'sponsored' replacement of trees in highway verges – for example if the Borough or A parish council donate them - conditional on all future liabilities arising from them resting with the donor. The outcome of this over time will be unprogrammed tree planting and public realm trees being in disparate ownerships.

3.2.6 Neighbouring unitary authorities such as Blackpool Council are still able to plant new trees in the highway and new street tree planting is evident in Blackpool. This leaves Fylde with a diminishing stock of street trees by comparison.

3.2.7 There is no doubt that across the Borough, street tree losses have become apparent. If unchecked, the ultimate result of a non-replacement policy will be depletion of the street tree resource to nil. Street trees are an essential part of the character and quality of many streets in the Borough; they create a unique sense of place

and are a benefit to property values. In addition, there are many highways where new street trees could enhance the area considerably.

3.2.8 As matters stand, should the Borough Council not wish to have a programme of street tree planting, only the following options are open.

- The achievement of street tree planting as part of regeneration schemes, examples being in St Annes and Ansdell
- Planting as part of planning permissions where street trees are an integral part of the design or where the interface of the new development might benefit as existing highway(s) – enforcement of landscaping conditions is essential.
- The use of modest regeneration budgets for specific schemes

In an attempt to provide a meaningful response to enhancing street tree planting, within a present highway, a dedicated budget would ideally be required. (Section 4 to follow).

#### **4.0 Financial implications – request for a tree planting budget.**

4.1 Arising out of the discussions within the Working Group, the Strategy potentially contains a commitment to an annual tree budget allowing the Regeneration Team to carry out programmed tree planting, perhaps on rotation throughout the Borough. Most of these schemes would be carried out on a partnership basis. It may well be the case that in particular areas the most effective way of adding tree cover might be those where the Borough may be able to work in partnership with town or parish councils, other appropriate bodies. This may not result in highway planting schemes but other forms of planting to enhance public open space, for screening unsightly development, enhancing an important view or to establish a woodland for ecological benefit.

4.2 The Council has previously donated trees to private gardens where their planting offered a benefit to public visual amenity. It is not suggested that this type of initiative might now be appropriate. It does however, illustrate that in the past, this Council was aware of a loss of tree cover and its consequent impact and was looking for innovative ways to increase the overall stock.

4.3 If Planning Committee is of the opinion that the establishment of a tree planting budget is worthy of support, this would need to be considered as part of the next budget cycle. The precise means by which the budget would be utilised would clearly need to be established, whether this be one of undertaking specific highway street tree planting schemes or the method by which grant aid might be considered for smaller schemes. It is suggested that if the initiative is supported, the precise means of establishing priorities and the scope for eligible spend be reported back to this and any other relevant committee. The costs and benefits of each type of tree planting scheme would form part of that consideration.

4.4 In the course of the discussions within the Working Group about the scope for and amount of budget that would be appropriate, a number of factors were discussed.

- The potential financial implications for the Council in respect of other budget considerations.
- The practicality of achieving schemes, 'on the ground' taking account of lead in times, project development and implementation upon staff resources.
- Ensuring high quality stock to ensure survival rates and longevity, reflecting in proper installation, watering and any replacements needed.
- Any resources required in monitoring conditions attached to 'grant aid' or other financial support.

Taking all of these factors into account, a figure in the region of £20,000 - £25,000 would appear to be an appropriate amount. This would be for year 1 and could be reviewed on an annual basis. The need for reporting on the implementation and success of scheme would need to be built into the system to monitor outputs.

## 5. Approved Contractors Scheme.

5.1 Council officers are often asked whether they can recommend tree contractors that may be able to satisfactorily carry out works to preserved trees. Currently, the Tree Officer supplies contact details based on professional experience, but no formal list of local tree contractors is available via the council's website.

5.2 Some other councils operate such lists as a means of encouraging responsible tree work in their areas and as a service both to residents who seek advice and to encourage contractors to apply appropriate standards. The Tree Officer would require that contractors wishing to register provide annual proof of public and employer's liability insurance, National Proficiency Test Council (NPTC) certificates for their chainsaw users, and examples of risk assessments. This will exclude tree contractors who do not fulfil professional requirements. The scheme should not expose the council to any legal liability, and should not be unduly onerous to operate since it merely a register that requires annual review and administration.

## 6.0 Conclusion.

6.1 The adoption of a tree strategy is commensurate with government policy and meets the government's requirement to adopt such strategies.

6.2 The strategy will underlie and provide better definition to certain aspects of the emerging local plan to 2032.

6.3 All aspects of modern urban forestry make strong connections to the council's corporate priorities.

6.4 The Strategy will set out a clear ambition and vision as to how the Council will view the importance of trees within the urban and rural environment

6.5 The Strategy will assist officers in securing high standards and quality of tree cover within development and set a high standards with respect to managing the existing tree stock of the Borough that is subject to tree preservation orders.

IMPLICATIONS	
Finance	This report requests that the committee indicates its support or otherwise for the preparation of a capital growth bid for the resources to deliver additional tree planting in the borough, to be considered as part of the 2019/20 budget preparation.
Legal	None directly applicable
Community Safety	None directly applicable
Human Rights and Equalities	The scheme relates directly to issues of broad environmental significance that would, benefit all sections of the community in equal measure.
Sustainability and Environmental Impact	The Strategy is aimed at having a positive impact of the character and appearance of this Borough.
Health & Safety and Risk Management	None directly relevant

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan	01253 658434	28 <sup>th</sup> August 2018

**To Follow: -**

Item 7 - Appendix 1 –Tree and Woodland Strategy for Fylde Borough

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PLANNING COMMITTEE	12 SEPTEMBER 2018	8
<b>OUTSIDE BODIES</b>			

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

On 16 April 2018, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

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

Included as an appendix to this report are: returned completed reporting forms and a list of outstanding reports/ details of those bodies which have not met.

### SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

### LINK TO INFORMATION

[Outside Bodies Reports and Summary](#)

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

The information is provided to maintain an understanding of the work of the outside bodies, and remain abreast of any issues that may have an impact on the residents of the borough or the council.

### FURTHER INFORMATION

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

Outside Body		Councillor	Report Status
<b>Planning Committee, 12/9/18 meeting</b>			
	Duty to Cooperate	Chair & vice of Planning – Cllrs Fiddler & Redcliffe	Nil return–no meetings
	(Planning) Education Liaison Group	Richard Redcliffe	Nil return–no meetings
	(Planning) Education Liaison Group	Linda Nulty	Nil return–no meetings

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)

Cllr Linda Nulty

Email

cllr.lnulty@fylde.gov.uk

Period this report covers (date):

To 20/8/18

Name of Outside Body:

Education Liaison

How often does the organisation meet? And how often have you attended?

Not met in over a year but a meeting is much needed

Key issues arising for Fylde Borough Council

Education provision in Fylde  
Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc  
Planning

Who did you inform of these issues within Fylde Borough Council?

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?

Yes

Any further comments?

Need to arrange a meeting urgently!



# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	PLANNING COMMITTEE	12 SEPTEMBER 2018	9
<b>GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19 - POSITION AS AT 31<sup>ST</sup> JULY 2018</b>			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund (GF) Revenue Budget of the Council as at 31st July 2018 and specifically for those areas under the remit of the Committee.

## SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2018.

## LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2018:

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

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

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the remit of the Committee.

## FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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

**GENERAL FUND REVENUE BUDGET MONITORING REPORT 2018/19 –****POSITION AS AT 31<sup>ST</sup> JULY 2018****Summary**

The purpose of this report is to provide an update on the General Fund (GF) Revenue Budget of the Council as at 31<sup>st</sup> July 2018. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

**1. Background**

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31<sup>st</sup> July 2018.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2018/19 budget at its meeting on 5<sup>th</sup> March 2018. Subsequently on 25<sup>th</sup> June 2018 the Finance and Democracy Committee approved the financial outturn position for 2017/18. The impact of those approvals, including savings and growth options approved at Council and slippage from 2017/18 approved by the Finance and Democracy Committee, are now reflected in the financial ledger of the Council and therefore this report monitors expenditure and income against the updated approved budgets.

**2. Budget Rightsizing Exercise**

- 2.1 For a number of years the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process will be repeated during the second quarter of 2018/19 and any resulting changes to budgets will be reflected in later updates to the Councils Financial Forecast.

**3. Budget Areas to Note**

There are a number of budget areas to note on this General Fund Budget Monitoring report:

**i. Employee Costs**

The budget forecast which was approved by Budget Council in March 2018 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2018/19 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.

**ii. Sale of Sand (Sand-winning)**

Income from the sale of sand has continued on an improving trend, largely as a result of an uplift in the contract price, together with sustained higher demand than was experienced in earlier years as a consequence of greater levels of activity in the construction industry. This income budget will be reviewed as part of the budget right-sizing exercise and may be increased to reflect a revised income expectation.

**iii. Fleet Costs**

There are a number of favourable variances in respect of vehicle costs in the period to date. Some are due to the fact that a number of new vehicles have been acquired in the past 6 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.

**iv. Car Park Income**

The sustained period of good weather in the early part of the year has led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

**v. Disabled Facilities Grant Fee income**

The significant increase in the level of Disabled Facilities Grant funding from central government in recent years has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are able to be awarded. Additionally the grant management fee level has been increased to 15% in line with that levied by other councils. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

**4. Conclusions**

External pressures outside the Council's control are impacting on all local authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies. This approach has a downward impact on costs incurred by the Council and may result in an under-spend against budget this year.

Regular budget monitoring reports are an integral part of the Council's financial monitoring framework. These will be available on the Councils website.

Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.

We are still at the early part of 2018/19 and it is therefore not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out in the MTFs to Council in March 2018 still remain. Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

**Appendix A****REVENUE MONITORING 2018/19 - Period 4 to July 31st 2018 (Variances in excess of £5k)**

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

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
<b>FINANCE &amp; DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS</b>										
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,909,937	3,048,951	3,008,922	-40,029	FAVOURABLE	-1.3%		Corporate	The budget forecast which was approved by Budget Council in March 2018 assumes reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2018/19 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date shows a level of turnover savings in excess of this. This budget will be kept under review during the remainder of the financial year.
<b>TOURISM &amp; LEISURE COMMITTEE</b>										
Lytham-Leisure (Strategic)	Games Site Fees	-59,000	-38,308	-44,311	-6,003	FAVOURABLE	-15.7%		Lisa Foden	A long period of favourable weather conditions during the first part of the financial year had led to increased patronage at a number of leisure sites, resulting in this increase in games site income. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
Coast and Countryside	Sale of Sand (sandwinning)	-300,000	-100,080	-131,421	-31,341	FAVOURABLE	-31.3%		Marie Percival	Income from the sale of sand has continued on an improving trend, largely as a result of an increase in the contract price, together with sustained higher demand than was experienced in earlier years. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>										
Fleet	FMS Material Cost	147,670	49,333	34,944	-14,389	FAVOURABLE	-29.2%		Kathy Winstanley / Steve Fulton	There are a number of favourable variances in respect of vehicle costs. Some are due to the fact that a number of vehicles have been acquired in the past 6 months, replacing older and more expensive to maintain vehicles. Additionally fuel costs for the first part of the year have been lower than anticipated. This budget will be kept under review during the remainder of the financial year and adjusted as necessary.
	Fuel Costs	318,906	106,376	90,971	-15,405	FAVOURABLE	-14.5%			
	Tyres - Renewal	35,086	11,834	5,725	-6,109	FAVOURABLE	-51.6%			
Utilities/Business Rates	Business Rates	235,441	235,441	220,541	-14,900	FAVOURABLE	-6.3%		Marie Percival	The budget for business rates charges in respect of Council properties is greater than the revised level of charges under the new 2017 rating list. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

**Appendix A (cont'd)****REVENUE MONITORING 2018/19 - Period 4 to July 31st 2018 (Variances in excess of £5k)**

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

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			

**OPERATIONAL MANAGEMENT COMMITTEE (Cont'd)**

Car Parks	Car Parking Fees	-575,000	-230,000	-273,140	-43,140	FAVOURABLE	-18.8%		Andrew Loynd	The sustained period of good weather in the early part of the year has led to an increase in the number of visitors to the area resulting in a higher level of parking income as compared to the budget. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
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**ENVIRONMENT, HEALTH & HOUSING COMMITTEE**

Housing Standards	Disabled Facilities Grant Fees	-55,000	-18,344	-45,395	-27,051	FAVOURABLE	-147.5%		Kirstine Riding	The significant increase in the level of Disabled Facilities Grant funding from central government in recent years has the effect of also increasing the level of fees receivable by Fylde Council for the management of grant-funded works as more grants are able to be awarded. Additionally the grant management fee level has been increased to 15% in line with that levied by other councils. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.
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**DEVELOPMENT MANAGEMENT COMMITTEE**

Development Management	Consultants Fees	51,000	17,012	8,268	-8,744	FAVOURABLE	-51.4%		Mark Evans	Consultants are appointed as and when necessary to provide specialist advice on complex planning applications and projects. Accordingly the budget spend is dependant upon the nature of planning applications submitted during the year. The budget will continue to be monitored during the remainder of 2018/19 and adjusted as necessary.
Planning Appeals	Planning Appeal Hearing Costs	80,000	26,688	60,915	34,227	ADVERSE	128.2%			Expenditure on planning appeals is dependant upon the number and nature of planning appeals. A number of planning appeals (following the refusal of major planning applications) have taken place during the first part of the year. There are two known further public inquiries scheduled to be held during the remainder of the financial year (relating to Fylde Fisheries and Sanderlin Way) which it is hoped can be contained within the remaining approved budget.

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	PLANNING COMMITTEE	12 SEPTEMBER 2018	10
CAPITAL PROGRAMME MONITORING REPORT 2018/19 – POSITION AS AT 31 <sup>st</sup> JULY 2018			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 31st July 2018 and specifically for those schemes under the remit of the Committee.

## SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system of the Council for the period to July 31st 2018.

## LINK TO INFORMATION

Capital Programme monitoring Report to 31st July 2018:

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

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

This information is provided to enable the committee to consider and scrutinise the Capital Programme monitoring reports for those schemes under the remit of the Committee.

## FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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## **CAPITAL PROGRAMME MONITORING REPORT 2018/19 – POSITION AS AT 31<sup>ST</sup> JULY 2018**

### **Summary**

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

### **1. Background**

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

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

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

#### **i) Coast Protection Scheme**

The total scheme cost is £19.83m, being funded by an Environment Agency grant of £19.43m and a contribution from Fylde Council of £0.4m. Work started on site in December 2017 and work is progressing well with the replacement hard sea defences at Church Scar with the contractor being ahead of programme. The concrete sloping revetment is close to completion and the contractor has started to cast the promenade. Work is scheduled to be started in September on the sheet piling around Fairhaven Lake, four months ahead of schedule. The Coastal Defence Team have approached the Environment Agency to secure funding to enable the Granny's Bay hard sea defences to be delivered following completion of the Fairhaven Scheme in 2019/20. A further report will be brought to members to take this scheme forward.

#### **ii) Promenade Gardens Water Play Facility**

The project involves the creation of an interactive water play area e.g. water jet plaza with ornamental features and a variety of interactive play facilities performing a range of play functions. The contractor has excavated over 7 meters deep to install the water tank and piping however coastal ground conditions have made this element particularly challenging and time consuming to complete. The contractor is currently finishing the installation of the underground water management system which activates the splash pad fountains and jets, with the colourful play features then due for installation. The facility will be an important addition to the facilities available on the promenade for families to use. Construction is now proceeding well and the Splash facility should be completed and open to the public over the coming weeks, and as such an official opening date hasn't been scheduled yet. An update will be publicised once the date for completion is confirmed. The Promenade Gardens Friends group have been involved in the inception, design and delivery of the project.

#### **iii) Town Hall Arts Store Improved Storage Facilities**

The store room conversion is now virtually complete with some minor elements to be installed. The racking system is currently being manufactured by a specialist supplier and should be complete within the next 4 weeks. Options for the dehumidifier system are currently being explored. Once the dehumidifier and racking are installed, there will be a period to let the room acclimatise and settle and it is envisaged the artworks will be hung on the newly installed racking in the refurbished art room before November.

#### iv) Regeneration schemes

The principal focus for regeneration scheme are those relating to Ansdell, Kirkham, Lytham and St. Annes along with a smaller number of 'village' schemes. In respect of Ansdell (Woodlands Road), funding was agreed for a further phase of environmental enhancements at the southerly end, following the format of earlier phases. The next phase of works has been approved and agreement has now reached with property owners and Lancashire County Council, which is to act as the main contractor for the scheme. Work is to commence early September and will be undertaken in two phases and completed by the end of this financial year.

In Kirkham, the £60,000 scheme has now been completed well within the approved budget. This will allow for further works to enhance the town centre environment to be undertaken.

In the case of Lytham, it is felt to be more appropriate to take a more comprehensive approach to the regeneration and environmental enhancements of Lytham town centre. This is based on the creation of a series of design zones and identifying an individual scheme for each area, each being connected through the overall design approach. The immediate phases are Park Street and Market Square a scheme for which are now being developed for presentation to the relevant committees. The second priority area will be a full assessment of the environment of Clifton Street as there have been particular issues with trees and paved areas. It is hoped that one phase of the regeneration scheme can be completed this financial year.

The next approved phase in St Annes will be the enhancement of Wood Street (Phase 3). The scheme has been prepared in draft and consultation has taken place and will continue. The scheme will be delivered in two phases, the first of which will include the refurbishment of the Council car park, which will be completed in this calendar year. The second phase will be commenced in Spring 2019.

### 3 Conclusions

- 3.1 Actual expenditure to 31<sup>st</sup> July 2018 is £5.841m against a full year budget of £18.961m. This equates to 30.8% of the latest budget. Certain schemes will be adjusted or re-phased into 2019/20 as part of future Financial Forecast updates to members during the year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2018/19 onward. The Capital Programme and the associated financing will be subject to discussion with members during the months in the lead up to the annual budget setting process for 2019/20.
- 3.3 Any additional expenditure which is not fully-funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4<sup>th</sup> March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. As at 31<sup>st</sup> March 2018 the forecast balance of the reserve was £4.063m after a favourable 2017/18 outturn position allowed for the transfer to the reserve of an additional sum of £0.560m in 2017/18, and including a further planned transfer into the reserve in respect of 2018/19 of £0.844m. Of this £2.008m is currently committed to deliver approved schemes in the years 2018/19 and 2019/20 leaving a forecast unallocated balance on the reserve of £2.055m. An updated position in respect of the Capital investment Reserve will be included within the Financial Forecast Update to be presented to the Finance and Democracy Committee in November this year and to Council the following month. Additional future projects will be subject to further consideration as part of the budget setting process for 2019/20. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.



**CAPITAL PROGRAMME - 2018/19 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/18****Appendix A**

APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 31/07/18 £000	Variance £000	Comments
<b><u>TOURISM &amp; LEISURE COMMITTEE</u></b>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63		0	63		63	This scheme has been tendered and an update report is to be presented to the September meeting of Tourism & Leisure Committee. Any changes will be reflected in the next update of the Financial Forecast.
St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93		0	93		93	No expenditure is currently planned for 2018/19. If not required in this financial year the budget will be re-phased into 2019/20 and this will be reflected in the next update of the Financial Forecast.
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	107	5	0	112	30	82	It is anticipated that this scheme will be completed to budget in 2018/19.
Promenade Gardens Water Play Facility	Capital Investment Reserve	150	0	109	259	115	144	It is anticipated that this scheme will be completed to budget in 2018/19.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	0	0	40	40	0	This scheme has been completed to budget during 2018/19.
Staining Playing Fields Development Scheme	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Town Hall Arts Store Improved Storage Facilities	Capital Investment Reserve	50	0	0	50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>553</b>	<b>5</b>	<b>109</b>	<b>667</b>	<b>185</b>	<b>482</b>	
<b><u>OPERATIONAL MANAGEMENT COMMITTEE</u></b>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	1,398	19	0	1,417	1,190	227	It is anticipated that all vehicle purchases will be completed to budget in 2018/19.
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	60	0	0	60		60	It is proposed that this budget will be used towards a scheme to resurface the Town Hall car park and a report will be presented to members outlining scheme proposals
Coastal Cleansing and the Provision of Beach Bins	Capital Investment Reserve	0	0	25	25		25	It is anticipated that this scheme will be completed to budget in 2018/19.
Public Transport Improvements	S106 Developer Contributions	18	0	30	48		48	It is anticipated that this scheme will be completed to budget in 2018/19.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	12,000	-170	0	11,830	2,721	9,109	Delivery of the scheme remains on schedule. Any changes or re-phasing will be reflected in future updates of the Financial Forecast.
Fairhaven and Church Scar Coast Public Realm Works	Capital Investment Reserve	360		0	360		360	It is anticipated that this budget will be re-phased into 2019/20 and that this will be reflected in the next update of the Financial Forecast.
<b>Sub total</b>		<b>13,836</b>	<b>-151</b>	<b>55</b>	<b>13,740</b>	<b>3,911</b>	<b>9,829</b>	

Appendix A (Cont'd)								
APPROVED SCHEMES	Financing Source	Approved Budget 2018/19 £000	Slippage B/F from 2017/18 £000	Adjustments from 05/03/18 £000	Updated Budget 2018/19 £000	Expenditure to 31/07/18 £000	Variance £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	929	245		1,174	487	687	The grant allocation has been increased by a further £81k for 2018/19 to a total of £1,010k. This revised allocation will be reflected in the next update of the Financial Forecast. It is anticipated that the majority of the grant allocation will be spent in 2018/19.
Housing Needs Grant	DFG Grant Repayments	0			0		0	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - 93 St Albans Road Refurbishment	S106 Developer Contributions	74			74		74	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460			460		460	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Housing Scheme - Keenan Mill	S106 Developer Contributions	840			840	840	0	This scheme has been completed to budget during 2018/19.
Church Road Methodist Church, St Annes	S106 Developer Contributions	275	275		550	275	275	It is anticipated that this scheme will be completed to budget in 2018/19.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	0	31		31	9	22	It is anticipated that this scheme will be completed to budget in 2018/19.
Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	38			38		38	It is anticipated that this scheme will be completed to budget in 2018/19.
Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	294			294		294	The scheme is currently being developed and a report will be presented to committee to approve the details of the scheme and to request a draw down of funding. The report will include the likely timing/phasing of the works.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60		50	110	18	92	It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>2,970</b>	<b>551</b>	<b>50</b>	<b>3,571</b>	<b>1,629</b>	<b>1,942</b>	
<b>PLANNING COMMITTEE</b>								
St Annes Regeneration Schemes	S106 Developer Contributions	67	8	190	265		265	The scheme will be commenced during 2018/19 but it is anticipated that it will not be fully completed by 31st March 2019. Consequently it is proposed that a part of this budget will be re-phased into 2019/20. This will be reflected in future updates of the Financial Forecast.
Wood Street St Annes - Public Realm Scheme	Capital Investment Reserve	50			50		50	It is anticipated that this scheme will be completed to budget in 2018/19.
Lytham Regeneration Schemes	S106 Developer Contributions	130			130		130	The proposals for Lytham Town Centre are to be reviewed as part of a reassessment of the wider regeneration scheme and a revised proposal will be placed before committee for consideration in due course.
Kirkham Town Centre - Public Realm Scheme	Capital Investment Reserve	29			29		29	It is anticipated that this scheme will be completed to budget in 2018/19.
Kirkham Public Realm Improvements	S106 Developer Contributions	21			21		21	It is anticipated that this scheme will be completed to budget in 2018/19.
M55 Link Road	S106 Developer Contributions	0	108	250	358	116	242	This relates to the use s.106 monies for design work on the scheme to construct a new link road from the M55 to St Annes. It is anticipated that the design works will be completed to budget in 2018/19.
Coastal Footpath Enhancements	S106 Developer Contributions	0		20	20		20	It is anticipated that this scheme will be completed to budget in 2018/19.
Ansdell / Fairhaven - Public Realm Scheme	Capital Investment Reserve	110			110		110	It is anticipated that this scheme will be completed to budget in 2018/19.
<b>Sub total</b>		<b>407</b>	<b>116</b>	<b>460</b>	<b>983</b>	<b>116</b>	<b>867</b>	
<b>Total Expenditure</b>		<b>17,766</b>	<b>521</b>	<b>674</b>	<b>18,961</b>	<b>5,841</b>	<b>13,120</b>	

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

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
<b>TOURISM &amp; LEISURE COMMITTEE</b>					
Ashton Gardens Depot	63				
St Annes Pool	93				
Fairhaven Lake & Promenade Gardens - First Round	112				
Fairhaven Lake & Promenade Gardens Restoration	0	120			
Fairhaven HLF Project Underwriting	0				
Promenade Gardens Water Play Facility	259				
Promenade Footways	40	40	40	40	40
Staining Playing Fields Development Scheme	50				
Town Hall Arts Store Improved Storage Facilities	50				
<b>Sub total</b>	<b>667</b>	<b>160</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>					
Replacement Vehicles	1,417	471	547	77	323
Car Park Improvements	60	30	30	30	30
Coastal Cleansing and the Provision of Beach Bins	25				
Public Transport Improvements	48	48	48	48	30
Fairhaven and Church Scar Coast Protection Scheme	11,830	5,000			
Fairhaven and Church Scar Coast Public Realm Works	360				
<b>Sub total</b>	<b>13,740</b>	<b>5,549</b>	<b>625</b>	<b>155</b>	<b>383</b>
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>					
Disabled Facilities Programme	1,174	929	929	929	929
Housing Needs Grant	0				
Affordable Housing Scheme - 93 St Albans Road	74				
Affordable Housing Scheme - Sunnyside Mill, Kirkham	460				
Affordable Housing Scheme - Keenan Mill	840				
Church Road Methodist Church, St Annes	550				
Affordable Warmth Scheme	31				
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	294				
Lytham Park Cemetery - Windbreak Canopy	110				
<b>Sub total</b>	<b>3,571</b>	<b>929</b>	<b>929</b>	<b>929</b>	<b>929</b>
<b>PLANNING COMMITTEE</b>					
St Annes Regeneration Schemes	265				
Lytham Regeneration Schemes	130				
Kirkham Public Realm Improvements	21				
M55 Link Road - S106 monies for design work	358				
Coastal Footpath Enhancements	20				
Ansdell / Fairhaven - Public Realm scheme	110				
Kirkham Town Centre - Public Realm scheme	29				
Wood Steet St Annes - Public Realm scheme	50				
<b>Sub total</b>	<b>983</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>18,961</b>	<b>6,638</b>	<b>1,594</b>	<b>1,124</b>	<b>1,352</b>

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

	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000	Estimate 2021/2022 £000	Estimate 2022/2023 £000
<b>FINANCING:</b>					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	63				
Better Care Fund / Disabled Facilities Grant	1,174	929	929	929	929
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	0				
Section 106 Monies - St Annes	265				
Section 106 Monies - Lytham	130				
Section 106 Monies - Kirkham	21				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460				
Section 106 Monies - Church Road Methodist Church, St Annes	450				
Section 106 Monies - M55 Link-Road	358				
Section 106 Monies - Affordable Housing, Keenans Mill	840				
Section 106 Monies - Public Transport Improvements	48	48	48	48	18
Section 106 Monies - Refurbishment of 93 St Albans Road, St Ann	74				
Capital Investment Reserve	1,707	302			
M55 Link-Road Reserve					
Other External Finance (see analysis below )	11,711	5,000	0		
Direct Revenue Finance	136				
Prudential Borrowing	1,454	289	547	77	335
<b>Total Financing</b>	<b>18,961</b>	<b>6,638</b>	<b>1,594</b>	<b>1,124</b>	<b>1,352</b>
<b>Total surplus (-) / shortfall in year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cumulative surplus (-) / shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

See note below for external funding available to finance the above schemes:

**Other External Finance: Analysis**

LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	11,430	5,000			
Lancashire County Council - Affordable Warmth Scheme	31				
Community Housing Grant Fund - Church Road Methodist Church	100				
Heritage Lottery Fund - Fairhaven	112				
	11,711	5,000	0	0	0