



Agenda

Operational Management Committee

Date:	Tuesday, 11 January 2022 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Roger Small (Chairman) Councillor John Kirkham (Vice-Chairman)</p> <p>Councillors Mark Bamforth, Alan Clayton, Chris Dixon, Brian Gill, Paul Hodgson, Michelle Morris, Kiran Mulholland, Bobby Rigby, Stan Trudgill, Viv Willder.</p>

Public Platform

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

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

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1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 9 November 2021 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	4

PUBLIC CONVENIENCE CONTRACT FOR CLEANSING AND MAINTENANCE

PUBLIC ITEM

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

SUMMARY

Danfo (UK) Ltd 'Danfo' has carried out the contract for the provision, maintenance, and cleansing of the public convenience units in Fylde for the last 15 years; this arrangement comes to an end in March 2022. The Public Contracts Regulations normally requires contracts to be subject to competition, after advice from legal and procurement officers an open tender procedure under the Public Contracts Regulations 2015 was implemented to award a new contract.

Tender documents were issued on the 25th October 2021, with compliant bids received from two potential suppliers: Danfo UK Ltd and Healthmatic Ltd. Both companies passed compliance checks prior to the evaluation based on a 60:40 quality-price ratio, Danfo was the successful bidder based on the evaluation model. Danfo's overall submission was high quality providing the panel with complete assurance that they will be able to deliver requirements to the high standards expected and which they currently deliver.

Provisional outcome letters have been sent to both bidders on the 10th December, providing a 10-day standstill period for the bidders to seek further clarification on the decision if required. The new contract start date is 1st April 2022 subject to Member ratification and will run for a period of 15 years with an option to extend up to a period of 5 further years, subject to termination clauses contained with the contract terms and conditions.

This decision will be put to the February council meeting for approval because it is an increase in service delivery price on a required contract, providing sufficient time for Danfo to mobilise ahead of the new contract start date.

RECOMMENDATION

1. The Operational Management Committee is requested to recommend that full council award the retendered Public Convenience contract for cleansing and maintenance to Danfo UK Ltd for a period of 15 years based on the tender submission and evaluation assessment identifying Danfo as the best value for money option.
2. That Full Council approve an unfunded revenue budget increase of £52,543 per annum (plus CPI increases from year 3 onwards) to meet the additional cost of the contract covering the cleansing and maintenance of public conveniences and additional services which include maintenance, inspection of hydration points (£8,300 per annum) as well as programmed improvements and refurbishments (£33,356 per annum).
3. That on an annual basis a report is presented to the Operational Management Committee at the first meeting after the end of each financial year to provide details of the improvements and refurbishments delivered across the service in the previous financial year under the agreed contract.

SUMMARY OF PREVIOUS DECISIONS

An information update item was presented at the 9th November Operational Management Committee to inform Members of the latest position with regards to the retendering of the public convenience contract, including the cleansing and maintenance of the existing facilities across the borough.

CORPORATE PRIORITIES

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

REPORT

1. Local authorities do not have a statutory obligation to provide public conveniences however, adequate, quality provision of the service is essential in Fylde because it is a popular tourist destination with many outdoor recreational attractions. For the past 15-years, Danfo (UK) Ltd 'Danfo' has carried out the contract for the provision, maintenance, and cleansing of the public convenience units in Fylde; this arrangement comes to an end in March 2022. To put in place arrangements beyond the contract end date an open tender procedure was carried out under the Public Contracts Regulations 2015.
2. The two compliant bids received were from Danfo UK Ltd and Healthmatic Ltd (www.healthmatic.com) who are the national leading companies for toilet provision, maintenance and cleansing with Danfo UK Ltd having a greater presence in Lancashire and the North West. There are other toilet cleansing companies, but they do not carry out repairs or maintenance on facilities which was a requirement the tender required. Tender documents were issued on 25th October 2021.
3. The bids were required to pass the initial compliance checks through the completion of a standard selection questionnaire confirming supplier information, any exclusion grounds, financial standing and technical and professional ability; the bids then progressed through to the award stage, which was based on a 60:40 quality-price ratio evaluation assessment, this is a pre-agreed standard model used at Fylde intended to identify the best value bid as opposed to the cheapest service.
4. The pricing schedule was broken down to include the following categories which contributed up to 40% of the overall contract evaluation score:
 - Cleaning of the public conveniences to the standards set out in the specification
 - Maintenance of the public conveniences as set out in the specification
 - Cash collection services
 - Hydration points, and
 - Improvements and refurbishment
5. Healthmatic submitted the lower price at £189,500 per annum and was therefore awarded full marks (40), Danfo received a score of 33.28 submitting a price of £221,043 per annum. Danfo provided the rationale for the increase on the current contract price, citing cost increases in almost all areas of service provision, in particular labour, fleet, energy, and supply chain costs. As the current provider of the service Danfo submitted details on the increase use of public conveniences in Fylde resulting in the need for additional cleansing and maintenance, demonstrated by the sharp increase in coin income through the pandemic. It is expected that demand will remain high based on the popularity of the area with tourists and regular visitors from the immediate Lancashire and North West hinterland.
6. The quality of the service is essential therefore this element of the tender evaluation accounts for 60% of the overall score. The bidders were required to provide a comprehensive response to four detailed questions referred as 'method statements' that provide the opportunity to outline how the service will be delivered and the unique aspects of their offer. Each bidder was required to provide detail on:

- Methodology (30%)
- Investment and Improvements (10%)
- Environment (15%)
- Social Value (5%)

7. Danfo's submission was more detailed and comprehensive providing the panel with complete assurance they will be able to deliver requirements to the high standards expected. The panel noted in particular:
- Comprehensive and more specific detail of the methodology on the delivery of the key requirements in all areas of the service
 - Improvements to the door locking mechanism to increase coin income / prevent doors being left unlocked for multiple use from a single payment – this would have a positive impact on the coin income that is retained by the council
 - Installation of 'pay to enter' cubicles at the Victorian Monument toilets, further increasing coin income
 - A proposal for a cashless entry system (contactless) that would again increase the income that the council retains
 - Commitment to clean any changing places facilities free of / without additional charge throughout the duration of the contract
 - Refurbishment programme commencing from year 1 with a more ambitious programme
 - LED lightbulbs, rainwater harvesting and electric vehicle charge points to be included as part of the refurbishment and improvement costs
 - Donation to the Fylde Sand Dunes project
 - Local job employment guarantee – something they already deliver because they operate the Blackpool and Wyre contracts with a much stronger presence in Lancashire and the North West
8. Healthmatic's submission scored fair in their methodology response and weak in the other three areas. The evaluation panel had reservations that they would be able to deliver to a high standard because of the lack of specifics provided and commitments beyond the cleansing and maintenance of toilets for example, technological innovation, contribution to local projects etc.
9. It is recognised that Danfo had some advantage because they have delivered the service for the last 15 years, during this period they have developed a good understanding of the quality requirements at Fylde, a strong rapport with officers resulting in a flexible approach to ad hoc requirements and knowledge of the local facilities so they are aware of the future requirements when it comes to refurbishment and improvements. Healthmatic have unfortunately not had the same opportunity that delivering the service offers. This is not a factor in the evaluation score but would explain the difference in the content and knowledge between the methodology statements.
10. The price and quality consensus scores are combined to determine the value for money provider. The panel have recommended that Danfo Ltd would offer the best value service based on price and quality:

Table 1: Tender Scores

Evaluation Summary	Danfo	Healthmatic
Price	33.28	40.00
Quality	48.00	24.00
Total Score	81.28	64.00

11. Provisional outcome letters have been sent to both bidders on the 10th December, providing a 10-day standstill period for questions or to seek further clarification on the decision. The new contract start date is 1st April 2022 and will run for a period of 15 years with an option to extend up to a period of 5 further years, subject to termination clauses contained within the Contract terms and conditions.
12. The recommendation to award the contract to Danfo Ltd will be put before the February Council meeting for approval because there is an increase in the service delivery price that is unfunded in the 22/23 budget proposals. Making the decision at the February council will allow sufficient time for Danfo to mobilise ahead of the new contract start date.

FINANCIAL IMPLICATIONS

13. The Table below sets out the Council's existing base revenue budget provision for the maintenance and cleansing of public conveniences and compares this with the budget required under the new contract:

Table 2: Revenue Budget - Costs

	2022/23 Onwards
Existing base revenue budget p.a. for maintenance and cleansing of public conveniences	168,500
*New contract price p.a. from DANFO	*221,043
Additional unfunded base revenue budget required per annum	52,543

* The contract price figure above is fixed for the first two years of the contract and will then increase by CPI annually from 1st April 2024. Included in the contract price are the following additional elements:

- £8,300 per annum in respect of Hydration Points, the contractor will "clean and complete scheduled water quality testing, such as Legionella, TVC, E-coli, Coliforms and any other drinking water quality tests that may be required to ensure the water from the hydration points is maintained at an approved and safe standard for drinking". Whilst this element of the contract price will only be incurred when the hydration points are installed, it is recommended that budget provision is included so it is in place when required. The hydration points are being installed as part of the approved capital programme with most proposed points either attached to existing toilet blocks or located close by, and
- £33,356 per annum for programmed improvements and refurbishments; Danfo clearly demonstrated a comprehensive understanding of the Fylde estate with comprehensive detail on implementing improvements and technologies that will have a positive impact on the coin income that is retained by the council.
- The current contract price to service, cleanse and maintain the toilets is £168,500, the additional requirements that will enhance and future proof the service total £41,656, resulting in an increase of £10,887 (6%) on the cleansing and maintenance element of the contract tender.

COIN INCOME

14. Coin income is retained by the council, the Danfo tender bid included several improvements that will increase coin income through a reduction in access without payment which at busy periods can be significant. The commitment includes a 12-month replacement programme of all current turn locks with a new push button locking system that has been proven to achieve a 25% increase in coin income reducing free access to facilities. Other improvements include the installation of a single-entry access point which prevents loss of income during "peak" periods when doors have been left open for use without payment.
15. The current charge for using public conveniences in Fylde is 20p through a coin activated locking system on each cubicle door. This charge was introduced at the start of the current contract 15 years ago, without any increases over this period during which costs have increased. Neighbouring Local Authorities have been charging a higher rate for some time and there is a proposal to increase the Fylde charge to 50p (using a single coin) that will be considered at Budget Council in March 2022, as part of the annual fees and charges review.
16. Any increase in the charge for using the facilities would represent additional income for the council. If a fee of 50p is approved at budget council the additional income could exceed £35,000 per annum based on current use of the facilities.

IMPLICATIONS	
Finance	This report considers the letting of a 15 year contract to DANFO and recommends that Full Council approve an unfunded revenue budget increase of £52,543 per annum (plus CPI increases from year 3 onwards) to meet the additional cost of the contract covering the cleansing and maintenance of public conveniences and additional services which include maintenance, inspection of hydration points (£8,300 per annum) as well as programmed improvements and refurbishments (£33,356 per annum).
Legal	No implications from this report
Community Safety	No implications from this report
Human Rights and Equalities	No implications from this report
Sustainability and Environmental Impact	No implications from this report
Health & Safety and Risk Management	No implications from this report

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

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	5
GREEN WASTE COLLECTION – SUBSCRIPTION SERVICE CHARGE			

PUBLIC ITEM

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

SUMMARY

The report outlines a proposal and the rationale to increase the green waste subscription service charge from the 2022/2023 operational year beginning 1st April 2022 by £5 per bin per annum. The rationale for the proposed subscription service charge increase is included in the report demonstrating that the increase contributes significantly to the cost of delivering the optional service.

RECOMMENDATION

To support a recommendation to Full Council to approve a £5 (per bin) increase to the annual charge for the green waste subscription service to contribute towards the increased cost of delivering the service.

SUMMARY OF PREVIOUS DECISIONS

At a special meeting of the Operational Management Committee in March 2016 it was RESOLVED that a subscription service for green waste be considered as part of future budget proposals and the intervening time is used to research other options for the service, to be reported to a future meeting of the Operational Management committee.

The Operational Management Committee on 13 September 2016 RESOLVED to recommend to full Council: the introduction of a year-round green waste subscription service, at a charge of £30 per waste bin per annum, in order that the service may be ready for implementation from April 2017; and that the income arising from the introduction of the charge, if approved, be reflected within the Councils budget for 2017/18 onwards.

At a meeting of Full Council on 5 December 2016 it was RESOLVED to approve the introduction of a year-round green waste subscription service, at a charge of £30 per waste bin per annum, for implementation in 2017; and that income arising from the introduction of the charge, be reflected within the Council's budget for 2017/18 onwards and that the Operational Management Committee agree the operational detail of the scheme prior to implementation.

At a meeting of the Operational Management Committee on 17 January 2017 it was RESOLVED to approve the following:

- Implementation date of subscription service 1st June 2017
- Annual subscription of £25 per bin in year 1 (reduced year service to March 31st, 2018)
- Collection of additional wheeled bins at annual subscription of £25 per bin in year 1
- Subscription increases to £30 from year 2 (full year service April 1st to March 31st)
- Collection of additional wheeled bins at annual subscription of £30 per bin from year 2
- Fortnightly collections with a Christmas period suspension

<ul style="list-style-type: none"> No reduction for part year subscription No refunds or transfer of subscription No reductions or concessions applied until the scheme has been proven Expenditure of £38,500 on communications, finance, and back-office support in Year 1 <p>To delay deciding on the collection of non-scheme green bins until after the scheme matures</p>

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

REPORT

- The green waste subscription service was introduced in 2017 in response to the Lancashire County Council (LCC) decision to end the Cost Sharing Agreement recycling credit payments which contributed significantly to the cost for collecting all domestic property recycling activity in the Borough. The decision to end the cost sharing agreement was made by LCC, who are the disposal authority, in response to the legal requirement for collection authorities to collect and separate recyclable material which removed the need for an incentive to collect recyclables.
- Local authorities have the option to levy a charge for the collection of green waste which is not one of the recyclable materials authorities are legally required to collect, a charge cannot be made for the collection of recyclable materials that have to be collected under legislation i.e. plastic, cans, glass etc. Charges for a green waste subscription service have been introduced across most of Lancashire (and further afield) to mitigate the cost of introducing a green waste collection service previously funded through the LCC cost sharing agreement. The current charges for green waste collection services at Lancashire authorities are listed below with analysis by total cost, number of collections and per collection charge:

Council	Charge per bin per annum	No of collections	Amount per collection
Blackburn with Darwen	£30	20	£1.50
Blackpool	£40	22	£1.80
Burnley	£35	20	£1.75
Chorley	£30	25	£1.20
Fylde	£30	25	£1.20
Hyndburn	£30	20	£1.50
Lancaster	£40	20	£2.00
Pendle	£35	20	£1.75
Preston	£35	24	£1.46
Rossendale	£40	20	£2.00
South Ribble	£25	22	£1.14
West Lancashire	£30	25	£1.20
Wyre	£35	22	£1.60

- Fylde currently has the second lowest charge at £30 per bin per annum and the maximum number of collections offered (25 per year) the per collection charge is £1.20. An increase of £5 per bin would result in a per collection charge of £1.40, offering fair and reasonable value even compared with the current charges across the region.
- The charge for the green waste service was introduced to mitigate the cost of continuing to provide a service to collect garden waste previously all recycling collections had been funded through the LCC cost sharing

agreement. The council was receiving £763,000 per annum from the cost sharing agreement towards funding the collection of recyclables, in 2021 the 19,760 subscriptions to the green waste service generated an income of £592,800 towards the cost of the green waste collection service, the cost of collecting other recyclable materials is funded through the council's general fund.

5. The Council does not account separately for the green waste collection service because it would require the apportionment of all joint costs for staff, vehicles, overheads, supplies, etc. at source because they are shared across the range of waste services provided. Almost all the cost centres include every aspect of the waste collection service, for example vehicles, premises, utilities, supplies, and employees, they are all transferable across grey, green, plastics, paper and glass collections making specific apportionment of the green waste element across every invoice transaction almost impossible and not required under local authority accounting regulations. To strip out and set up dedicated resources for the green waste service only would require significant duplication and waste adding unnecessary cost to the service through inefficiencies.
6. However, it has been possible to prepare a reasonably accurate best estimate based on an analysis of how much each element of the total waste service cost relates to the collection of green waste given the number of collections, the level of subscription and the vehicle use etc. The analysis has been prepared by apportioning the annual costs for the whole service between the constituent elements according to the most appropriate apportionment method available. Where costs are more easily identifiable as relating to a particular element of the service (for example printing costs for the green bin stickers and the purchase of new replacement bins) these costs have been allocated directly to that element of the service. Appendix 1 includes the full estimate for the green waste collection service for the current financial year at £734,774.
7. There has been no increase in the green waste subscription service charge since it was introduced almost five years ago. During that same period inflation has increased at an average of 2.5% per annum ([Bank of England](#)) however, post COVID inflation has climbed to 3.8% (October 2021), diesel prices are at a record high (147.9p at the pump) and the average labour costs 9.4% above the pre-pandemic level with one of the greatest increases amongst HGV drivers. Over the last 18 months there has been a reliance on agency labour because of absences and recruitment issues further increasing the cost of the service. The council has struggled to recruit to key posts required to operate the waste and recycling service including HGV drivers and mechanics at the same time the cost of parts, repairs, replacement, and maintenance of the vehicles, lifting equipment and bins have all increased over the five years since the service was introduced with sharp increases post COVID that show no signs of slowing.
8. The number of subscribers to the service at Fylde has always been significant increasing year on year with many premises having multiple bins with the service well used and very successful based on good customer feedback and satisfaction rates. The high level of subscription has resulted in a significant contribution to the operating cost of the optional green waste service and allowed the council to retain the charge at £30 for the first five years.
9. If the council was to retain the same number of subscribers in 2022 at 19,760 charging £35 per annum for the service there would be a contribution of £691,600 towards the cost of recycling services, this is comparable to the estimated cost of the service at £734,774 demonstrating that the subscriptions largely cover the cost of the service. Based on the latest estimated cost of the subscriptions service the proposed charge of £35 per bin would make a significant contribution towards the costs of running the service for the residents who choose to subscribe.
10. Green waste service collections take place on a fortnightly basis apart from over the Christmas period when the service is suspended, resulting in 25 collections per year equating to £1.40 per collection for a full calendar year (20p per collection increase on the current price) with a charge of £35 per bin per annum. The Environmental Protection Act 45 (3) states "the authority may recover a reasonable charge for the collection of the waste from the person who made the request", the charge is considered reasonable, appropriate, and fair offering value for money for the service received and consistent with charges levied by neighbouring authorities for a fortnightly green waste subscription service.
11. The charge contributes towards the cost of delivering the collection service, it is less than the payment previously received under the cost sharing agreement, and a proportionate increase based on the rationale outlined in this report.

IMPLICATIONS	
Finance	The proposed increase of £5 per bin will generate an estimated £98,800 additional income per annum towards the cost of delivering the service, based upon the current number of subscriptions. If approved, the financial implications of an increase in the fee for the chargeable green waste scheme will be reflected in the next update of the Council's Financial Forecast.
Legal	The Controlled Waste Regulations 1992 classifies garden waste as a household waste for which a charge for collection may be made. The Environmental Protection Act 45 (3) states "the authority may recover a reasonable charge for the collection of the waste from the person who made the request". In proposing revised arrangements for the collection of garden waste the Council is required to have regard to the provisions of the Equalities Act 2010 and s.17 of the Crime & Disorder Act 1998. Nothing within the proposals to charge for the collection of waste contravenes the provisions of these Acts.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	Allan.oldfield@fylde.gov.uk , 01253 658658	November 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Operational Management Committee Report	31 March 2016	www.fylde.gov.uk
Operational Management Committee Report	13 September 2016	www.fylde.gov.uk
Full Council Report	5 December 2016	www.fylde.gov.uk
Operational Management Committee Report	17 January 2017	www.fylde.gov.uk

Attached documents

Appendix 1 - Estimated Costs - Green Waste Collection Service 2021/22

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	6
BUDGET SETTING – PRIORITISATION OF CAPITAL BIDS 2022/23			

PUBLIC ITEM

SUMMARY

The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2022/23 which fall within the terms of reference of this Committee.

RECOMMENDATIONS

The Committee is requested:

1. To consider and provide any feedback or comments on each of the capital bids relevant to this Committee's terms of reference as shown at Appendix A to this report; and
2. To provide a prioritised list of bids supported by the Committee for further consideration by the Budget Working Group.

SUMMARY OF PREVIOUS DECISIONS

The capital bids that are relevant to the terms of reference of this Committee are considered and prioritised each year as part of the annual budget-setting process. There have been no previous decisions in respect of these capital bids.

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

1. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.
2. The prioritisation of capital investment according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 11th April 2016.
3. A key element of the prioritisation process, as described within the Capital Strategy, is the consideration of capital bids by the Council's Programme Committees. The capital bids for 2022/23 which fall within the terms of reference of this committee are shown at Appendix A to this report. The Committee is requested to consider and prioritise the capital bids relevant to this Committee's terms of reference.
4. Once capital bids have been prioritised by each programme committees, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include capital budget proposals.

IMPLICATIONS	
Finance	The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the proper financial management of the Council's resources. This report requests that Members provide that consideration and prioritisation process in respect of the capitals bids for 2022/23 which fall within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		November 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council Report - Approved Capital Strategy	11th April 2016	www.Fylde.gov.uk

Attached documents

1. Appendix A - Stanner Bank – Toilet Refurbishment
2. Appendix B - Carbon Neutral - Energy Efficiency
3. Appendix C - Sweeper
4. Appendix D - North Beach Toilets

Scheme Title: Stanner Bank Toilet Refurbishment

Description of Scheme:

Located within the Fairhaven Park boundary, close to the Stanner Bank car park entrance, sits the Stanner Bank Toilet Block. The existing structure consists of two flat roof buildings joined by a covered wooden seating area. One of the buildings incorporates an existing public toilet, incorporating two standard single toilet units and one disabled unit and the other is used for storage. Alongside the toilet block is one of the main pedestrian entry points to the lake and gardens.

Fairhaven Lake and Gardens is currently benefiting from a large Heritage Lottery Fund (HLF) grant and has seen major renovations to several the main buildings on site including the RSPB pagoda building, water sports centre and lakeside café. Further plans for 2022 include renovations of the operational boat house, replacement and additional heritage lighting, pathway improvements and numerous landscaping projects including the Japanese garden, re-instatement of formal gardens and tree planting. Water quality, lake edging and jetties serving the motorboat service are also planned. These improvements build on the already successful new Adventure Golf, Adventure play area and improvements to Fairhaven's tennis and bowls offering.

The Stanner Bank toilet block and immediate area has been identified as an area for improvement. The buildings are notably dated and have very little architectural or aesthetic value. This has become more noticeable other buildings within the heritage park receive improvements and renovations.

The location of the toilet block has seen increased footfall thanks to the creation of new paths along the Stanner bank side of the lake to create a path around the perimeter of the lake, alongside the recent Fairhaven to Church Scar Coastal Protection Scheme which has further improved the pathways from Lytham. The proposed new ice cream kiosk nearby is likely to further increase footfall, though demand on the public toilets will be mitigated with the inclusion of a customer toilet within those facilities.

The connecting seating area adjoining the two buildings is currently in poor condition and regularly attracts anti-social behaviour (ASB) in the form of damage to the wooden fixed seating which requires regular repair.

To the rear of the toilets a path runs down from the roadside and Stanner Bank Car Park; providing a main entry point to the lake. Access reports conducted as part of the HLF process identified improvements needed to all entry points to the Park including the Stanner Bank entrance. Issues were highlighted with the ramp down to the lake due to its incline which is considered steep for wheelchair users and those with reduced mobility, walking aids, partially sighted members of the public and families with prams, pushchairs, and toddlers.

Landscaping of the grounds of Fairhaven Lake and Gardens is a major draw for visitors and part of the site's rich heritage. The area around Stanner Bank toilets, in particular to the rear where there is a grassed slope, currently benefits from no visually interesting planting or landscaping.

Park users have given feedback on the toilet block and surrounding area via social media and elected members have questioned how the building and area will be addressed considering the overall improvements to Fairhaven Park and Gardens.

The intention of this proposal is to address all issues highlighted and create a functional welcoming entry point to the Park increasing toilet facilities and access for all.

The proposal includes the creation of a new ramp, utilising the grassed sloped area to the rear of the toilets and join

the lakeside through the centre of the two buildings. The creation of route will involve the removal of the covered seating area and erecting of a new wooden pagoda. This will provide park users with a welcoming entry point in keeping with the rest of the park. The viewpoint across the lake framed between the two buildings is quite spectacular and will serve as a fitting first impression of this picturesque site. Creating this entry will also allow wall space for advertisement of lake activities such as water sports courses and promotion of other park facilities like Adventure Golf and Sports offerings. The proposal addresses the current lack of landscaping by the creation of planted borders surrounding the new ramped path. Consultation with the Council's landscaping experts and studying of recently planted beds on site will determine planting species which can thrive in this environment.

In addition to the removal of the covered seating area, the existing buildings will be addressed with visual improvements including rendering over the brick areas while retaining the attractive Fylde stone areas exposed as a feature and painting of all guttering, facias, and woodwork.

A breakdown of the cost is detailed below –

Capital cost plan:

FEASIBILITY FOR PROPOSED ALTERATIONS TO EXISTING TOILET FACADE - OPTION 2		
<u>FYLDE COUNCIL</u>		
<u>BUILDING</u>		
Demolition of existing structure	£5,234.00	
Make good roof following demolition	£2,460.00	
Clean off existing concrete slab and apply new tarmac finish	£380.00	
Apply pro rend finish to external walls	£11,037.00	
Construct pagoda	£4,000.00	
Landscaping and pathway	£10,485.00	
Form pathway	£7,350.00	
		£40,946.00
<u>PRELIMINARIES</u>		
Preliminaries (15%)	£6,141.90	£6,141.90
<u>CONTINGENCY</u>		
Design Contingency (5%)		
Building Contingency (5%)	£4,708.79	£4,708.79
<u>FEES</u>		
Professional Fees (10 %)	£5,179.67	£5,179.67
Planning fees	1,000.00	£1,000.00
		£57,976.36

Outputs (i.e. details of what the investment will specifically deliver):

Improved visual impact at the Stanner Bank end of Fairhaven Lake with more welcoming experience.

The investment will form part of improvements related to the Council's scheme to improve Fairhaven Lake and Gardens along with serving passing visitors using the recently improved pathways and coastal walks.

Contribution to corporate objectives (how does the proposal achieve or help deliver priorities within the Corporate Plan and other key corporate strategies?)

Economy – 1 in 5 people are disabled equating to 14 million of the population, which include families using prams and pushchairs – and this illustrates how improved facilities will attract more people to our area.

- Support and promote appropriate development
- Facilitate improved transport infrastructure and connectivity
- Retain and enhance the identity of our local communities

Environment – In July 2021 the Government Published its National Disabled Strategy in order to create an environment that will enhance peoples lives and the environment we live in.

- Improve coast and countryside accessibility
- Provide high quality parks and open spaces
- Provide safe, clean and accessible coast and countryside facilities

Efficiency – Engagement with stakeholders and end users to develop design.

- Adopt a 'Customer First Attitude'
- Actively seek feedback to improve service delivery
- Champion and enhance the reputation of the council

Tourism – Detailed within the Governments National Disabled Strategy – the Department for Digital, Culture, Media and Sport's plans include making the UK more accessible for Tourists.

- Provide high quality leisure, tourism, arts, sports and recreation facilities

Budget Resource Requirements - Breakdown of initial capital costs and future revenue implications

Estimated **Total Capital costs** of bid (£000's): **£58,000**

Annual future **additional Revenue costs** arising from the bid as applicable (£000's): **£0**

Revenue funding for the annual costs for maintenance of the Public Conveniences, will be covered in the existing revenue base budget.

Value and phasing of bid (amend dates as necessary):				
2022/23 £58,000	2023/24 £000	2024/25 £000	2025/26 £000	Total £58,000
Existing resources in the Capital Programme relating to this scheme (as applicable):				
2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000
Estimated timescales for the bid:				
Project Start Date : Spring 2022		Project Completion Date: Summer 2022		

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
a) The design is not Fit for Purpose	Poor design will lead to criticism from the public.	Consultation with Local Disability Groups, Friends of Fairhaven group and other Park users via Social media.

Endorsement of bid by Director	
SignatureTracy Manning..... PositionDirector.....
Date14/12/2021.....

FBC – Capital Bid 2022/23

Prepared by/Bid Originator – **Tracy Manning / Kathy Winstanley**

Scheme Title: Carbon Neutral – Energy Efficiency

Description of Scheme:

The Carbon Neutral Working Group has been tasked with the following actions in the Fylde Corporate Plan 2020/24:

- *Implement carbon reduction policies including plastics reduction, tree planting, energy efficient and recycling*
- *Design education and awareness programmes to support carbon reduction policies and actions*
- *Work with partners to deliver carbon reduction*

Early discussions about energy efficiency resulted in the Working Group suggesting that the council should consider the use of more energy efficient vehicles going forward. As a result, three of the council's vehicles due for replacement have been identified to consider for hybrid or electric replacements. There is already provision within the capital programme for these replacements in 2022/23 and this bid seeks additional capital funding to enable these vehicles to be replaced with hybrid/electric options, including the necessary charging facilities, on a phased basis.

By selecting vehicles for hybrid/electric replacement which are used daily within the community and/or have a high profile, the council would be seen to be providing community leadership in this respect and demonstrating its commitment to energy efficiency.

It is recommended that two operational vehicles are replaced with electric vehicles in 2022/23 and as the mayoral car has low mileage it is recommended that its replacement (with a hybrid vehicle) takes place in 2023/24 thereby allowing the costs of low carbon vehicle replacement to be undertaken on a phased basis.

Capital cost plan:

Cost Heading	Description	Total £
2022/23 Replace two operational vans with electric panel van i.e. Renault Kangoo	Standard replacement circa £13,000 Electric panel van replacement circa £30,000* (Therefore £17,000 additional per vehicle is required x2 vehicles) <i>*government grants are available for certain electric vehicles – options TBC when tendering</i>	£34,000
2023/24 Replace mayoral car with hybrid vehicle i.e. Volvo S90 Saloon	Standard replacement Volvo circa £23,000 Volvo S90 hybrid replacement circa £50,000 (Therefore £27,000 additional is required)	£27,000
Total		£61,000

Outputs (i.e. details of what the investment will specifically deliver):

A stepped approach to an energy efficient vehicle fleet to demonstrate the council's commitment to the carbon neutral agenda

Community leadership in leading on the carbon neutral agenda

Contribution to corporate objectives (how does the proposal achieve or help deliver priorities within the Corporate Plan and other key corporate strategies?)

This project will contribute towards the delivery of environmental objectives in terms of the corporate plan 2020/24 through the delivery of energy efficient initiatives

Budget Resource Requirements - Breakdown of initial capital costs and future revenue implications

Estimated **Total Capital costs** of bid (£000's): **£61,000**

Annual future **additional Revenue costs** arising from the bid as applicable (£000's): £0

Vehicle repair and maintenance costs are already included within the Fleet budget for these replacements although there are some unknowns with regards to running costs for electric and hybrid vehicles i.e. fuel costs will be off set through electric charging but there will be an associated cost of replacement batteries and petrol for the hybrid vehicle. There will also be additional costs associated with the set up and installation of suitable charging devices. Government grants are available to support the transition to cleaner vehicles with zero or ultra-low emissions, including contributions towards electric charge-point equipment, and will be investigated ahead of any procurement exercise. Any additional costs will be contained within current revenue budget provision.

Value and phasing of bid (amend dates as necessary):

2022/23	2023/24	2024/25	2025/26	Total
£34,000	£27,000	£000	£000	£61,000

Existing resources in the Capital Programme relating to this scheme (as applicable):

2022/23	2023/24	2024/25	2025/26	Total
£26,000	£23,000	£000	£000	£49,000

Estimated timescales for the bid:

Project Start Date: April 2022

Project Completion Date: July 2024

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
Continued absence of Fleet Manager	Failure to procure vehicles	Head of Service to seek external support

Endorsement of bid by Director

Signature

Tracy Manning.....

Position

.....Director.....

Date

.....14/12/21.....

FBC – Capital Bid 2022/23

Prepared by/Bid Originator – **Tracy Manning / Mark Wilde**

Scheme Title: Cleaning Machine

Description of Scheme:

Fairhaven Lake is a popular stop off point for migrating birds and is such a well-known destination for bird life, that the RSPB are based there. At certain times of year, geese breed and raise their young which causes short spells of intense fouling issues on paths and on hard surfaces within the park. This causes a nuisance to the public and can be a health and safety hazard. Complaints are received from the public at these times. To remove this faeces is a time-consuming task and the introduction of additional paths as part of the Fairhaven development have further added to the issue.

To address this a specialist sweeping / cleaning vehicle to remove faeces from the paths around Fairhaven Lake will be purchased. The nature of the pathways requires a vehicle which will not damage the path infrastructure and can successfully manoeuvre the paths in question.

This would be a Nilfisk type machine like the one deployed a few years ago which had specialist brushes attached. This vehicle would be a sub-compact machine with low emissions and retails at circa £60k. It also has a hand pressure washer attached which could be used on more delicate areas.

There would also be maintenance costs associated with the vehicle which are unknown at this point but should be contained within existing budget provision across the fleet. The vehicle would be based at Fairhaven but also used on all open spaces and town centres throughout the year.

The vehicle is likely to need replacing after four years with meticulous cleaning and maintenance by the Parks Team. The operator will be required to have a driver's licence.

Capital cost plan:

Cost Heading	Description	Total £
New vehicle	Sub-compact specialist low emission cleaner/sweeper	£60,000
Total		£60,000

Outputs (i.e. details of what the investment will specifically deliver):

The ability to keep the paths around Fairhaven Lake clean and safe.

Contribution to corporate objectives (how does the proposal achieve or help deliver priorities within

the Corporate Plan and other key corporate strategies?)

This project will contribute towards the delivery of environmental objectives in terms of the corporate plan 2020/24 through providing clean parks and open spaces, and by providing accessible facilities

Budget Resource Requirements - Breakdown of initial capital costs and future revenue implications

Estimated **Total Capital costs** of bid (£000's): **£60,000**

Annual future **additional Revenue costs** arising from the bid as applicable (£000's): £3,000 - £4,000 – this will be funded through a budget virement from the existing fleet revenue budget.

Value and phasing of bid (amend dates as necessary):

2022/23 £60,000	2023/24 £000	2024/25 £000	2025/26 £000	Total £60,000

Existing resources in the Capital Programme relating to this scheme (as applicable):

2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000

Estimated timescales for the bid:

Project Start Date: April 2022

Project Completion Date: July 2022*

Project Risks (outline any risks to delivery of the project and how these will be mitigated)

Risk	Impact	Mitigating Action
Continued absence in a key post	Failure to procure vehicles	Head of Service to seek external support
Delay in arrival of vehicle *	Build-up of bird fouling along pathways around lake	Manual 'deep clean' of the area Hire of vehicle

Endorsement of bid by Director

Signature Tracy Manning..... Position Director.....

Date 14/12/21.....

FBC – Capital Bid 2022/23

Prepared by/Bid Originator – **Marie Percival / Darren Bell**

Scheme Title: North Beach Toilets

Description of Scheme:

The capital programme for 2019/20 included an approved budget to construct a new public toilet on North Beach Car Park. During that financial year, following the first summer season of the Splash Park operating, members agreed that this funding should be reallocated to constructing a new public toilet by the Splash Park with the understanding that a scheme to construct a public toilet at North Beach would be re-presented to members at some point in the future.

With Fylde Council taking ownership of the North Beach Windsports facility during 2021 and options to locate a public toilet on that land considered and discounted, the option to construct a public toilet on North Beach Car Park beside the Coastguard station is being re-presented.

The North Beach area off Clifton Drive North, has become very popular in recent years for visitors and motorhomes, in addition to the increased popularity for kitesurfing in this location and the recent reintroduction of mini-land yachts. Both sporting activities, particularly when there are upcoming competitive events, will draw even greater numbers of people to this area which is currently not served with permanent public toilets. Through the last year, in response to reports of the sand dunes being used by members of the public to relieve themselves, portaloos were installed which have been welcomed by visitors.

The proposed unit will include one accessible unisex toilet with baby change facilities plus two additional unisex toilets. To blend with the neighbouring building the unit will be clad with a brick façade. The lead-in time for a toilet unit to be delivered is 3 to 4 months following order details being confirmed.

Capital cost plan:

Cost Heading	Description	Total £
Provision of Tetragon 110 toilet block (based on 2019 estimate)	Comprising of 1 fully accessible unisex & baby changing WC, 2 unisex WC	£80,000
Base for new unit	Installation of concrete plinth (estimate)	£10,000
Provision and installation of services (water/waste/electricity)	Lease permits connection via coastguard services	£20,000
Fees (planning/Building control)		£1,000
Sub - total		£111,000
Contingency (5% of sub-total)		£5,550
Project management/ supervision (10% of sub-total)		£11,100
		£127,650 rounded up

Total		to £130,000
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Outputs (i.e. details of what the investment will specifically deliver):

A new public toilet facility on North Beach Car Park.

Contribution to corporate objectives (how does the proposal achieve or help deliver priorities within the Corporate Plan and other key corporate strategies?)

Economy:

- Maximise the use of all council owned assets
- Retain and enhance the identity of our local communities

Environment:

- Improve coast and countryside accessibility
- Create clean, safe and healthy communities
- Provide high quality parks and open spaces
- Provide safe, clean and accessible coast and countryside facilities

Efficiency:

- Adopt a 'Customer First Attitude'
- Apply technology to deliver services in the most efficient way possible

Tourism:

- Provide high quality leisure, tourism, arts, sports and recreation facilities
- Develop and promote unique destination points across the coast and countryside

Budget Resource Requirements - Breakdown of initial capital costs and future revenue implications				
<p>Estimated Total Capital costs of bid (£000's): £130,000</p> <p>Annual future additional Revenue costs arising from the bid as applicable (£000's): Electricity £1,200, water £1,500. These will be contained within the current budget provision.</p> <p>Cleaning costs have been incorporated into the recent tendering exercise to procure toilet cleaning services.</p>				
Value and phasing of bid (amend dates as necessary):				
2022/23 £130,000	2023/24 £000	2024/25 £000	2025/26 £000	Total £130,000

Existing resources in the Capital Programme relating to this scheme (as applicable):				
2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000
Estimated timescales for the bid:				
Project Start Date: June 2022		Project Completion Date: August 2022		

Project Risks (outline any risks to delivery of the project and how these will be mitigated)		
Risk	Impact	Mitigating Action
Approvals delayed	The order for the toilet unit, which has at least a 3-month lead time, is made too late delaying delivery	Draw-down report to be submitted at the earliest opportunity
Issues connecting with utility supplies	Delaying the project and increasing costs	Discussions initiated in advance with Coastguard to connect and sub-meter through their supplies

Endorsement of bid by Director			
Signature	Allan Oldfield	Position	Chief Executive
Date	December 20 th 2021		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	7
BUDGET SETTING – CONSIDERATION OF REVENUE BID			

PUBLIC ITEM

SUMMARY

At the March 2022 Budget Council meeting Members will be requested to approve a revenue budget for 2022/23. That budget must include sufficient resources both for existing activities and for any new areas of expenditure that have been recommended by the Finance and Democracy Committee, following earlier consideration by the appropriate programme committee i.e. items of revenue growth.

The consideration of revenue growth items is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report requests that Members provide that consideration in respect of the revenue bids for 2022/23 which fall within the terms of reference of this Committee.

RECOMMENDATIONS

The Committee is requested:

1. To consider and provide any feedback or comments on the revenue growth bid relevant to this Committee's terms of reference as shown at Appendix A to this report.

SUMMARY OF PREVIOUS DECISIONS

The revenue growth bids that are relevant to the terms of reference of each Programme Committee are considered each year by that Committee as part of the annual budget-setting process.

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

REPORT

1. The role of the Council's Programme Committees in the consideration of revenue growth bids is described within the Timetable for Developing Budget Proposals 2022/23 report which was approved by the Finance and Democracy Committee at the meeting of 7th October 2021. This report provides the members of the programme committee with the opportunity to discuss all revenue growth bids and to indicate their support or otherwise for each bid.
2. Once revenue growth bids have been considered by the appropriate programme committee, the Budget Working Group will review the outcome of the deliberations of programme committees and will make recommendations to the Finance and Democracy Committee via an updated Medium Term Financial Strategy (MTFS) report on a proposed budget package which will include any revenue budget proposals.

IMPLICATIONS	
Finance	The consideration of revenue growth bids for inclusion or otherwise within the Council's approved Revenue Budget is a key component of the budget-setting process. This report requests that Members provide that consideration in respect of the revenue growth bids for 2022/23 which fall within the remit of this Committee.
Legal	No implications arising from this report.
Community Safety	No implications arising from this report.
Human Rights and Equalities	No implications arising from this report.
Sustainability and Environmental Impact	No implications arising from this report.
Health & Safety and Risk Management	No implications arising from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2021

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2022/23	7 th October 2021	www.Fylde.gov.uk

Attached documents

1. Appendix A - Enforcement Team

FBC – Revenue Growth Bid 2022/23

Prepared by/Bid Originator – Tracy Manning/Kathy Winstanley



Scheme Title: Enforcement Team

Description of Scheme:

Background

There are several Public Spaces Protection Orders (PSPOs) in place across the borough for the enforcement of dog fouling and dog control issues, and the ban on BBQs in open areas. These have been enforced historically through a combination of in-house and external resources, utilising a mixture of educational and enforcement tools as a deterrent in responding to anti-social behaviour and enviro crimes, with varying degrees of success and mixed reception from residents and visitors to the area.

Fylde has experienced an influx of visitors and 'staycationers' over the past two summers following the lifting of the initial Covid-19 lockdown in 2020 and international travel restrictions. A proportion of these visitors exhibited anti-social behaviour and it became apparent that the traditional methods of education and enforcement were ineffective in combatting the increasing demands being placed on the coastal area. Prior to the pandemic, the coastal strip was also becoming more noticeably busier during peak periods.

Following the end of the enforcement arrangement with District Enforcement in November 2020, officers were requested to consider what alternative arrangements could be put in place, with a focus on an engagement and encouragement approach: arrangements should also be put into place for enforcement to be used as a final deterrent in responding to anti-social behaviour. Urgent powers were subsequently used to approve the establishment of a dedicated inhouse team of enforcement officers, working alongside CSP Security over the 2021 summer period, to promote environmental education, with enforcement action in respect of anti-social behaviour where appropriate i.e. as a last resort for repeat offenders. The intention was that these officers would respond to issues seven days a week, across all areas of the borough, and particularly within the summer months and on Bank Holiday and school holiday periods on the coastal strip.

The team comprised six enforcement officers in total, with three funded from existing budgets, and the remaining three funded from time-bound funding from the Contain Outbreak Management Fund (COMF) which concludes on 31st March 2022.

The initial intention was that the Head of Environmental Services conduct a review of the Environmental Enforcement Team in the autumn of 2021, with a view to seeking a revenue growth bid for the 3 FTE posts previously funded from the COMF budget in future years or reduce the team accordingly to a more limited role.

However, as the team only became fully operational in September 2021, it has not been possible to undertake a meaningful review of their effectiveness.

2. Proposal

It is therefore proposed that the three temporary posts are funded for a further 12-month period running to 31st March 2023. This will allow a thorough review of their effectiveness to be undertaken by Service Head in September 2022 to be considered in the context of the 2023/24 budget setting round.

In order to achieve this, a revenue growth bid is requested in the sum of £41,329 with the remainder of the budget required for the three posts to be met from re-phasing of an underspend in the 2021/22 base budget as a result of utilising COMF funding.

3. Outcomes (including details of the broader benefits achieved - for example community or environmental benefit, health and safety compliance, or statutory obligations)

The Enforcement Team allows the council to respond to anti-social behaviour within the community and gives it the opportunity to respond in the round by having the ability to enforce PSPO's through the issuing of fines where the agreed approach of engagement and encouragement fails.

It is also a key part of the response to the council's responsibilities as a key partner with the Community Safety Partnership by assisting to reduce the fear of crime by providing a front-facing and visible resource to complement other initiatives such as town centre CCTV.

As a part of the wider Environmental Protection Team, the enforcement resource also allows the ability to respond to other issues such as responding to problematic street beggars through the issue of community protection warnings and notices and assisting with wider issues such as the pandemic response.

It also allows the council to discharge its duty with respect to section 149 of the Environmental Protection Act 1990. Under this duty the council has a statutory duty to appoint an officer/officers for dealing with stray dogs found in its area and this team also fulfils this role.

The Clean Neighbourhoods and Environment Act 2005 also introduced additional duties for local authorities to provide an acceptance point for stray dogs outside of 'normal office hours' where practicable, a duty previously carried out by the police. Again, the enforcement team carry out this duty.

4. Contribution to corporate objectives (how does the proposal achieve or help deliver priorities within the Corporate Plan?)

Environment

To reduce anti-social behaviour, crime and disorder

Efficiency

Champion and enhance the reputation of the council

Tourism

Provide high quality leisure, tourism, arts, sports and recreation facilities

The following table shows the estimated costs of the proposal as set out in paragraph 2 above including all on-costs:

Summary of revenue costs

£

2022/23	41,329
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Any Other Information

There has been positive customer feedback about the enforcement team, one example of which is set out below:

I recently encountered two of your environmental officers and took the opportunity to report concerns about an increasing number of holes that have appeared on footpaths on the grassed area at Church Scar (between Ansdell Road North and Fairlawn Road). These are clearly created by dogs (paw prints evident), whose owners permit/encourage them to dig and enlarge the holes. These present a significant hazard to walkers who may be partially sighted or momentarily distracted, particularly in low light conditions. As the officers were currently at Granny's Bay, they immediately took the opportunity to inspect the holes and agreed with my concerns. The lead officer requested that I email him any photos that I had taken and advised that he would report concerns to the appropriate department. Within two days I received a text from Stephen Benson (the officer to whom I had reported my concerns) to advise that he had reported the matter to your Comms Team and was investigating how best to keep the pressure on to successfully resolve the matter. I therefore write to express my appreciation to the council for the proactive approach and prompt action taken by this officer, and to commend him to you. He is a credit to your organisation, and if he is representative of the commitment of your officers, to congratulate you on the calibre of your staff.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	8
BUDGET SETTING – FEES AND CHARGES 2022/23			

PUBLIC ITEM

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

SUMMARY

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

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

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

Note: A full schedule of proposed fees and charges for all Council services for 2022/23 is accessible at the link below:

<https://www.fylde.gov.uk/council/finance/draft-fees-and-charges-2022-23/>

RECOMMENDATIONS

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

1. To recommend to Council a proposed schedule of fees and charges applicable for 2022/23; and
2. To note that the final fees and charges for 2022/23 will be approved by the Budget Council in March 2022.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2022/23.

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

REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
 - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March 2022.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2022.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2021

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

Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<u>OPERATIONAL MANAGEMENT COMMITTEE</u>					
<u>Waste Operations</u>					
Bulky Household Waste Collections					
- Up to 3 Items	d	Up to 3 Items	D	21.60	21.60
- 4 to 10 Items	d	4 to 10 Items	D	43.25	43.25
- Over 10 Items (Charge per hour)	d	Over 10 Items (Per hour)	D	80.95	80.95
- Collection of a single fridge or single freezer or single unit combined fridge/freezer	d	Per Unit	D	43.25	43.25
- Garden shed (max size 6" X 6" / 1.83m x 1.83m)	d	Per Shed	D	49.50	49.50
Commercial Waste:					
- Grey Sacks	d	Per 50 Sacks	D	83.64	86.24
- 660L Bulk Bin (Collection Charges)	d	Per Empty	D	3.72	3.79
- 660L Bulk Bin (Disposal Charges)	d	Per Empty	D	7.65	7.97
- 1100L Bulk Bin (Collection Charge)	d	Per Empty	D	5.85	5.97
- 1100L Bulk Bin (Disposal Charge)	d	Per Empty	D	12.74	13.29
- Bulk Bin Lease	d	Per Year	D	135.20	137.90
- Bulk Bin Sale	d	Per Bulk Bin	D	520.00	520.00
Commercial Waste Replacement Bin Parts (if purchased bin)					
- Lid	d	Per lid	D	91.80	91.80
- Lock	d	Per lock	D	51.50	51.50
- Wheels X 1	d	Per 1 x wheel	D	63.00	63.00
- Wheels X 2	d	Per 2 x wheel	D	81.50	81.50
- Wheels X 3	d	Per 3 x wheel	D	99.50	99.50
- Wheels X 4	d	Per 4 x wheel	D	118.00	118.00

VAT Codes:

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
Schedule 2 Waste					
- Grey Sacks	d	Per 50 Sacks	D	43.10	43.96
- 660L Bulk Bin	d	Per Empty	D	3.72	3.79
- 1100L Bulk Bin	d	Per Empty	D	5.85	5.97
- Bulk Bin Lease	d	Per Year	D	135.20	137.90
- Bulk Bin Sale	d	Per Bulk Bin	D	520.00	520.00
Recycling 4 Business:					
- Blue Sacks –Paper/Card	d	Per 50 Sacks	D	47.65	48.60
Wheeled Bin Rates:					
- Provision of Green Box to household still on original recycling scheme	N/A		D	Free	Free
- Provision of Blue Bag to household still on original recycling scheme	N/A		D	Free	Free
- Provision of one Wheeled bin (grey, green, blue or brown) at new build properties	d	Per Bin	D	34.00	34.00
- Provision of full set of wheeled bins (grey, green, blue and brown) at a new build property	d	Per Set	D	105.00	105.00
- Provision of full set of three wheeled bins (grey, blue and brown) at a new build property	d	Per Set	D	80.00	80.00
- Provision of lost, stolen, damaged or additional (if eligible) wheeled bin including delivery	d	Per Bin	D	34.00	34.00
- Provision of lost, stolen, damaged grey and green wheeled bins lid or wheels (including delivery and fitting)	d	Per Bin	D	13.75	13.75
- Provision of second hand replacement bin (grey, green, blue or brown) where available	d	Per Bin	D	17.00	17.00
- Provision of a bulk bin to multiple-occupancy properties for recycling	d	Per bin	D	510.00	510.00
- Provision of a bulk bin to multiple-occupancy properties for the collection of residual waste	d	Per bin	D	510.00	510.00
- Provision of two black sacks per week to properties unsuitable for wheeled bins for collection of residual waste.	N/A	Per 2 Sacks	D	Free	Free

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
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Green Waste Subscription Service:					
- Annual Subscription Fee	d	Per 240L bin	D	30.00	35.00
- Charges for replacement subscription sticker	d	Per sticker	D	5.00	5.00
Fleet Management Services:					
- MOT Class 1 – One off customer	d	Per MOT	P	25.00	25.00
- MOT Class 1 - Motor Trade Customers	d	Per MOT	P	25.00	25.00
- MOT Class 1 - FBC Staff, relatives, members	d	Per MOT	P	25.00	25.00
- MOT Class 2 – One off customer	d	Per MOT	P	25.00	25.00
- MOT Class 2 - Motor Trade Customers	d	Per MOT	P	25.00	25.00
- MOT Class 2 - FBC Staff, relatives, members	d	Per MOT	P	25.00	25.00
- MOT Class 3 - One off customer	d	Per MOT	P	35.00	35.00
- MOT Class 3 - Motor Trade Customers	d	Per MOT	P	35.00	35.00
- MOT Class 3 - FBC Staff, relatives, members	d	Per MOT	P	35.00	35.00
- MOT Class 4 – One off Customer	d	Per MOT	p	42.00	42.00
- MOT Class 4 – Motor Trade Customers	d	Per MOT	P	37.00	37.00
- MOT Class 4 – FBC Staff, relatives, members	d	Per MOT	P	37.00	37.00
- MOT Class 4 – Repeat customers (5 or more tests in 12 months)	d	Per MOT	P	37.00	37.00
- MOT Class 4 – Fylde Licenced Taxi-drivers (must be FBC registered)	d	Per MOT	P	37.00	37.00
- MOT Class 5 – One off Customer	d	Per MOT	P	55.00	55.00
- MOT Class 5 – Motor Trade Customers	d	Per MOT	P	50.00	50.00

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
Fleet Management Services continued:					
- MOT Class 5 – FBC Staff, relatives, members	d	Per MOT	P	50.00	50.00
- MOT Class 5 – Repeat customers (5 or more tests in 12 months)	d	Per MOT	P	50.00	50.00
- MOT Class 7 – One off customer	d	Per MOT	P	55.00	55.00
- MOT Class 7 – Motor Trade Customer	d	Per MOT	P	50.00	50.00
- MOT Class 7 – FBC Staff, relatives, members	d	Per MOT	P	50.00	50.00
- MOT Class 7 – Repeat Customers	d	Per MOT	P	50.00	50.00
Taxi Test – Retest (If applicable)	d	Per MOT	D	18.50	18.50
Minor Repairs – Labour Per hour (Plus parts)	a	Per hour labour	D	37.00	37.00
Use of Diagnostics	a	Per Use	D	40.00	40.00
Public Conveniences					
Public convenience charge	a	Per Use	D	0.20	0.50
Dog Control Charges:					
Cost of collection and kennelling	d	Per Day	D	20.00	20.00
Cost to collect stray dog from Kennels	d	Per Collection of Stray	D	70.00	70.00
Cost of return of stray dog by dog warden	d	Per Return of Stray	D	30.00	30.00
Fixed Penalty Notice for PSPO Breach	d	Per Fixed Penalty Notice	P	100.00	100.00
Land Charges					
Note: Land Charges Fees will be in accordance with Local Authority Property Search Services Costing and Guidance and Guidance for Registering Authorities on setting fees for Local Land Charge Services in England.					
Local Land Charges					

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<u>Car Parks</u>					
<u>St Annes</u>					
St. Annes Square:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. – up to 0.5 Hours	a	Per Session	D	0.80	0.80
- Cars etc. – 0.5 to 1 hour	a	Per Session	D	1.40	1.40
- Cars etc. – 1 to 2 hours	a	Per session	D	2.50	2.50
- Car etc. – 2 to 3 hours	a	Per session	D	3.80	3.80
- At other times	N/A	Free	D	Free	Free
St. Annes Swimming Pool:					
9:00 a.m. to 6:00 p.m.					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc. - 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc. - 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc. - over 4 hours	a	Per Session	D	4.50	4.50
- At Other times for passenger vehicles:	N/A	Free	D	Free	Free
- Motorhome Up to 24 hours (1 day)	a	Per Session	D	15.00	15.00
- Motorhome 24 to 48 hours (1 to 2 days)	a	Per Session	D	25.00	25.00
- YMCA staff permit	a	Annual	D	-	-

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
Wood Street:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. –up to 0.5 hour	a	Per Session	D	0.80	0.80
- Cars etc. - 0.5 to 1 hour	a	Per Session	D	1.40	1.40
- Cars etc. – 1 to 2 hours	a	Per Session	D	2.50	2.50
- Cars etc. – 2 to 3 hours	a	Per Session	D	3.80	3.80
- At Other times	N/A	Free	D	Free	Free
North Beach:					
9:00 a.m. to 6 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	0.90	0.90
- Cars etc. - 1 to 2 hours	a	Per Session	D	1.50	1.50
- Cars etc.- 2 to 4 hours	a	Per Session	D	2.30	2.30
- Cars etc.- Over 4 hours	a	Per Session	D	2.90	2.90
- At other times for passenger vehicles	N/A	Free	D	Free	Free
- Motorhome Up to 24 hours (1 day)	a	Per Session	D	10.00	10.00
- Motorhome 24 to 48 hours (1 to 2 days)	a	Per Session	D	15.00	15.00
St. Albans Road	N/A	Free	D	Free	Free

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
North Promenade:					
9:00 a.m. to 6:00 p.m.					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc.- 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
- Motorhome Up to 24 hours (1 day)	a	Per Session	D	-	15.00
- Motorhome 24 to 48 hours (1 to 2 days)	a	Per Session	D	-	25.00
Fairhaven Road:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc.- 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
- Coaches	a	Per day	D	10.00	10.00
Fairhaven					
St. Pauls Avenue:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
St. Pauls Avenue continued:					
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc.- 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
- Motorhome Up to 24 hours (1 day)	a	Per Session	D	-	10.00
- Motorhome 24 to 48 hours (1 to 2 days)	a	Per Session	D	-	15.00
Fairhaven Lake	N/A	Free	D	Free	Free
Stanner Bank:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 0.5 hour	a	Per Session	D	0.60	0.60
- Cars etc. - 0.5 to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc.- 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hour	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
- Lost ticket/vehicle release charge	a	Per Session	D	4.50	4.50
Lytham					
Pleasant Street:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 0.5 hour	a	Per Session	D	0.80	0.80

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
Pleasant Street continued:					
- Cars etc. - 0.5 to 1 hour	a	Per Session	D	1.40	1.40
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.50	2.50
- Cars etc.- 2 to 3 hours	a	Per Session	D	3.80	3.80
- Cars etc.- 3 to 5 hours	a	Per Session	D	6.30	6.30
- Cars etc.- 5 to 7 hours	a	Per Session	D	8.40	8.40
- Cars etc. – 7-9 hours	a	Per Session	D	10.50	10.50
- At other times	N/A	Free	D	Free	Free
- Business Permit	a	Annual	D	350.00	350.00
- Resident Permit	a	Annual	D	300.00	300.00
- North Clifton Street Restricted permit (1995)	a	Annual	D	25.00	25.00
Lytham Station:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	0.90	0.90
- Cars etc. - 1 to 2 hours	a	Per Session	D	1.50	1.50
- Cars etc.- 2 to 4 hours	a	Per Session	D	2.30	2.30
- Cars etc.- Over 4 hours up to 6 p.m.	a	Per Session	D	2.90	2.90
- At other times (6pm to 9am)	N/A	Free	D	Free	Free
- Cars etc. – 1 to 2 days	a	Per Session	D	5.30	5.30
- Cars etc. – 2 to 3 days	a	Per Session	D	7.90	7.90
- Cars etc. – 3 to 4 days	a	Per Session	D	10.50	10.50
- Cars etc. – 5 to 7 days	a	Per Session	D	12.60	12.60
- Annual Permits (All)	a	Annual	D	170.00	170.00

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
Lytham Green (Bath Street & Dicconson Terrace):					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. - 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc.- 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc.- 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc.- Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
<u>Administrative Buildings</u>					
Town Hall, St.Annes:					
9:00 a.m. to 6:00 p.m. (Sat – Sun and Bank holidays)					
- Cars etc. – up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. – 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc. – 2 to 3 hours	a	Per Session	D	2.90	2.90
- Cars etc. – 3to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc. – Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
Public Offices, St.Annes:					
9:00 a.m. to 6:00 p.m. (All days)					
- Cars etc. - up to 1 hour	a	Per Session	D	1.20	1.20
- Cars etc. – 1 to 2 hours	a	Per Session	D	2.20	2.20
- Cars etc. – 2 to 3 hours	a	Per Session	D	2.90	2.90
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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
Public Offices, St.Annes continued:					
- Cars etc. – 3 to 4 hours	a	Per Session	D	3.40	3.40
- Cars etc. – Over 4 hours	a	Per Session	D	4.50	4.50
- At other times	N/A	Free	D	Free	Free
General					
Fylde Resident's Permit Scheme - Restricted to certain car parks	a	Annual	D	25.00	25.00
Long Stay Business Permit	a	Annual	D	110.00	110.00
Horse Box Permit (North Beach and Fairhaven Road)	a	Annual	D	20.00	20.00
Any Permit Replacement	a	As Required	D	15.00	15.00
Parking Dispensation	a	Per Agreed Period	D	As Negotiated Max £16/day	As Negotiated Max £16/day
Penalty Charge Notices (PCNs)					
PCNs are issued for a variety of contraventions. Contraventions are divided into less serious (Lower Rate) and more serious (Higher Rate) with amounts set by Central Government. A full list of the various contraventions and whether they are lower or higher rate can be viewed at www.patrol-uk.info/contravention-codes-list . This list is subject to minor periodic variation. Only Off Street Parking (Car Parks) contravention codes apply to Fylde Council.					
Lower Rate PCN	d	Per Offence	P	50.00 (14 day discount 25.00)	50.00 (14 day discount 25.00)

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	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
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Penalty Charge Notices (PCNs) continued:					
Higher Rate PCN	d	Per Offence	P	70.00 (14 day discount 35.00)	70.00 (14 day discount 35.00)
Additional Charge to PCN if Charge Certificate Issued	d	Per Offence	P	50% of PCN	50% of PCN
Additional Charge to PCN if registered with court as debt	d	Per Offence	P	8.00	9.00

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	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<u>Cemetery & Crematorium</u>					
The fees for a 'resident' apply where the deceased, immediately before their death was an inhabitant of the Borough of Fylde or a parishioner of any Parish comprised therein.					
Interments:					
For the Interment of:					
- The body of a stillborn child, or a child whose age at the time of death did not exceed 17 years. In a child's grave allocated by the Authority	d	Per Interment	D	0.00	0.00
- The body of a non-resident whose age exceeded 17 years at the time of death	d	Per Interment	D	935.00	958.00
- The body of a resident whose age exceeded 17 years at the time of death	d	Per Interment	D	623.00	639.00
- For interment in a vault of a non-resident (exclusive of the charges for brickwork)	d	Per Interment	D	935.00	958.00
- For the interment in a vault of a resident (exclusive of the charges for brickwork)	d	Per Interment	D	623.00	639.00
- Construction of a vault	d	Per Vault	D	-	-
- For the interment of cremated remains in a grave for a non-resident	d	Per Interment	D	236.00	242.00
- For the interment of cremated remains in a grave for a resident	d	Per Interment	D	158.00	162.00
For the purchase of exclusive right of burial in:					
- An earth grave, for 100 years for a non-resident	d	Per Grave	D	1,236.00	1,267.00
- An earth grave, for 100 years for a resident	d	Per Grave	D	824.00	845.00
Removal & Re-fix of Memorials:					
- For removal and re-fix of memorials	d	Per Memorial	D	Cost + 10%	Cost + 10%
Miscellaneous Use of Chapel					
For Burial Services, Memorial Services etc. in chapel	d	Per time slot	D	-	235.00

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Fees and Charges 2022/23

Appendix A

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<u>Cemetery & Crematorium Continued:</u>					
Memorials					
For the right to erect:					
- A headstone not exceeding 3ft	c	Per Memorial	D	89.00	91.00
- A headstone on Foundation	c	Per Memorial	D	158.00	162.00
- Kerbings on permitted graves	c	Per Memorial	D	77.00	79.00
- For each extra inscription (Inc. VAT)	a	Per Inscription	D	38.50	39.00
Cremations:					
For the cremation:					
- Of the body of a stillborn child or of a child whose age at the time of death exceeded one month but did not exceed 17 years.	c	Per Cremation	D	0.00	0.00
- Of the body of a person whose age at the time of death exceeded 17 years	c	Per Cremation	D	770.00	789.00
- Early morning & adult simplicity cremations by appointment with the Crematorium Registrar	c	Per Cremation	D	499.00	499.00
- Direct cremations at a time agreed with the crematorium	c	Per Cremation	D	449.00	460.00
- Saturday morning service traditional cremations	c	Per Cremation	D	1155.00	1184.00
Memorial Wall Plaques:					
- Single wall plaque including inscription to 70 characters.	a	Per Plaque	D	248.00	248.00
- Double wall plaque including 2 inscriptions to 140 characters.	a	Per Plaque	D	496.00	496.00
- Double wall plaque including reserved section to 70 characters.	a	Per Plaque	D	365.00	365.00
- Second inscription on existing plaque	a	Per Plaque	D	131.00	131.00
Memorial Wall Lease Fee					
- Lease fee per section	a	Per Section	D	50.00	70.00

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	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2021/22 Fees & Charges £	DRAFT 2022/23 Fees & Charges £
<u>Cremations Continued:</u>					
Memorial Niche:					
- For a purchase of a new niche to include interment of first casket.	c	Per Niche	D	427.00	427.00
- For the purchase of a refurbished niche to include first casket.	c	Per Niche	D	245.00	245.00
- For the interment of a second casket in an existing niche.	c	Per Internment	D	55.00	55.00
- Single inscription on niche cover	a	Per Inscription	D	106.00	106.00
Extra Letters on Existing Memorial Stone:					
- Extra Lettering on existing kerbstones	a	Per Inscription	D	131.00	131.00
- For cleaning and re-blackening original inscription (per section)	a	Per Section	D	53.00	53.00
- For other types of memorial works	a	Per Occasion	D	Cost + 50%	Cost + 50%
Book of Remembrance:					
- For a two line entry	a	Per entry	D	50.00	50.00
- For an entry up to five lines	a	Per entry	D	100.00	100.00
- For an entry up to eight lines	a	Per entry	D	150.00	150.00
- For an entry up to five lines to include a floral emblem, badge, crest or other design	a	Per entry	D	177.00	177.00
- For an entry up to eight lines to include a floral emblem, badge, crest or other design	a	Per entry	D	225.00	225.00

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	9
BUDGET SETTING – REVENUE BUDGET 2022/23 - FIRST DRAFT			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2022/23 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2022/23 – First Draft

LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/budget-book-2022-23-first-draft/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2022/23 Revenue Budget to the Council's Programme Committees allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee Lead Officer, Service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2022/23 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2022/23 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2022 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2022/23 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 3rd March 2022.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	10
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2021/22 - POSITION AS AT 30th NOVEMBER 2021			

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 Revenue Budget of the Council as at 30th November 2021 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 30th November 2021 and feedback received from budget holders.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 30th November 2021:

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

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.

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GENERAL FUND REVENUE BUDGET MONITORING REPORT 2021/22

POSITION AS AT 30TH NOVEMBER 2021

Summary

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30th November 2021. 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 for all of the Council services by Committee and provides a brief explanation for each variance. In addition to the budget areas identified in the supporting Appendix of the report the Council has separately received funding from the Contain Outbreak Management Fund and a progress update report will be presented to the Environment Health & Housing Committee later in the year as delivery against the scheme continues.

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 30th November 2021.
- 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 2021/22 budget at its meeting on 4th March 2021. Subsequently on 29th July 2021 the Finance and Democracy Committee approved the financial outturn position for 2020/21, and approved the latest update of the financial forecast at its November 2021 meeting. The impact of those approvals, including savings and growth items approved at the Council budget meeting, along with slippage from 2020/21 as approved by the Finance and Democracy Committee, are now reflected in the financial ledger. Therefore, this report monitors expenditure and income against the updated approved budgets for 2021/22.

2. Budget Rightsizing Exercise

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 has been repeated during 2021/22 and the resulting changes have been reflected in the latest budgets and recent updates to the Councils Financial Forecast.

3. Conclusions

The Council has seen particular volatility in expenditure and income levels since the commencement of the pandemic which has required that the Council continues the approach to continually seek opportunities to achieve savings and efficiencies to enable a balanced budget position and financial stability to be maintained.

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

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 wherever possible.

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 now past the mid-point of the 2021/22 financial year and much uncertainty exists with respect to the remainder of the year. Therefore, it is 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 December 2021 remain alongside the significant additional risks presented by the pandemic. Instructions issued by Management Team that budget holders remain prudent are still in place, and the overall financial position of the council will be captured in the next update of the financial forecast in the Medium Term Financial Strategy which will be presented to members in the forthcoming committee cycle.

REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)

Appendix A

Key

BLUE	Variance currently showing but expected to be on target at year end
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FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	10,103,006	6,898,487	6,890,538	-7,949	FAVOURABLE	BLUE	The budget forecast which was approved by Council in March 2021 assumes employee cost savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2021/22 onwards. The actual spend to date shown here includes an assumed pay award of 2.75% in line with the current budget provision, although the actual pay award is yet to be agreed. This budget will be kept under review during the remainder of the financial year and may be adjusted as part of future budget right-sizing exercises.
Organisational Improvement	Organisational Improvement Costs	26,000	17,336	11,019	-6,317	FAVOURABLE	BLUE	This budget includes some monies slipped from last financial year which were unspent due to covid. Additional seasonal costs at Christmas on recognition and rewards - some predicted expenditure may not occur due to COVID measures.
Communications and PR	Media Costs	15,000	10,000	0	-10,000	FAVOURABLE	BLUE	Most media costs have been COVID related. Therefore, we have used COMF allocated funding, which has taken priority most of the year. Currently uncertainty on the demand for comms if new COVID regulations begin within the new year it is likely this budget will be required.
Mayoralty	Mayoral Chauffeur/Assistant	19,485	12,993	5,745	-7,248	FAVOURABLE	GREEN	There have been fewer mayoral engagements as a result of the pandemic, which has led to this favourable variance.
Elections - Other/Referendum	Elections - Neighbourhood Plan Referenda	26,411	17,611	0	-17,611	FAVOURABLE	GREEN	The original budget was allocated to provide for the St Annes neighbourhood plan referendum to be re-run in the event that a legal challenge to the original referendum had been successful. The Supreme Court eventually rejected the challenge, so the budget is no longer required. It is possible that a neighbourhood plan referendum may be required in 2023 in Wrea Green and this budget could be used to fund that.
Computer Services	Purchase of Computer Equipment / Licences / Infrastructure & Network Costs	280,138	186,796	59,508	-127,288	FAVOURABLE	BLUE	An underspend is currently recorded against the profiled budget, however with a core infrastructure and network transformation project and associated license costs in response to the challenges of end of life platforms and enablement of hybrid working underway we expect variances to normalise towards the end of the year. A parallel and essential modernisation project to telephony ahead of the decommission of the PSTN lines is being scoped and due to commence before the end of the calendar year which will enable full internet dialling and direct routing of calls through video and voice platforms. These commitments also pick up business continuity, ongoing network hardening and security works, Town Hall WIFI replacement and meeting room improvements enabling a modern, secure and fit for purpose network in line with the ICT Strategy.
Council Tax Collection Costs	MHCLG Grant Funding - LCTS	0	0	-130,548	-130,548	FAVOURABLE	BLUE	F&D Committee approved a scheme at its November meeting to top up the CTRS hardship fund to £10k and allocate the remaining amount for distribution to CTRS cases.
External Audit Fees	Other Reimbursements	0	0	-7,250	-7,250	FAVOURABLE	GREEN	This income is from Public Sector Audit Appointments Ltd following a distribution of surplus funds as they are 'a not for profit' organisation. The budget will be updated accordingly as part of budget right-sizing.

REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)

Appendix A

Key

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TOURISM AND LEISURE COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
Sports Development	Business Health Matters Initiatives	26,750	17,836	0	-17,836	FAVOURABLE	BLUE	This is a new project which has only just had committee approval and funds will be spent / claimed from early 2022 onwards.
	ESF - Business Health Matters Funding	-26,750	-17,836	0	17,836	ADVERSE		
	PCC - Safe Communities Project	16,300	10,872	2,475	-8,397	FAVOURABLE	BLUE	Money is being held back to ensure we have a good delivery plan for the Christmas and New Year period. This will include a combination of youth interventions, diversionary activities and education.
Management of the Arts & Heritage Assets	Support to Arts	14,000	9,336	0	-9,336	FAVOURABLE	BLUE	£10K is allocated to Green Loop Arts project for Spring 2022. The project has only recently been approved by Arts Council and the £10K will be used as match funding and will be spent on the project early 2022.

REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)

Appendix A

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OPERATIONAL MANAGEMENT COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
Cemetery and Crematorium	Interments	-200,000	-133,360	-123,907	9,453	ADVERSE	AMBER	There is a general downward demand for burials as opposed to cremations. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
	Cremations	-1,070,000	-713,476	-602,681	110,795	ADVERSE	AMBER	There has been a reduced demand for services from residents outside of the borough. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
	Memorial Income	-40,000	-26,672	-20,876	5,796	ADVERSE	AMBER	There has been a reduced demand for services from residents outside of the borough. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Fylde Waste Schemes	Replacement Waste Containers	75,000	75,000	84,709	9,709	ADVERSE	AMBER	Additional expenditure due to demand for replacement containers and increased wheeled bin costs per unit. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise. We will look to do a budget virement to cover these increased costs.
Public Conveniences	Miscellaneous Receipts	-30,000	-30,000	-42,642	-12,642	FAVOURABLE	GREEN	Additional unbudgeted income due to increased number of visitors following lockdown/staycations. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Highways Cleansing	Weed Control	22,000	22,000	27,131	5,131	ADVERSE	AMBER	The contracted cost of the weed service has increased. We will look to do a recurring virement to cover these increased costs.
Health & Wellbeing	Food Purchases	35,260	35,260	29,003	-6,257	FAVOURABLE	BLUE	In 2021, all local authorities were provided with grant funding to co-ordinate free holiday provision during the summer and Christmas holidays - including healthy food and enriching activities. The funding is for all children who receive benefits-related free school meals. The summer programme ran over for 4 weeks in July and August and accounted for ¼ of the budget, the remaining ¾ of the budget remaining is allocated for the Christmas provision, which will be delivered over the week of 19-24 th December. The Christmas provision will include face to face delivery of physical activities through play, including healthy food, plus food parcel support for all children who attend. The funding is budgeted to be spend by the end of January.
	Miscellaneous Expenses	12,500	12,500	2,883	-9,617	FAVOURABLE		
Fleet & Plant	FMS Material Costs	165,670	110,547	90,281	-20,266	FAVOURABLE	GREEN	There are a number of favourable variances in respect of vehicle costs. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
	Fuel Costs	305,595	220,483	180,227	-40,256	FAVOURABLE		
	Tyres - Renewal	34,636	23,186	13,042	-10,144	FAVOURABLE		
	Hire of Transport	63,357	42,247	23,805	-18,442	FAVOURABLE		
Car Parking Fees	Car Parking Fees	-688,000	-458,765	-582,891	-124,126	FAVOURABLE	GREEN	Due to the good weather and increased staycations over the summer months due to Covid it is anticipated that the annual income will be greater than expected. The budgets will be kept under review and adjusted as necessary as part of the budget right-sizing exercise to reflect this.
Stanner Bank Car Park	Operational Costs including Barrier System	0	0	12,492	12,492	ADVERSE	RED	Costs associated with maintenance contract and repairs required to barrier system. Costs do not yet fully reflect the true impact of operating the barrier as an out of hours call system and proposed CCTV system have not yet been accounted for.
Off-Street Parking Enforcement	Enforcement Costs	56,000	37,340	50,569	13,229	ADVERSE	RED	This budget is likely to be overspent as a result of additional charges incurred from the contractor as a result of LCC taking back in-house their enforcement services and the contractor increasing their charges to their remaining customers, including Fylde.
	Decrim - Off-Street Pkng Fees	-40,000	-26,672	-35,251	-8,579	FAVOURABLE	GREEN	With more visitors to the area so more contraventions have been observed with a greater number of Penalty Charge Notices being issued resulting in greater enforcement income.
Land Charges Fee Income	LC - CON29, LLC1 & CON290 Fees	-75,000	-50,012	-71,866	-21,854	FAVOURABLE	GREEN	Increased land charge fee income received in year. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Bus Shelters	Shelters-Provision/Replacement	20,000	13,336	4,342	-8,994	FAVOURABLE	BLUE	2 replacement shelters are about to be ordered it is expected expenditure will be contained within the budget.
St Annes Square (Maintenance)	Repairs & Maintenance	45,000	30,004	6,204	-23,800	FAVOURABLE	BLUE	Repairs ongoing on assets it is expected this budget will be fully used by year-end.
Property Management Team	Miscellaneous Income	0	0	-8,550	-8,550	FAVOURABLE	GREEN	Additional income from ad hoc fees generated through management of portfolio. This budget will be updated as part of budget right-sizing.

ENVIRONMENT, HEALTH & HOUSING COMMITTEE

REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)

Appendix A

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Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
Covid-19 Support	Unringfenced Covid Grant Support	263,000	175,368	14,462	-160,906	FAVOURABLE	BLUE	The Government provided un-ringfenced Covid support grant to all local authorities in 2021/22, with Fylde receiving £392k for the year. Of this £33k was allocated to Town and Parish areas to support covid recovery, and to date £50k has been vired to support agency labour costs within Operational Services to ensure continuing service delivery, £15k has been vired to the Cemetery & Crematorium to ensure covid compliance and £22k has been vired towards cleaning and covid measures in the Town Hall. This budget will be kept under review as part of the ongoing response to the Covid pandemic throughout the remainder of the current financial year.
	Practical Support for Self-isolation	0	0	5,750	5,750	ADVERSE	BLUE	Along with all the Lancashire Authorities take up in Fylde of the practical support funding is extremely low. Officers have recently met with the Methodist Church who are delivering the program to ensure the scheme is as responsive as possible for anyone who is seeking support, but demand continues to be low. This may shift with the onset of the Omicron variant.
	LCC Funding - Practical Support for Self-Isolation	0	0	-140,315	-140,315	FAVOURABLE	BLUE	
	LCC Funding - Community Testing Covid	0	0	-82,611	-82,611	FAVOURABLE	BLUE	A report is going to the January cycle seeking agreement to fully fund the lateral flow program from this LCC funding as opposed to the Community Outbreak Management Funding as originally anticipated.
Covid 19 - Household Support Fund	HSF Initiatives - CAB	0	0	15,000	15,000	ADVERSE	BLUE	A report is going to the January cycle to explain that the Council has been awarded £150k Household Support Funding from Lancashire County Council. This has to be expended by 31st March 2022 to support vulnerable households. Due to the urgency in delivery emergency procedure rules were used to approve the expenditure by the Chief Executive Officer in consultation with the Leader and Chairman of EHH Committee. The planned report will give further details.
Covid-19 Contain Management Outbreak (COMF)	Covid Contain Outbreak Management Funding supporting vulnerable people, contact tracing, testing, enforcement , communications and covid prevention acquisitions	479,768	404,913	413,324	8,411	ADVERSE	BLUE	Accelerated spend against the profiled budget. Many of the budget heads identified within this approved budget are on track. However there may be some variances as we near year-end for example the support for the vulnerable budget may be underspent due to the prevalence of other funding streams. This also may be the case for budget identified for food inspections, due to staffing pressures within the Environmental Health Team as a result of ongoing vacancies combined with the difficulty in sourcing consultants to take on the work.
Covid-19 Welcome Back Fund	Welcome Back fund - expenditure	243,516	162,376	689	-161,687	FAVOURABLE	AMBER	This budget is specifically held to assist in the economic recovery following the Covid pandemic. Funds are required to be spent before April 2022, with all spending agreed by the Department for Levelling Up, Housing and Communities. Welcome Back Fund application has now been approved by Govt. Two external groups yet to submit intentions & quotes, others have started to submit. Internally, the Public Realm larger commitment is still being costed up due to contractor unavailabilities. Other internal activities have either started or in final stage of costing for RFQ's.
	Media Costs	0	0	20,098	20,098	ADVERSE	AMBER	
	Covid-19 Welcome Back Grant	-243,516	-162,376	0	162,376	ADVERSE	AMBER	This grant funding is specifically held to assist in the economic recovery following the Covid pandemic. Funds are required to be spent before April 2022, with all spending agreed by Department for Levelling Up, Housing and Communities. It is expected that the budget will be used in full before the end of the financial year and the grant is claimed in arrears.
Community Grants	Community Projects Fund	20,000	13,336	7,624	-5,712	FAVOURABLE	BLUE	A publicity campaign will be carried out in the new year to encourage applications.
Community Safety Initiatives	Community Safety Initiatives	25,441	16,964	0	-16,964	FAVOURABLE	BLUE	As a result of Covid funding available to CSP partners, and other funding via the PCC's office, there has not been a great demand for CSP funding for other initiatives during the course of the year. £500 has recently been agreed by the Chairman of the CSP for a policing initiative over the Christmas period. A slippage request is again likely to move the budget forward to 2022/23. The available budget is specifically for community safety initiatives going forward, as stipulated by the former Local Strategic Partnership, who granted the money on the understanding it would remain within the Partnerships preview until it is exhausted going forward.

REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)

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ENVIRONMENT, HEALTH & HOUSING COMMITTEE (CONTINUED)

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
Homelessness	CAB - Debt Advice Service	21,877	14,588	0	-14,588	FAVOURABLE	BLUE	This is an MHCLG Homelessness Reduction Act grant funded Initiative to support clients with Debt issues. The service transferred from CAB to Blackpool Debt advice service. We are now charged per client as opposed to previously funding staff and management costs of the CAB, therefore enabling us to get more value for money. As a result there will be an underspend in this budget which cannot yet be quantified. Any underspend at year-end will be requested as slippage with the off-setting grant funding.
	MHCLG Homlessness Reduction Act Initiatives	24,937	16,631	-2,380	-19,011	FAVOURABLE	BLUE	This is MHCLG Homeleneess Reduction Act funding to provide a range of activities to support clients into accommodation i.e. household items, rent in advance/bond. The Next Steps funding (see below)has been utilised to fund these activities and therefore there will be an underspend at year-end where a slippage with the corresponding grant funding slippage will be requested.
	Ex-Offender Initiatives	34,172	22,784	0	-22,784	FAVOURABLE	BLUE	This MHCLG funding was awarded in 20/21. There had been a delay in value of the funding being confirmed, therefore EHH Committee in September approved the merger of the Ex-offender funding with Rough Sleeper Initiative year 3 funding to create a project accommodation finding service for rough sleepers and ex-offenders. The project has gone through Procurement and the successful contractor will commence in January 2022. Due to the delay in the funding award the project will extend beyond the original period into 2023/24. MHCLG have approved the merging of the two funding streams and extension of the project.
	Domestic Abuse Act Initiatives	16,500	11,004	0	-11,004	FAVOURABLE	BLUE	This is MHCLG funding to deliver a domestic abuse support housing outreach worker. The appointment commenced in November 2021. This project will run until November 2022/23.
	Invest to Save Expenditure	10,000	6,668	496	-6,172	FAVOURABLE	GREEN	Due to the award of MHCLG Next Steps funding or Covid recovery being used to fund the invest to save initiatives there will be an underspend at year-end against this budget.
	B&B Accommodation Costs	62,500	42,508	72,792	30,284	ADVERSE	RED	The Homeless service has seen high demand for temporary accommodation following the lifting of evictions coupled with limited move-on opportunities in social and private accommodation. This trend is likely to continue with the budget being significantly overspent at year-end. The overspend would have been greater if it hadn't been supported by the use of the Next Steps funding. This has supported clients who are unable to claim housing benefit and the need of the service to secure empty accommodation. The service only has available 10 units of temporary homelessness in Fylde and significantly relies of B&B accommodation.
	Rapid Re-housing Programme	28,866	19,250	546	-18,704	FAVOURABLE	BLUE	This is MHCLG funding for Rough Sleeper 3 year initiative which was not expected. As described above this funding has been merged with Ex-offenders funding to provide the rough sleeper and ex-offenders accommodation service. MHCLG have approved the merging of the two funding streams and extension of the project.
	Next Steps Accommodation Programme (NSAP)	25,000	16,668	25,223	8,555	ADVERSE	BLUE	This is MHCLG Funding for Covid-19 recovery. Its delivering a range of housing support for clients within the homeless service i.e. household items, rent in advance/bonds and the provision of temporary accommodation in B&B. A further budget virement will be actioned to cover these additional costs.
	Hsing Benefit/Univrsal Credit Repayment	-45,000	-30,004	-35,451	-5,447	FAVOURABLE	GREEN	The Homeless service has seen high demand for temporary accommodation. All clients complete Housing benefit forms, but cost of accommodation in B&B varies per week from £120 - £350 and clients entitled to between £82.40 and £91.50 per week.
Housing Standards	Contribution to Care & Repair	30,000	20,004	0	-20,004	FAVOURABLE	BLUE	Pilot underway with Care and Repair Preston for Handyperson and Sanctuary Scheme awaiting invoice for Qtr 1 and Qtr 2. We expect this to be on target for year-end.
	Disabled Facilities Grant Fees	-160,000	-106,688	-95,803	10,885	ADVERSE	BLUE	The budget will be monitored throughout the rest of the year and adjusted through the MTFs if necessary.

REVENUE MONITORING 2021/22 - Period 8 to November 30th 2021 (Variances in excess of £5K)

Appendix A

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PLANNING COMMITTEE

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder Comments
Building Control	Plan, Inspection & Building Notice Fees	-211,500	-141,028	-176,508	-35,480	FAVOURABLE	GREEN	Increased Building Control fee income received in year due to an increased demand. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the budget right-sizing exercise.
Development Management	Archaeology and Ecology Agreement	12,000	8,000	2,307	-5,693	FAVOURABLE	BLUE	Expenditure on Archaeological and ecological advice is determined by the nature of planning applications submitted. During the year to date there has been a reduced need to consult with these particular specialist bodies. The introduction of the requirement for new developments to 'Biological Net Gain' through the Environment Act 2021 is likely to require increased ecological advice.
	Planning Application Fees	-675,000	-450,088	-531,058	-80,970	FAVOURABLE	GREEN	The number of planning applications received is significantly higher than recent years. This may be a reflection of the economic recovery following the pandemic. The number of application fees received will continue to be monitored.
Planning Appeals	Planning Appeal Hearing Costs	45,000	30,004	0	-30,004	FAVOURABLE	GREEN	There has only been one planning hearing this year, which did not require the procurement of specialised advisors. Accordingly there has been no call on this budget in the year to date.
Planning Enforcement	Enforcement Costs	35,000	23,340	0	-23,340	FAVOURABLE	BLUE	Court action regarding the case this funding was set aside for was suspended due to the Coronavirus pandemic. As the courts reopen for business this funding will be required, although expenditure may be delayed as the courts recover from their backlog of cases.
Development Management Team	Consultants Fees	20,000	13,336	0	-13,336	FAVOURABLE	BLUE	This funding is held to allow the appointment of specialist consultants to assist in the determination of planning applications. Spend depends on the needs of the service based on the nature of applications received and continues to be reviewed on an ongoing basis.
Economic Regeneration	Consultants Fees	150,000	100,020	0	-100,020	FAVOURABLE	BLUE	This funding is held for the St Anne's Town Centre Masterplanning project. Work has been commissioned and is underway and this is expected to be fully spent in year.
Pleasure Island/Salters Wharf	Consultants Fees	120,000	80,016	0	-80,016	FAVOURABLE	BLUE	This funding is held for The Island MasterPlan project. Work has been commissioned and is underway and this is expected to be fully spent in year.
	LCC - Lancashire Economic Recovery Grant	-108,000	-72,016	0	72,016	ADVERSE	BLUE	Income to be claimed from Lancashire County Council as part of the Island MasterPlan Project through the Lancashire Economic Recovery Grant in line with agreed triggers set out in the Grant Fund Agreement.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	11
CAPITAL PROGRAMME MONITORING REPORT 2021/22 – POSITION AS AT 30th NOVEMBER 2021			

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 30th November 2021 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 30th November 2021 and feedback received from budget holders.

LINK TO INFORMATION

Capital Programme Monitoring Report to 30th November 2021:

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

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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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 2021/22, together with an update on the overall Five-Year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2021/22. 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 4th March 2021. That update showed a balanced capital programme position from 2020/21 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 2021. The Programme has also been rolled forward to include the year 2025/26.

2. Notes on Specific Schemes

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

(i) Town Centre Regeneration Kirkham

Following the Government's Future High Street funding initiative (FHSF), the Planning Committee resolved, in the autumn of 2019, to choose Kirkham Town Centre as its choice to pursue any bids for funding under the scheme. The first opportunity, being part of the broader FHSF, named the High Street Heritage Action Zone initiative (HS HAZ) was launched. This was a competitive process and seeks to enhance the historic environment of high streets that have conservation area status. Following the expansion of the funding for the scheme, due to unprecedented bids from a national perspective, the Kirkham bid proved to be successful, following a recommendation to Government from Historic England (HE). HE is the body responsible for administering the scheme. The grant award is £1.8m and will be match funded from a number of sources including Fylde Council, Kirkham Town Council and Section 106 payments for public realm improvements attributed to residential planning permissions. The scheme will run over 4 years, commencing in April 2020, and includes a wide range of projects.

In line with many other authorities, due to COVID 19, the implementation of the scheme has been delayed and a revised project plan, which sets out the projects to be delivered and the associated funding, has been agreed with Historic England.

A further bid for £9.1m was also submitted under the main body of the Future High Street Fund during 2020 and proposed to deliver a number of schemes across the whole of the town centre including the re-purposing of buildings, traffic management measures, building reuse and enhancement and public realm projects. This was once again a competitive process. The bid was well founded, and the economic case was very strong. In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5th July 2021. A report was approved by Planning Committee and Council in December 2021 to authorise various property acquisitions as part of the project.

The Kirkham Futures Regeneration Programme, which encompasses the funding streams identified above is a complex multi-stranded programme with strict delivery timeframes. As such the Programme has been added to the Council's Strategic Risk Register in order that the identified risks can be managed.

(ii) St Annes Sea Wall

St Annes Seawall is 660m long and was constructed in 1935. It reduces the risk of coastal erosion and flooding to over 400 properties. The seawall surrounds The Island, which is one of three strategic headlands which are critical to maintaining healthy beaches, dunes and reducing the risk of coastal erosion along Fylde Council's frontage. St Annes Seawall is at the end of its design life and is in poor condition; it is cracking and crumbling and is subject to ongoing repairs and maintenance. Voids have previously been identified resulting in settlement of the

promenade. The crest level is low and overtopping during storms results in damage to the promenade and flooding of the car park, swimming pool and fitness centre plant room, and flooding up to the thresholds of the cinema, casino, amusement, and restaurant complex.

In 2020 the council were awarded £300k Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case. Following this a bid has now been submitted to the Environment Agency formally for their appraisal and consideration and if EA funding is approved the planning phase will commence consisting of technical surveys including topographical, geotechnical, detailed design, ecological and bird surveys and an environmental impact assessment. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) licence. The scheme will be in the sum of £11.8m funded by Environment Agency grant of £9.5m and the council's contribution of £2.3m towards the total project cost which was approved at Council on the 5th July 2021. EA have now approved the scheme and the final award is a total scheme cost of £12.1m funded by EA Grant of £9.7m and the council's contribution of £2.4m. This has now been reflected within the capital programme. Following the planning phase it is proposed to start the construction phase early 2023.

(iii) Fairhaven Lake and Gardens Heritage Lottery Scheme

In December 2018, the council was notified that it had been successful in securing the second round capital grant from the Heritage Lottery Fund in the sum of £1.4m for the restoration of Fairhaven Lake & Gardens, with further match funding provided by Fylde Council and other external financial contributions. Works have progressed albeit at a reduced pace as a result of the pandemic and the Adventure Golf is now complete and open to the public and the restoration works are due to be completed during 2021. Fairhaven Café re-opened in October 2021.

Until the scheme is fully delivered there remains the possibility of additional contract costs beyond those in the approved budget.

(iv) St Annes Regeneration Schemes

The next section of works has been agreed along St. Annes Road West between The Pier and The Square (known as the Square-Pier Link). A scheme designed to the available budget was presented and approved by Planning Committee, but the Regeneration Manager was asked to look at extending the scheme, potentially widening pavements to provide an enhanced pedestrian ambience and increased paving space capacity to absorb high levels of footfall that is encountered at peak times. As matters stand, the potential for achieving these enhancements to the scheme is being discussed with Lancashire County Council as any further amendments would have to be agreed, since there would be changes to the highway configuration. It is now proposed to pursue the scheme as part of a wider programme of works in the town centre following the preparation of a masterplan which has recently been commissioned.

(v) Lytham Regeneration Schemes

In respect of the large capital scheme for Lytham town centre, a number of suggestions have been made by the Lytham Business Group and other parties, some of which require careful consideration along with agencies such as Lancashire County Council. Options are being considered involving local members and a draft plan is being drawn together. This will have a phased programme of works to be considered in due course by the Planning Committee. It is envisaged that the first phase of work, the improvements to lighting on East, Central and West Beaches will be completed during the current financial year in line with the scheme agreed by Planning Committee in March 2021. The Lytham Beach Lighting Scheme is programmed for delivery during the current financial year and the proposed improvements to Clifton Street are now timetabled for Q2 2022/23 in line with the Corporate Plan. Plans have been prepared and will be presented to the Town Centre Working Group at the earliest opportunity. This will enable detailed schemes to be prepared and consulted upon.

(vi) Better Care Fund (Formerly Disabled Facilities Grants)

As the local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG). From 2015/16 the Government established the

'Better Care Fund', and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

The level of government funding has increased significantly under the 'Better Care Fund' arrangements and the budget for 2021/22 of £1.236m provides for the delivery of disabled adaptations to similar levels as 2020/21. It is anticipated that for 2021/22 all identified need for disabled adaptations can be met from the existing resource.

(vii) M55 Link Road (Inc. S106 monies for design work)

The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024.

3 Conclusions

- 3.1 Actual expenditure to 30th November 2021 is £2.847m against a full year budget of £11.470m. This equates to 24.8% of the latest budget. Progress on the delivery of a number of schemes has been delayed due to covid restrictions. This is noted as appropriate in the analysis at Appendix A. Consequently, the phasing of some schemes have been adjusted or re-phased into 2022/23 as part of this update and will be reflected in future Financial Forecast updates during the year.
- 3.2 Capital Receipts total £161,575 against a total in year budgeted figure of £185,000 made up of Right to Buy Receipts and General Asset Sales. Any changes to this will be reflected in future Financial Forecast updates during the year.
- 3.3 The current Capital Programme as updated is showing a balanced position for 2021/22 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 2022/23.
- 3.4 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However, Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2021 was £5.224m. Of this £2.441m is already committed to deliver existing approved capital schemes leaving an uncommitted balance of £2.783m. Further budgeted contributions into the reserve of £1.090m in 2021/22 and £0.516m in 2022/23 as reported in the latest MTFS forecast presented to the December 2021 meeting of Full Council, which would result in an unallocated balance on the reserve at 31st March 2023 of £4.389m. The estimated transfers in are subject to change as costs and income will undoubtedly fluctuate over the next 2 financial years.

An updated position in respect of the Capital Investment Reserve will be included within future updates of the Financial Forecast presented to the Finance and Democracy Committee and to Council. Additional future projects will be subject to further consideration as part of the budget setting process for 2022/23. 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 - 2021/22 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/21

Appendix A

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	<u>FINANCE & DEMOCRACY COMMITTEE</u>									
Z188	Purchase of Land Adjacent to Squires Gate Station	Darren Bell	Capital Investment Reserve	0	5	1	6	0	6	This project is ongoing. As agreed at Full Council, the compulsory purchase of the land will now be initiated which could take 12 months to complete.
	Sub total			0	5	1	6	0	6	
	<u>TOURISM & LEISURE COMMITTEE</u>									
Z112	Fairhaven Lake & Promenade Gardens Restoration	Mark Wilde	Capital Investment Reserve	1,025	408		1,433	1,100	333	Building and Landscaping works are scheduled to be completed during 2021. The lake works project will be undertaken during 2021/22.
Z097	Promenade Footways	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	115		-115	0	0	0	This funding has been identified to improve the footway surface around St Annes Promenade bandstand and boating pool. The scheme is linked with the Square to Pier Link and Gateway scheme to be delivered through the Planning Committee with the intention that works will run concurrently by the same contractor. These works are currently delayed with a likely start date during 2022/23. When the Pier scheme is progressed this scheme will be finalised and a draw-down report for funding presented to the committee. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z176	Staining Playing Fields Development Scheme	Mark Wilde	S106 Developer Contributions / Capital Investment Reserve	0	43		43	0	43	Plans for landscaping works are currently being developed with project completion anticipated to be March 2022.
Z179	Coastal Signage Improvements	Darren Bell	Capital Investment Reserve	0	68		68	2	66	Phases 1, 2 and 3 (Consolidation / Rationalisation, Digital Beach Signs and Beach Safety Signs) have been completed. Phases 3 and 5 (Waymarking & Directional and Heritage & Interpretation) are currently being modelled.
Z181	Coastal Explorers	Mark Wilde	Capital Investment Reserve	20		-20	0	0	0	Following the unsuccessful bid with the Big Lottery Fund for the Coastal Explorers project, this match funding is no longer required.
Z192	Fylde Sand Dunes Improvement Scheme	Mark Wilde	S106 Developer Contributions / Specific Grants	0	46		46	15	31	The first phase of the scheme to regrade the dunes opposite the Persimmon Homes development has now been successfully completed. A tendering exercise has been completed for the second and third phases of the scheme - which include new dune entrance ways and signage. Draft artwork has been produced by a graphic designer for the signs and is ready for completion by March 2022. A contractor has been selected for the entranceway installation and this will be completed by March 2022.
Z197	Blackpool Road North Playing Fields Drainage	Darren Bell	Capital Investment Reserve	50	55	40	145	116	29	Works are substantially complete. Additional works on the maintenance of football pitches are to be completed Spring 2022.
Z210	Additional Parks Access Control Measures	Mark Wilde	Capital Investment Reserve	16			16	16	0	This scheme has been successfully delivered.
Z211	Ashton Gardens Lighting Improvement Scheme	Darren Bell	Capital Investment Reserve	25			25	21	4	This scheme has been delivered and completed to budget. Awaiting final invoice.
Z212	Park View Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve	40		-39	1	1	0	A drawdown report to be presented to Committee in March 2022 and work is anticipated to start in Spring/Summer 2022. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z213	Fairhaven Boathouse - Remodelling and Refurbishment Scheme	Mark Wilde	Capital Investment Reserve	224		-217	7	7	0	This scheme has been re-phased for delivery into 2022/23 and this will be reflected in the next financial forecast update.
Z214	Play Area Improvements	Mark Wilde	Capital Investment Reserve	100			100	0	100	The scheme has now gone out to tender and tender evaluations will be completed December 2021. It is anticipated works will commence February 2022.
Z215	Friends of Newton Community Park Improvement Scheme - Fylde Council Contribution	Mark Wilde	Capital Investment Reserve	50		50	100	70	30	Scheme approved at Finance & Democracy Committee 29th March 2021. Anticipated scheme completion to budget by the end of December 2021.
Z219	Fairhaven Kiosk / Ice Cream Bar Project	Darren Bell	Funding Volatility Reserve	0		20	20	2	18	Scheme approved at Council 5th July 2021. Scheme details currently being developed. A draw-down report is expected to be submitted to committee March 2022.
	Sub total			1,665	620	-281	2,004	1,350	654	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	OPERATIONAL MANAGEMENT COMMITTEE									
Z038	Replacement Vehicles	Kathy Winstanley	Borrowing	447	39		486	0	486	It is anticipated that part of the replacement vehicle purchases for this financial year will be required to be re-phased in future updates of the financial forecast due to expected longer lead times from the tenders. This will be reviewed later in the year.
Z049	Car Park Improvements	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	70			70	1	69	The improvement of the interface between Stanner Bank car park and Inner Promenade is substantially complete. The remaining budget will be rephased to future years within a future forecast update of the medium term financial strategy to contribute to the resurfacing of Fairhaven Rd and/or Swimming Pool Car Parks.
Z165	Public Transport Improvements	Darren Bell	S106 Developer Contributions	48	90		138	0	138	This scheme relates to developer contributions (s106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the s106 agreement allows for payments to be made up until 2028.
Z130	Fairhaven and Church Scar Coast Protection Scheme	Darren Bell	Specific Government Grant (Environment Agency) / Capital Investment Reserve		10		10	5	5	This is the residual Sand Dune improvement works on the Dunes North of Fairhaven Lake. This was an outstanding condition of the Fairhaven Coastal Defence scheme which Environment Agency Grant in Aid can be claimed.
Z207	St Annes Sea Wall	Darren Bell	Specific Government Grant (Environment Agency)			891	891	1	890	In 2020 the council were awarded £300k Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case. This has now been completed. Following this a bid was submitted to the Environment Agency which was approved. The planning phase has now commenced consisting of technical surveys including topographical, geotechnical, detailed design, ecological and bird surveys and an environmental impact assessment. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) licence. The EA have now approved the scheme and the final award is a total cost of £12.1m funded by EA Grant of £9.7m and the council's contribution of £2.4m. This has now been reflected within the capital programme. Following the planning phase it is proposed to start the construction phase early 2023.
Z182	Accommodation/ facilities at Snowdon Road Depot - Welfare Improvements	Darren Bell	Capital Investment Reserve	350	-144		206	202	4	Scheme completed - awaiting final invoices.
Z190	Charging Infrastructure for Electric Taxis	Darren Bell	Specific Government Grant		150		150	0	150	Contracts and leases are being finalised. Work has already started in other districts with contractors expected to start install in the coming months.
Z195	Cemetery and Crematorium - Infrastructure Phase 3b	Darren Bell	Capital Investment Reserve		35		35	0	35	Further infrastructure works are anticipated to be completed during 2021/2022.
Z199	Outdoor Digital Signage	Mark Evans	Capital Investment Reserve		30		30	10	20	The outdoor digital signage proposal has been referred to the Town Centres Working Group in order to consider alternative siting proposals that will be more suitable in the conservation area location in which they are proposed. Various options are currently being examined and it is expected that the projects will be delivered within this financial year.
Z216	Staining Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve / Staining Parish Council	65		-65	0	0	0	Scheme currently being planned in conjunction with Parish Council and wider community. Expected delivery Spring/Summer 2022. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z217	South Fylde Line Study	Darren Bell	Specific Grant / Capital Investment Reserve	0		70	70	50	20	The study was completed within timescale and £10k under budget. Final reports were submitted to Department for Transport at the end of November 2021. Final invoices received and grant payments currently being invoiced. The final changes will be updated as part of the next forecast update.
	Sub total			980	210	896	2,086	269	1,817	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	ENVIRONMENT, HEALTH & HOUSING COMMITTEE									
Z010	Disabled Facilities Grants (DFG) Programme	Mark Evans	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,130	106		1,236	828	408	Following delays as a result of Covid restrictions, the grant programme is now progressing as normal and all of the original funding is expected to be fully committed by the end of the financial year.
Z161	Housing Needs Grant	Mark Evans	DFG Grant Repayments		27		27	0	27	Housing Needs grant awards are dependent on the repayments received by the sale of properties where DFG grant has previously been provided. The funding to be used where professional services have been provided, such as architectural fees, but the DFG grant has not gone ahead in 2021/22. Funding has been used in previous years for specific community information events. Planning of a 2022/23 programme of events is underway as part of the HMO Inspection project.
Z209	Progress Housing Buy Backs	Mark Evans	S106 Developer Contributions		58		58	0	58	Finance & Democracy Committee in November 2020 approved a fully funded addition to the Capital Programme – 'Progress Housing Buy Backs' in 2020/21 for £57,500. Progress Housing have confirmed they now expect completion of the purchases in Autumn of 2021 and will be invoicing for the full amount by the end of the year.
Z107	CCTV Replacement Schemes	Ian Curtis	Specific Grant (LSP Performance Reward Grant)	27			27	26	1	The WCCTV rapid deployable cameras have now been purchased and two have been deployed at Lytham Windmill and Park View. The other two are available for deployment on submission of an application. A capital bid has been submitted for the replacement of the Town centre CCTV systems in St Annes, Lytham and Kirkham. If approved, the project is due to start in April 2022.
Z201	Hydration Points	Darren Bell	Capital Investment Reserve	60			60	0	60	The project was delayed due to Covid restrictions which would have stopped the points being used. Following a presentation to Members in September 21, it was decided to focus on a limited number of sites and submit a drawdown report following approval from United Utilities for new connections to the water supply infrastructure. It is proposed to have a number of units installed in February/March 2022.
Z205	Fylde Affordable Housing Delivery Programme	Mark Evans	S106 Developer Contributions	60			60	2	58	This funding had been allocated to deliver an affordable housing survey which requires community engagement that could not be carried out within the previous social distancing restrictions that had to be observed. As a result the project has been delayed. The contract has been awarded and it is anticipated that the survey will be completed during the current financial year 2021/22.
Z208	Affordable Housing Scheme, Lytham Road, Warton	Mark Evans	S106 Developer Contributions	130	130		260	0	260	Council (19/10/20) approved a scheme for affordable housing on Lytham Road Warton, utilising S106 funding, phased equally over two financial years (2020/21 and 2021/22), the sum of £260,000 to be fully funded from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement ref: 12/0717 - Moss Farm, Cropper Road, Westby). Negotiations are still underway to approve the Affordable Housing Statement for the site, in line with the conditions for the grant.
	Sub total			1,407	321	0	1,728	856	872	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2021/22 £000	Slippage B/F from 2020/21 £000	Adjustments from 04/03/21 £000	Updated Budget 2021/22 £000	Expenditure to 30/11/21 £000	Variance £000	Budget Holder Comments
	PLANNING COMMITTEE									
Z138	St Annes Regeneration Schemes	Mark Evans	S106 Developer Contributions / Capital Investment Reserve	100	24		124	1	123	The funding was specifically aimed at delivering the Wood Street (Phase 3) Scheme. Works commenced but, despite being suspended due to the covid situation, have now been completed on phase 3a (north side). There are some works that have not yet been invoiced, which are currently undergoing a snagging process prior to final sign off. Any residual amounts unspent will be directed towards the implementation of an enhanced Pier Link project in accordance with the decision made by Planning Committee on 22 June 2020.
Z185	St Annes Road West – Square to Pier link and Gateway	Mark Evans	Capital Investment Reserve	110		-110	0	0	0	This project was referred back to the Planning Committee by the Finance and Democracy Committee. It has subsequently been resolved to pursue the delivery of the Pier Link as part of a wider programme of investment in St Annes Town Centre that will be guided by a Town Centre Masterplan. This budget has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z139	Lytham Regeneration Schemes	Mark Evans	S106 Developer Contributions / Capital Investment Reserve	800		-750	50	0	50	Work has commenced on the redesign and re-planning of the public realm of Lytham Centre. The Corporate Plan now programmes the delivery of the Clifton Street Works (£750k) during Q2 of 2022/23 and this element has been re-phased into next year. The Lytham Beach Lighting Scheme (£50k) is currently out to tender and programmed for delivery during the current financial year.
Z136	Kirkham Public Realm Improvements	Mark Evans	S106 Developer Contributions / Capital Investment Reserve		3		3	1	2	This is a residual amount from the last phase of regeneration works allocated for signage which will now be delivered as part of the Kirkham Future High Street Fund / Heritage Action Zone programme.
Z158	M55 Link Road (Inc. S106 monies for design work)	Mark Evans	S106 Developer Contributions / M55 Link Road Reserve	2,000	122	-2,000	122	0	122	The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024. It is expected that LCC will require the funding to be transferred to them during the latter stages of the project and so is likely to be spent during 2022/23 at the earliest. £2m has been re-phased into 2022/23 and will be reflected in the next financial forecast update.
Z172	St Annes Pier - Coastal Revival Fund	Mark Evans	Specific Grant	5			5	0	5	This scheme is funded by a specific grant from MHCLG for which Fylde Council is acting as the accountable body. The spend of the remaining funds rests with the owners of the Pier, but is anticipated to be completed during the current financial year.
Z187	Kirkham and Wesham Station	Mark Evans	S106 Developer Contributions		15		15	0	15	This funding was identified to allow a feasibility study to be carried out which would examine the alternative proposals available to deliver off street parking at Kirkham and Wesham Station. Following an initial delay as a result of changes to the rail franchise operating on the Preston-Blackpool Line, the feasibility study has now been completed (considered by Planning Committee on 11/11/2020). Awaiting final invoice.
Z193	Future High Street Fund: Kirkham	Mark Evans	Specific Grant		17	3,489	3,506	36	3,470	A further bid for £9.1m was also submitted under the main body of the Future High Street Fund during 2020 and proposed to deliver a number of schemes across the whole of the town centre including the re-purposing of buildings, traffic management measures, building reuse and enhancement and public realm projects. This was once again a competitive process. The bid was well founded and the economic case was very strong. In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5th July 2021. A report was approved by Planning Committee and Council in December 2021 to authorise various property acquisitions as part of the project.
Z202	Wesham Community Centre	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	60	32		92	0	92	This scheme was programmed to commence in early October 2020. Whilst preliminary ground works commenced, a national shortage of building materials delayed delivery. Work has continued on the project which is nearing completion and should be concluded during the current year.
Z203	Elswick Village Green	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	115			115	0	115	Elswick PC are leading this proposal and have faced a number of challenges in delivering the project in line with the originally agreed programme. Progress of the project continues to be monitored and the Parish Council have been offered support to deliver the project.
Z204	Kirkham Heritage Action Zone	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	1,327	177	35	1,539	334	1,205	This is a 4 year programme with spending being spread across the programme period. Delays of approx. 6 months have resulted from the Coronavirus pandemic and officers have agreed a reprofiling of the spend with Historic England. A further grant award of £80k has been successful from Historic England and a report was presented to F&D (29/07/21) for a fully funded capital budget increase approval.
Z186	Tree Planting Scheme	Mark Evans	Capital Investment Reserve	25			25	0	25	Anticipated scheme completion to budget during 2021/22.
Z218	25 Victoria Road St Annes Y-Pad Scheme	Mark Evans	S106 Developer Contributions	0		50	50	0	50	Scheme approved at Finance & Democracy Committee 29th March 2021. It is phased over two financial years (2021/22 and 2022/23) for £200,000 with 25% being paid at start on site and the remainder 75% on project completion once the units are allocated to Fylde Coast YMCA, after regard and consideration of the compliance with the financial regulations.
	Sub total			4,542	390	714	5,646	372	5,274	
	Total Expenditure			8,594	1,546	1,330	11,470	2,847	8,623	

UPDATED 5 YEAR CAPITAL PROGRAMME 2021/22 TO 2025/26 - BY SCHEME

		Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000
FINANCE & DEMOCRACY COMMITTEE						
2188 Purchase of Land Adjacent to Squires Gate Station		6				
	Sub total	6	0	0	0	0
TOURISM & LEISURE COMMITTEE						
2112 Fairhaven Lake & Promenade Gardens Restoration		1,433				
2097 Promenade Footways		0	155	40	40	40
2176 Staining Playing Fields Development Scheme		43				
2179 Coastal Signage Improvements		68				
2181 Coastal Explorers		0				
2192 Fylde Sand Dunes Improvement Scheme		46				
2197 Blackpool Road North Playing Fields drainage		145				
2210 Additional Parks Access Control Measures		16				
2211 Ashton Gardens Lighting Improvement Scheme		25				
2212 Park View Drainage Improvement Scheme		1	39			
2213 Fairhaven Boathouse - Remodelling and Refurbishment Scheme		7	217			
2214 Play Area Improvements		100				
2215 Friends of Newton Community Park Improvement Scheme - Fylde Council Contribution		100				
2219 Fairhaven Kiosk / Ice Cream Bar Project		20	340			
	Sub total	2,004	751	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE						
2038 Replacement Vehicles		486	306	971	791	1,251
2049 Car Park Improvements		70	30	30	30	30
2165 Public Transport Improvements		138	30			
2130 Fairhaven and Church Scar Coast Protection Scheme		10				
2207 St Annes Sea Wall		891	1,870	7,480	1,870	
2182 Accommodation/ facilities at Snowdon Rd Depot - Welfare Improvements		206				
2190 Charging Infrastructure for Electric Taxis		150				
2195 Cemetery and Crematorium - Infrastructure Phase 3b		35				
2199 Outdoor Digital Signage		30				
2216 Staining Drainage Improvement Scheme		0	65			
2217 South Fylde Line Study		70				
	Sub total	2,086	2,301	8,481	2,691	1,281
ENVIRONMENT, HEALTH & HOUSING COMMITTEE						
2010 Disabled Facilities Programme		1,236	1,130	1,130	1,130	1,130
2161 Housing Needs Grant		27				
2209 Progress Housing Buy Backs		58				
2107 Rapid Deployment CCTV Replacement Projects		27				
2201 Hydration points		60				
2205 Fylde Affordable Housing Delivery Programme		60				
2208 Affordable Housing Scheme, Lytham Road, Warton		260				
	Sub total	1,728	1,130	1,130	1,130	1,130
PLANNING COMMITTEE						
2138 St Annes Regeneration Schemes		124				
2185 St Annes Road West – Square to Pier link and Gateway		0	110			
2139 Lytham Regeneration Schemes		50	750			
2136 Kirkham Public Realm Improvements		3				
2158 M55 Link Road (Inc. S106 monies for design work)		122	2,000			
2172 St Annes Pier - Coastal Revival Fund		5				
2187 Kirkham and Wesham Station		15				
2193 Future High Street Fund: Kirkham		3,506	2,118	683		
2202 Wesham Community Centre		92				
2203 Elswick Village Green		115				
2204 Kirkham Heritage Action Zone		1,539	1,067	622		
2186 Tree Planting Scheme		25				
2218 25 Victoria Road St Annes Y-Pad Scheme		50	150			
	Sub total	5,646	6,195	1,305	0	0
Total Expenditure		11,470	10,377	10,956	3,861	2,451

UPDATED 5 YEAR CAPITAL PROGRAMME 2021/22 TO 2025/26 - FINANCING

	Estimate 2021/22 £000	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000
FINANCING:					
Capital Receipts - General Asset Sales	160	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,156	1,090	1,090	1,090	1,090
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	27				
Section 106 Monies - St Annes	74				
Section 106 Monies - Lytham	50	80			
Section 106 Monies - M55 Link-Road	122				
Section 106 Monies - Public Transport Improvements	138	30			
Section 106 Monies - Kirkham and Wesham Station	15				
Section 106 Monies - Fylde Sand Dunes Improvement Scheme	19				
Section 106 Monies - Wesham Community Centre	18				
Section 106 Monies - Elswick Village Green	35				
Section 106 Monies - Kirkham Heritage Action Zone	69	223	168		
Section 106 Monies - Fylde Affordable Housing Delivery Programme	60				
Section 106 Monies - Affordable Housing Scheme, Lytham Road, Warton	260				
Section 106 Monies - Progress Housing Buy Backs	58				
Section 106 Monies - 25 Victoria Road St Annes Y-Pad Scheme	50	150			
Capital Investment Reserve	1,099	1,091			
Capital Investment Reserve - Underwriting max £343k - Fairhaven	251				
M55 Link-Road Reserve	0	2,000			
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	20	340			
Funding Volatility Reserve - St Annes Sea Wall			2,300		
Other External Finance (see analysis below)	7,443	4,882	6,357	1,910	40
Direct Revenue Finance	120				
Prudential Borrowing	201	421	971	791	1,251
Total Financing	11,470	10,377	10,956	3,861	2,451

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

Other External Finance: Analysis					
LSP Performance Reward Grant	27				
Environment Agency - Fairhaven and Church Scar	10				
Environment Agency - St Anne's Sea Wall	771	1,870	5,180	1,870	
Coastal Revival Fund - St Annes Pier	5				
Central Government Grant - Future High Street Fund: Kirkham	3,506	2,118	683		
Staining Parish Council	0	10			
New Fylde Housing - DFG Contribution	80	40	40	40	40
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	27				
Heritage Lottery Fund - Fairhaven Restoration Project	1,169				
Sport England - Fairhaven Restoration Project - confirmed	100				
United Utilities - Fairhaven Restoration Project	60				
Lytham Schools Foundation - Fairhaven Restoration Project	5				
Café Tenant Contribution	15				
RSPB - Fairhaven Restoration Project	3				
Central Government - Charging Infrastructure for Electric Taxis	150				
Wesham Town Council	24				
Elswick Parish Council (Elswick Village Green)	10				
Kirkham Town Council (Kirkham Heritage Action Zone)	150				
External Grants - Lancs Env Fund (Elswick Village Green)	30				
External Grants - Pocket Parks (Elswick Village Green)	15				
External Grants - Historic England (Kirkham Heritage Action Zone)	778	618	272		
External Grants - Historic England - Additional Grant (Kirkham HAZ))	35	35	10		
Private Sector / Other (Kirkham Heritage Action Zone)	357	191	172		
Department for Transport (South Fylde Line Study)	50				
Project Partners (South Fylde Line Study)	16				
Newton Community Park - Lancashire Environment Fund	30				
Newton Community Park - Newton & Clifton Parish Council	15				
Newton Community Park - Friends of Newton Community Park	5				
	7,443	4,882	6,357	1,910	40

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	12
STANNER BANK CAR PARK UPDATE			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Following the completion of the Fairhaven sea defence project the new barrier system on Stanner Bank Car Park was put into operation in September 2020. This is the first barrier system operated by Fylde Council and it was agreed that the operation would be monitored with updates provided to the committee on the benefits and disadvantages of a barrier system. This report provides members with information about the logistics of operating a barrier system car park for the 14 months from September 2020.

SOURCE OF INFORMATION

Inspections, analysis, feedback and direct experience and observation of the barrier system in operation since it was installed.

LINK TO INFORMATION

Included in the report below.

INFORMATION

Background

1. Stanner Bank Car Park has been present since the Fairhaven Lake site was developed. It can be viewed on aerial photos from the 1940s. In more recent years, since charges to park on the car park were introduced, there was a perceived issue that some customers were not paying for their stay. There was supporting evidence that suggested some customers used the car park as a viewing area whilst they consumed food and drink; usually procured from the neighbouring kiosk. The customers would stay close to or within their vehicles enjoying the views across Fairhaven Lake or the Irish sea. When enforcement officers attended the site, customers would leave before enforcement action could be carried out.
2. In 2014 officers were asked to review the parking management on the Stanner Bank Car Park. A parking consultancy firm, Alpha Parking, were contracted to carry out a study to assess the benefits and advantages of different systems of operation. This included Automatic Number Plate Recognition (ANPR) technology, which was discounted as Local Authorities are not allowed to use it on its own on public car parks, and a pay-on-foot barrier system, which though costly to install and operate, was the cheapest alternative. The outcomes of the study were presented to a Cabinet meeting on 14th January 2015 where it was decided that, based on the information provided, it was not economically viable to warrant the necessary investment in a

new management system.

3. Stanner Bank Car Park was closed from late 2018 to 2020 to enable the construction of the new sea defences around Fairhaven Lake and Granny's Bay. During this period officers were asked by elected members to look at the option to install a pay-on-foot barrier control system. Unlike the previous consideration of management options the request was to consider a barrier system only. The rationale for considering a barrier system was concern over the loss of income because of non-payment by users parking to enjoy the views and / or consume food and drink purchased at the kiosk. A capital bid for £50,000 was reviewed and supported by the Operational Management Committee on 13th November 2018.
4. During 2019 the entrance area to Stanner Bank Car Park, which was outside the scope of the work funded by the Environment Agency for the sea defence scheme, was designed and costed alongside other public realm works. A special Operational Management Committee was convened on 17th December 2019 to review the options and agree draw-down of funding, including the £50,000 for the barrier system.

Installation

5. The entrance to the car park, including the barrier system, was designed late 2019 and installed spring 2020. This included a widened carriageway, creation of two islands by the entrance to host entry and exit terminals and barrier arms, install of terminals, barrier arms and two payment machines protected by shelters, connecting all equipment to electric supplies, and ensuring remote access and control of the system was enabled. The car park was opened in July 2020 but, due to a delay in the setting up of the card payment system, the barrier was not put into service until September 2020.
6. The addition of the barrier system was specified after planning permission was granted for the changes to the car park as part of the sea defence works and was carried out under permitted development. Once the new widened entrance had been installed with the barrier system, Lancashire County Council colleagues expressed concerns regarding safety implications of pedestrians crossing in front of the operational barrier as well as vehicles driving across the entrance area from nearby on-street parking. As a result, safety barriers were set up to enable safe pedestrian crossing. Subsequently the road-side area has been redesigned with the works substantially completed late 2021.

Intercom/Support Service

7. An unmanned barrier operated car park management system requires a support service 24/7 over the telephone as part of a safety requirement that mitigates the risk of anyone being unable to exit the car park if the barrier fails and to provide support to anyone who has difficulty with the system. To accommodate the 24/7 support intercoms were installed at each of the terminals and payment machines which created several technical integration issues and cost to the system with calls from the intercom directed to an office phone which was answered by Fylde Council staff during office hours. Out of hours calls for support were diverted to a mobile number that the car parking manager answered, this was not costed and has never been formalised.
8. Following a change to the Council's IT firewall in February 2021 the intercoms stopped working. While the issue was investigated the mobile number was displayed at all points, so customers were still able to obtain assistance and a second mobile phone was obtained for out of hours calls. The temporary solution proved to be more successful than the intercom which automatically cut-out after a set period, often resulting in the customer's problem not being resolved before contact was lost. It also meant that when a call was made in error it would stop other customers calling from other intercoms until the auto cut-out occurred. As such the intercom system has remained out of service with customers able to call the support service mobile number directly. However, the cost and formal arrangements for this level of 24/7 support have not been addressed but will need to be formalised.
9. To facilitate the support service, the office-hours phone was originally staffed by the Council's Customer Service team. However, with the significant increase in tourism and other contacts with the Tourist Information Centre, they were unable to guarantee the support service phone was answered within a reasonable time. Since June 2021 the responsibility for answering calls during working hours has been with the Parking Services directly. Out of working hours, including overnight, weekends and bank holidays, calls are diverted to the second mobile phone which is normally held by the Council's Technical Support Manager

who has responded a range of calls at all hours.

10. Between 10th October 2020 and 19th December 2021 there have been 355 calls recorded to the support service, 147 were made out of office operating hours. Initially a lot of the calls were due to regular customers getting used to the new system such as how to pay and where to place the ticket. Call volume on these matters were reduced by including additional instructions on the terminals and payment machines. Over the summer months calls increased, particularly during busy periods, when more faults took place with several individuals making contact regarding the same issue until someone was able to reach the site to resolve the problem. Calls decreased during Autumn/Winter 2021 with the drop off in use of the car park.

Issues

11. For the barrier system to operate it is not viable to offer free disabled parking as occurs on other Fylde Council car parks. When the system was first brought into service there was negative publicity on social media about the provision for blue badge holders. Staff have been given feedback directly on site, through social media and over the phone at the call centre expressing dissatisfaction with the lack of free disabled parking and the number of failure incidents with the barrier.
12. Negative feedback was also posted on social media and correspondence to the council because of Stanner Bank car park being excluded from the Fylde Resident Permit Scheme. The reasons for this were communicated to permit holders and the level of negative feedback has reduced.
13. Some of the issues experienced have been a result of customers accidentally misusing the system. A barrier system requires additional reliance on the customer to interact with it (obtaining a ticket at the entrance, keeping the ticket safe throughout their stay, entering the ticket in the payment machine and paying for their stay, retrieving the ticket and placing it in the exit terminal) which increases the potential for user error. On several occasions at the entrance terminal where tickets are issued, coins have been forced into the slot causing the tickets to jam and preventing anyone else to enter the car park. Coins have also been placed in the ticket slot on the payment machine where this again prevents the ticket already inserted from being returned and jamming the next customer's ticket. Despite notices placed to advise against these actions, these issues periodically occur leading to a call out, loss of income on the car park and reputational damage from other customers.
14. The issues that have generated the most significant cost and car park income loss have been as a result of vandalism. This could be to avoid payment or due to being stuck on the car park. On other occasions the barriers could have been targeted for deliberate vandalism in the same way any public furniture or asset is vandalised. Street furniture, assets with moving parts or assets that, if damaged, cause issues for others are targeted for vandalism with the rationale behind this unknown.
15. Between September 2020 and November 2021 there were 139 separate instances where the barrier system recorded 'Forced Open' where the barriers had been pushed up. Of these, 72 occurred at the entry barrier and 67 on the exit barrier.
16. On some occasions where vandalism occurs the barrier is just off set from the optimum position meaning that it remains operational, and the 'culprit' has used the car park for free. On other occasions the barrier has been unable to open enough for vehicles to get through so the barrier arm has been removed until an engineer can attend to adjust the settings. The cost of this has been between £200 and £500 dependent on the extent of the damage and the call out fee based on time and day. On two occasions to date (once in May 2021, the other July 2021) the repeated forcing open of the barriers resulted in the bolts shearing which require specialist parts to be ordered which result in the barriers being out of operation for several weeks. The cost of repairing this damage is circa £1,500 on each occasion with an estimated loss of income during each of the two periods between £2,000 to £3,000.
17. The challenge with vandalism is that it can occur at any time and usually occurs out of hours or at weekend resulting in additional resource and cost to rectify. The cost of repairing vandalism and loss of income cannot be recouped from insurance; and even if individuals were identified getting the cost off them without police or legal process is uncertain and as costly, if not more, in time and resource to do so. Because of the function, location and mechanical nature of the barriers they are subject to more vandalism as well as breakdown than the pay and display units.

18. There have been other occasions where the system itself has developed a fault. For example, coins jam in the payment machines causing blockages that stop the machines from working and result in customers losing their money because the machine has been unable to validate or reject the coins. During wet weather damp tickets can get stuck/torn in the exit terminal resulting in the ticket not being read and leading to a backlog because the ticket belonging to the next customer cannot be read. In instances such as these the exit barrier is opened remotely with the enforcement officer on duty directed to attend site as soon as possible to rectify. Financial loss is minimal but there is often reputational damage and complaints because of the delay caused.
19. Occasional system errors occur where there is loss of remote connectivity. In normal circumstances when a customer calls the support service telephone the barriers can be raised remotely; either as a one-off occurrence to let a single customer out or to set the barrier to stay open so all customers can leave. However, occasionally the remote connection to the system fails because of a fault with the modem. This means officers are unable to control the system remotely plus card payments will not work. To rectify this an officer must attend site immediately by switching the system off and on again to reboot. In July 2021 on an occasion where the remote connection had dropped the customer insisted on being let out immediately or they would force the barrier open; despite assurances that someone was on the way the barrier was forced that led to the bolts being damaged and significant cost and loss.

Income vs Expenditure

20. During the 12-month period from December 2020 to November 2021, income generated was £24,032. The 5-year pre-sea defence average was £19,078 so income increased by £4,954. This figure could have been £4,000 to £6,000 higher had the barrier not been out of operation due to vandalism.
21. Income comparison with pre-COVID is skewed by the impact of COVID with an increase in visitors exploring the new sea defence works making the location more of a destination and the volume of 'staycation' visitors, as well as repeat walkers from the Lancashire and North West hinterland. All pay and display long stay/tourist car parks have shown significant increase in income since May 2021. St Paul's Avenue Car Park (which was closed for a similar period as Stanner Bank and also attracts visitors to the sea defences) increasing income from a 5-year average of £4,455 to £12,669 during the same December 2020 to November 2021 period.
22. The operation of the barrier system requires arrangements that are in addition to those in place on pay and display car parks which includes:
- a. Maintenance and software - contract at £7,000 per year covering servicing, replacement parts and remote access software. Third party damage/vandalism is excluded.
 - b. Repairs to the barrier following incidents of vandalism.
 - c. Payment card PSP (Payment Service Provider) and Merchant Bank to enable card payments.
 - d. Supply of a modem with sim card to enable internet connection – contract at £216 per year.
 - e. Intercom/mobile phones – two mobile phones at £240 per year are used to provide customer support during work hours and out of hours.
23. After set-up costs were accounted for, the cost of operating the barrier (above standard costs that apply to all car parks, eg non-barrier maintenance, cash collection, etc...) from September 2020 to March 2021 was £9,580. From April 2021 up to November 2021 operating costs were £12,283. Full year costs for 2021/22 could reach £15,000.
24. Taking into account the increase in income and additional costs incurred through operating the barrier, it is expected that the barrier will result in a £10,046 loss. Even if the barrier had not been vandalised resulting in it being out of operation for extended periods, there would still have been a loss of £4,046. In future years this loss is likely to be higher when the cost of out of hours support service is taken into account.

Future Operation

25. To date the out of hours support for the barrier system has been overseen by Fylde Parking Services Officers without additional charge. It is not possible for this to continue. Fylde Council senior management have been exploring out of hours support service on a corporate level covering all out of hours activity. Depending on how the arrangements are set up, the resource for the barrier car park out of hours support is estimated to cost between £50 to £150 per week or £2,600 to £7,800 per year.
26. In response to vandalism of the barrier system which caused both barriers to be out of service for several weeks and led to a significant loss of income, the option to install a CCTV camera to overlook the barrier has been explored. The cost to install the system along with 4 years of servicing will be in the region of £10,000. After 4 years either the camera will need replacing or, if it is still in a serviceable condition, a new service package will need to be agreed at further cost.
27. Currently there is no budget set for the additional annual cost of operating the barrier system. This will be required to cover operational costs set out in point 22 as well as the out of hours on-call service as set out in point 25. This additional budget will need to be set at £20,000.

Conclusions

28. The provision of the barrier system, when operating correctly, achieves the original intention of ensuring all customers pay for their parking/dissuades those who do not wish to pay from visiting the site. This in turn has led to an increase in income. There is added benefit in that customers only pay for the time they use and are less likely to feel the need end their stay earlier than they would like.
29. However, there are significant down-sides to operating the barrier including reputational damage from a lack of free parking for blue badge holders and from when the system doesn't operate correctly is out of order, loss of revenue whilst repairs are made and significant extra costs. Overall operating the barrier system results in a financial net loss.
30. Currently operating the barrier system incurs additional unbudgeted expense. A new revenue budget of £20,000 will be required in future.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To advise the committee on the operation of Stanner Bank Car Park barrier

FURTHER INFORMATION

Contact - Andrew Loynd, Technical Support Manager, 01253 658 527

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	13
PERFORMANCE REPORTING 2020/21			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

All services have been impacted by the pandemic resulting in reduced resources, new demands by customers and changes in working practices. This has naturally hindered our reporting arrangements, however, regular performance monitoring and reporting is being reintroduced.

This report combines details of the key performance outcomes which has not been reported to the committee for the previous financial year end 2020/21 (1st April 2020 to 31st March 2021) and now for the first six months of the existing financial year end (1st April 2021 to 30th September 2021).

Performance is reported against the targets set and commentary is provided by performance exception. Due to the ongoing challenges post-covid, target setting will be reviewed in detail at the start of the new financial year 2021/22. The periods reported have shown unusual trends in data, benchmarking would not be comparable for most instances with the previous outturns and will need to be considered when scrutinising results.

SOURCE OF INFORMATION

The operational teams have input data into the corporate online system (called InPhase) for service-based performance data.

LINK TO INFORMATION

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

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact: Alex Scrivens, Performance & Improvement Manager (alex.scrivens@fylde.gov.uk).

Year-end 1st April 2020 to 31st March 2021 Commentary by Performance Exception

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

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

PM102: Current Operator Compliance Risk Score (traffic light) is green status and last year's status was green, the target status is green.

The operator licence risk score for Fylde Council is in the green giving a very good "satisfactory" status. This is backed up by a full annual audit carried out independently by the Freight Transport Association which provides an independent, best practice review of workshop procedures and set up, examining compliance in areas such as premises, equipment, technical staff, management, clerical staff, documentation, quality and appearance. This is further confirmed by the facility's I'TE Workshop Accreditation (Institute of Road Transport Engineers).

PM56: Percentage of household waste recycled is 44% and last year's comparison figure was 42%, the target is 40%.

Increased tonnages of household recycling materials have been collected from properties at the kerbside, contributing to an overall increase in the annual recycling rate. This is as a result of the extension of the service to include 'other plastics' i.e. plastic pots, tubs and trays, and ongoing education to promote the full range of materials accepted by the service. Tonnage volumes were also boosted with the closure of the LCC recycling centre during lockdown, forcing residents to use the wheeld bin scheme to dispose of recyclable items and the waste team have been proactive in targeting contamination, reducing the amount of material diverted to landfill.

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

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

None to report.

Mid-Year 1st April 2021 to 30th September 2021 Commentary by Performance Exception

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

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

PM102: Current Operator Compliance Risk Score (traffic light) is green status and last year's status was green, the target status is green.

The operator licence risk score for Fylde Council is in the green giving a very good "satisfactory" status. This is backed up by a full annual audit carried out independently by the Freight Transport Association which provides an independent, best practice review of workshop procedures and set up, examining compliance in areas such as premises, equipment, technical staff, management, clerical staff, documentation, quality and appearance. This is further confirmed by the facility's I'TE Workshop Accreditation (Institute of Road Transport Engineers).

PM132: Number of proactive dog enforcement patrols is 787 and the target is 600.






The Council introduced a new Environmental Enforcement Team over the summer months with additional resources focussed on all areas of environmental enforcement, including doig control. Additional resources have meant more capacity for proactive patrols across the borough.

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

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

None to report.








PERFORMANCE KEY ICON STATUS

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

APPENDIX 1: Performance Measures year-end performance (1st April 2020 – 31st March 2021)

Operational Management						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2019 MAR 2020	APR 2020 MAR 2021	Year-end Target	Performance Status
PM101: Kg of residual waste per household (quarterly only for LG Inform)	Quarterly	Smaller is Better	124.75	134	130	
PM102: Current Operator Compliance Risk Score (traffic light)	Quarterly	Bigger is Better	Green	Green	Green	
PM55: Missed bins as a percentage of all collections	Quarterly	Smaller is Better	0.05	0.05	0.05	
PM56: Percentage of household waste recycled	Quarterly	Bigger is Better	42	44	40	
PM74: Percentage first time HGV fleet MOT passes	Quarterly	Bigger is Better	100	86	90	
PM96: Percentage of customers satisfied with MOT experience	Quarterly	Bigger is Better	100	100	100	

APPENDIX 2: Performance Measures mid-year performance (1st April 2021 - 30th September 2021)

Operational Management						
Local Key Performance Indicators	Frequency	Good Performance Is	APR 2019 SEP 2020	APR 2020 SEP 2021	Mid-end Target	Performance Status
PM101: Kg of residual waste per household (quarterly only for LG Inform)	Quarterly	Smaller is Better	137.5	130	130	
PM102: Current Operator Compliance Risk Score (traffic light)	Quarterly	Bigger is Better	Green	Green	Green	
PM132: Number of proactive dog enforcement patrols	Monthly	Bigger is Better	N/A	787	600	
PM55: Missed bins as a percentage of all collections	Quarterly	Smaller is Better	0.05	0.05	0.05	
PM56: Percentage of household waste recycled	Quarterly	Bigger is Better	46.5	42	40	
PM74: Percentage first time HGV fleet MOT passes	Quarterly	Bigger is Better	86	86	90	
PM96: Percentage of customers satisfied with MOT experience	Quarterly	Bigger is Better	100	100	100	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
LEAD OFFICER	OPERATIONAL MANAGEMENT COMMITTEE	11 JANUARY 2022	14
CORPORATE PLAN ACTION UPDATE			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The purpose of the report is to provide the committee with the latest progress against the corporate actions relevant to the committee that are scheduled for completion at the time of the meeting.

SOURCE OF INFORMATION

Relevant officers responsible for delivery of the Corporate Plan action / outcome.

LINK TO INFORMATION

[The 2020-2024 Corporate Plan](#)

<http://fyldeperformance.inphase.com>

[Corporate Plan 2020/24 Prioritisation Log](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to inform the committee about progress against the key strategic objectives the council has set out in the corporate plan.

FURTHER INFORMATION

Contact: Alex Scrivens alex.scrivens@fylde.gov.uk

Actions / Outcomes due for completion by 31st December 2021.

A passing loop on the South Fylde railway line - (Outcome: complete GRIP 3 Strategic Outline Business Case)

The GRIP 3 Strategic Outline Business Case has been completed with sign off from all stakeholders – task completed.

Educate and enforce to prevent littering, fly tipping, illegal signage, dog fouling and anti-social activity (Outcome: measures in place to advise and educate on litter management and enforce as / when required)

The council has invested significant funding from COVID grants and resources from the communication, cleansing, environmental health, and corporate teams to both educate and enforce against anti-social behaviours covered under PSPO legislation. There is now an established dedicated environmental enforcement team that operates education and enforcement supported by rangers, communication officers and other enforcement roles in the council – task completed.





Develop the cemetery & crematorium project to address parking, green energy efficiency long-term expansion (Outcome: a project plan is in place with time frames for delivery of the development of the facility and surrounding location)

A cross party working group has been established to consider a range of capital projects including the purchase of additional land, infrastructure improvements and green efficiency improvements. Individual projects will be discussed by the group and brought to the committee for recommendation as appropriate.

Implement a code of conduct scheme for professional / multiple dog walkers (Outcome: scheme in place and offer for dog walkers to sign up)

Officers are currently developing a Code of Conduct scheme to be presented in due course. It is intended to forward it to the registered professional dog walking clubs on the Fylde coast with a covering request from the Chairman and the CEO to sign up to and follow the code. The enforcement team will bring the code to the attention of any professional dog walkers they engage with an excessive number of dogs – task in progress .

Appendix 1 Scorecard:

Corporate Plan 2020 -2024: Quarter Three December 2021/22 Operational Management		Due date	Progress Marker
Actions			
A passing loop on the South Fylde railway line - (Outcome: complete GRIP 3 Strategic Outline Business Case)		HIGH Q3 2021/22	
Educate and enforce to prevent littering, fly tipping, illegal signage, dog fouling and anti-social activity (Outcome: measures in place to advise and educate on litter management and enforce as / when required)		MED Q3 2021/22	
Develop the cemetery & crematorium project to address parking, green energy efficiency long-term expansion (Outcome: a project plan is in place with time frames for delivery of the development of the facility and surrounding location)		LOW Q3 2021/22	
Implement a code of conduct scheme for professional / multiple dog walkers (Outcome: scheme in place and offer for dog walkers to sign up)		LOW Q3 2021/22	

Key



Completed, benefits reached/delivered



In Progress, on track or slightly behind due date



Not yet started or requires further resource allocation