

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	7 SEPTEMBER 2017	5
FAIRHAVEN HERITAGE LOTTERY PROJECT BOARD NOMINATION			

PUBLIC ITEM

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

SUMMARY

The report presents an update to the Tourism and Leisure Committee on progress with the Fairhaven Lake and Gardens Restoration Project funded by the Heritage Lottery and proposes the establishment of a Project Board to include a representative from the Tourism and Leisure Committee, to be nominated at the meeting.

Appointment of a Member, to The Fairhaven Project Board is covered in the 'Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates'.

RECOMMENDATIONS

The Tourism and Leisure Committee are requested to:

1. Note the progress with the Fairhaven restoration project;
2. Agree to the creation of a Fairhaven Project Board as required by the Heritage Lottery Fund and agree that membership of the Project Board be extended to include a representative from the Tourism and Leisure Committee.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure 22 June 2017

After consideration IT WAS RESOLVED to recommend to Full Council:

1. To approve a fully-funded increase in the total scheme value within the Capital Programme for 2017/18 in the sum of £200,336 in respect of the Fairhaven Lake & Gardens Restoration Project, to be met in full as detailed in the report.
2. To authorise the proposed expenditure in respect of the scheme in the total sum of £220,366 as detailed within this report, subject to the approval by Council to the increase in the scheme value (as set out at 1 above). The funding will be used to recruit the two officers, lead consultant and quantity surveyor to develop and to submit a second round capital bid to the Heritage Lottery Fund as detailed in the report.

Full Council 17th July 2017

It was RESOLVED to approve a fully-funded increase in the total scheme value within the Capital Programme in respect of the Fairhaven Lake & Gardens Restoration Project for 2017/18 in the sum of £200,336, to be met in full as detailed in the report.

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

REPORT

1. The committee considered a report at its meeting on 22 June 2017 in relation to the development grant from the Heritage Lottery Fund for the restoration of Fairhaven Lake and Gardens. The committee approved the report and instructed officers to recruit 2 project officers, a lead consultant and an independent quantity surveyor as defined as the 'approved purposes' in the HLF grant award.
2. The Fairhaven Project Officer and Activity Development Officer have been appointed and are now in post. Both officers come well qualified and have great experience in their respective roles of project management and activity development.
3. The tender for the Lead Consultant Commission was advertised on the 26th May 2017 and has followed the OJEU open tender procedure (Official Journal of the European Union), via the CHEST North West procurement portal.
4. Five competent tenders were received and evaluated on a 60% quality and 40% cost ratio as described in the previous committee report. The top two scoring tenderers were shortlisted to interview which formed part of the quality evaluation. Ryder Landscape Consultants scored the highest in both the quality and cost elements of the tender and have been appointed as shown in the table below.

Description of Evaluation Criteria	Percentage Weighting	Maximum Score	Gillespies Ltd	Land Use Consultants	Plincke Landscapes	Ryder Landscapes	TGP Landscapes
Quality	100	300	158	190	147	222	191
Price	40	160	120	130	100	160	140
Total	140	460	278	320	247	382	331

5. The procurement of the independent Quantity Surveyor has been started. This will be a much smaller commission and a separate tender document is being prepared that will follow the Quick Quote tender procedure via the CHEST North West procurement portal.
6. Fylde officers and external consultants will form the Project Management Team. This team will be responsible for the 'day to day' management of the project focusing on the delivery of the project outputs as detailed in the previous committee report, to ensure a competent second round bid to the Heritage Lottery Fund in August 2018. This team held a 'start up' meeting on the 16th August and will now formally meet on a monthly basis to discuss actions and progress against the project outputs.
7. The Fairhaven Project Officer and Lead Consultant will lead the Project Management Team and will formally report to the Fairhaven Project Board as requested by the Heritage Lottery Fund, on a monthly basis.
8. The Project Officer will present a detailed progress report at each Board meeting to keep the Board Members fully updated on all elements of the project. The role of the Project Board is to provide corporate support, have a strategic overview of the project and have the authority to make strategic decisions. The minutes of these minutes will be shared with the Heritage Lottery Fund.
9. Proposed Membership of the Fairhaven Project Board will include:
 - Director of Development Services
 - Member of the Tourism and Leisure Committee

- Head of Cultural Services
- Head of Technical Services
- Coastal Defence Project Manager
- HLF Monitoring Officer
- Service Accountant
- Regeneration Manager
- Chairman of the Friends of Fairhaven Lake (FOFL)
- Communications Officer

10. It is considered that the Project Board would benefit from the attendance of a representative from the Tourism and Leisure Committee who would be involved in the strategic oversight of the restoration proposals and kept fully informed of the project details.

11. The Tourism and Leisure Committee are asked to nominate a representative to form part of the Fairhaven Project Board.

12. Further reports will be presented to the Tourism and Leisure Committee detailing the progress of the project.

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

LEAD AUTHOR	CONTACT DETAILS	DATE
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BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
T&L Minutes	22/6/17	Council Website www.fylde.gov.uk
Council Minutes	17/7/17	Council Website www.fylde.gov.uk