



Agenda

Tourism and Leisure Committee

Date:	Thursday, 10 March 2022 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Michael Sayward (Chairman) Councillor Gavin Harrison (Vice-Chairman)</p> <p>Councillors Peter Anthony, Tim Armit, Brenda Blackshaw, Sue Fazackerley MBE, Shirley Green, Matthew Lee, Cheryl Little, Kiran Mulholland, Vince Settle, Elaine Silverwood.</p>

Public Platform

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

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

	PROCEDURAL ITEMS:	PAGE
1	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 6 January 2022 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
4	Lowther Gardens Trust - Renewal of Service Level Agreements including New Subsidy Request	3 - 9
5	Park View Drainage Improvements	10 - 14
6	Nominations to Outside Bodies/Working Groups	15 - 23

Contact: Lyndsey Lacey-Simone - Telephone: (01253) 658504 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

© Fylde Council copyright 2022

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context.

The material must be acknowledged as Fylde Council copyright and you must give the title of the source document/publication.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned.

This document/publication is also available on our website at www.fylde.gov.uk

Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 MARCH 2022	4
LOWTHER GARDENS TRUST – RENEWAL OF SERVICE LEVEL AGREEMENTS INCLUDING NEW SUBSIDY REQUEST			

PUBLIC ITEM

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

SUMMARY

The Council currently has a five-year Service Level Agreement with the operating company of Lowther Gardens Trust, Lowther Gardens (Lytham) Management Ltd, to provide a range of theatrical and cultural services at Lowther Pavilion. As part of this Agreement, the Trust must provide a performance report to the Tourism and Leisure Committee annually.

The current Service Level Agreement expires 31 March 2022, and Members are requested to consider the proposed terms and continuation of this Agreement, including an increase to the existing subsidy of £31,668 by an additional £12,000 per annum, to provide a total annual subsidy of £43,668 over a 3-year term commencing 1 April 2022. The reasons for this proposed increase are detailed in the report.

In addition to the above, there is a supplementary Service Level Agreement between Fylde Council and Lowther Gardens Trust, to cover several ancillary services to be delivered by Fylde Council within Lowther Gardens, including parks management, grounds maintenance, public conveniences, building maintenance, engineering service and leisure services. This Agreement also expires 31 March 2022, and Members are requested to consider the terms and continuation of this Agreement, as detailed in the report.

RECOMMENDATIONS

Committee is requested:

1. To consider the proposal and recommend to Full Council an annual unfunded revenue budget increase of £12,000 to Lowther Gardens Trust in the years 2022/23, 2023/24, 2024/25. This would create a total annual subsidy of £43,668 per annum for the next 3 years.
2. To consider the proposal and, subject to the approval of Full Council of the additional funding in recommendation 1 above, approve the continuation of the Service Level Agreement (Appendix 1) regarding the provision of theatre services at Lowther Pavilion by the operating company of Lowther Gardens Trust, Lowther Gardens (Lytham) Management Ltd.
3. To consider and approve the terms and continuation of the Supplementary Service Level Agreement between Fylde Council and the Lowther Gardens Trust (Appendix 2) as summarised in this report.

SUMMARY OF PREVIOUS DECISIONS

Tourism and Leisure Committee 3 November 2016

Following detailed consideration of this matter it was RESOLVED:

1. To recommend to Council an annual unfunded revenue budget increase of £31,668 to provide an annual subsidy to Lowther Gardens Trust in the years 2017/18, 2018/19, 2019/20, 2020/21 and 2021/22.
2. To recommend to Council the continuation of the Service Level Agreement as detailed in Appendix 2 of the report regarding the provision of services at Lowther Pavilion by the operating company of Lowther Gardens Trust, Lowther Gardens (Lytham) Management Ltd.
3. To agree to the terms and continuation of the supplementary Service Level Agreement between Fylde Council and the Lowther Gardens Trust as set out in Appendix 3 of the report.

CORPORATE PRIORITIES

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

BACKGROUND

1. Lowther Gardens was registered as a charitable trust in 2006, with the Council as sole trustee. Since 2006 several independent trustees have been appointed, with a total of 8 trustees currently in post. The Council remains as a trustee and is represented at trust meetings by Councillor Susan Fazackerley.
2. The Head of Cultural Services and the Head of Governance also attend the trust meetings, to support the delivery of the Council's strategic ambitions within the Corporate Plan 2020 – 2024 regarding services delivered at Lowther Pavilion.
3. Lowther Gardens (Lytham) Management Ltd was set up in February 2011 as the operating company of Lowther Gardens Trust, to deliver the day-to-day operation of Lowther Pavilion.
4. The previous service level agreement between Fylde Council and Lowther Gardens (Lytham) Management Ltd. was agreed by the Tourism and Leisure Committee on 3 November 2016, for a 5-year period commencing 1 April 2017. In the agreement, the Council agreed to pay a subsidy over the five-year period as follows:

Year	Amount of Subsidy
2017/18	£31,668
2018/19	£31,668
2019/20	£31,668
2020/21	£31,668
2021/22	£31,668

5. In 2017/18, the Council agreed to provide a loan of £50,000 to Lowther Trust, to assist with the replacement of the roof on the Pavilion, to ensure the venue would be energy efficient and therefore achieve financial savings to the running costs of the theatre. Lowther Trust pay an annual loan repayment of £5,000 to Fylde Council, which is deducted from the annual subsidy listed in the table above. This arrangement commenced in 2017/18 and expires in 2026/27. The loan agreement does not form part of this Service Level Agreement.
6. The previous Service Level Agreement 2017 to 2022 specified that Lowther Gardens (Lytham) Management Ltd (“the Provider”) as the operating company of Lowther Gardens Trust would deliver the services in accordance with identified performance measures:
- The maintenance and development of Lowther Pavilion as a cultural community facility, for the benefit of residents of and visitors to the Borough.
 - The provision of a balanced and diverse programme of performing arts and entertainment, including dance, drama, music, musical theatre, variety, and comedy; encouraging innovation using new technology and the support of new writing and performing talent.
 - The development of new audiences and encouragement of existing audiences to visit more frequently, building participation in the arts locally, accessible to all sectors of the community through programming, marketing, and community engagement work.
 - The promotion of the performing arts in Fylde, supporting and developing local amateur groups, volunteers, and the wider community. The pavilion shall be available for hire by local amateur performance groups for a minimum of 120 sessions per year. The definition of an ‘amateur performance group’ is one that is based in Fylde Borough or has active participation from residents who live in the Borough. The ‘amateur performance group’ must be hiring the theatre for cultural or community endeavours (Dance, Drama, Music, Art, or community support events (e.g., dementia support groups). The groups must primarily be not for profit.
 - The free use by the Council of Lowther Pavilion and its facilities for up to 10 Council meetings per year and the annual Mayor making ceremony on dates to be provided to the Provider in advance by the Council as soon as reasonably practicable.
 - The Provider shall make best endeavours to make available the Pavilion for use in the event of a civil emergency as a rest centre or similar facility.
 - The development of service provision may change over time to reflect the current nature of standard business practice in the entertainment industry. All development will encompass the core values as presented in the Trust’s artistic policy.
 - Quarterly meetings will be held between representatives of the Provider and the Council, where the information required by this agreement will be reviewed.
 - If requested to do so, the Provider will make an annual presentation to the Tourism and Leisure Committee (or other such appropriate elected member group) at the conclusion (or as near to as possible) of each year of the operation of the Service Level Agreement summarising its performance and service during the year, including financial performance – annual outturn against the budget.
 - The Services to be provided within the operating budget, provided in accordance with clause 18¹.
 - A breakdown of the number of complaints received from service users and how they have been resolved.
 - Number of sessions utilised by local amateur groups, volunteers, and the wider community.
 - Number and percentage of self-promoted shows which breakeven and/or make a profit

- The Trust will provide evidence that it is meeting art council and theatre management association industry standards in relation to customer satisfaction, audience profiling and quality of opportunity both for the visitor, local population and visiting companies. Income generation to develop the service offered and development work to encourage greater community use of the facilities. The Trust and the Council will work together to develop a greater understanding of all creative activities across the Borough.
7. In November 2016, the Tourism and Leisure Committee agreed to continue to provide several ancillary services to Lowther Trust under a supplementary Service Level Agreement relating to the maintenance of Lowther Gardens. Services included parks management, grounds maintenance, public conveniences, car parking, building maintenance (excluding Lowther Pavilion), engineering service and leisure Services. The budget for the delivery of these services is retained by the Council and delivered at no charge to the Trust. This Agreement also expires 31 March 2022.
 8. The costs of delivering these services are included in existing approved revenue budgets. There have been no additional costs to Fylde Council arising from the delivery of this supplementary Service Level Agreement.

CURRENT PERFORMANCE

9. There are regular meetings between the Trust and council officers to review performance. A representative of the Trust has provided and presented a performance report annually to the Tourism and Leisure Committee, including a post pandemic review.
10. Members of the Tourism and Leisure Committee were invited to a 'guided tour' of Lowther Pavilion in January 2022, to gain a better understanding of the day-to-day management of the theatre.
11. Delivery of most services during the pandemic have proved to be very challenging, with the arts and cultural sector being one of the most significantly impacted. Lowther Trust have managed the service efficiently throughout the pandemic and are confident that the service is in a financially sustainable position if the continuation of the proposed Service Level Agreements is supported by Elected Members.
12. In addition to the delivery of theatrical and cultural services, the Trust are committed to the delivery of several exciting developments to the theatre and grounds including a new studio theatre and education centre and a new Padel tennis facility within the Gardens. These initiatives will bring greater self-sufficiency to the Trust reducing the requirement for subsidy support.
13. Representatives of Lowther Trust will attend the Committee meeting to provide a service update and answer any questions that Elected Members may raise.

FINANCIAL SUBSIDY FROM FYLDE COUNCIL

14. In December 2021, representatives of Lowther Gardens Trust made a formal request to the Council for a continuation of both Service Level Agreements and requested an annual subsidy of £31,668, to be paid to the operating company of Lowther Gardens Trust, Lowther Gardens (Lytham) Management Ltd, to ensure the sustainable management of Lowther Pavilion.
15. During a tax review, Lowther Trust have been advised by a VAT specialist of recent changes by HMRC relating to VAT charges on room hire. The VAT specialist advised that VAT exemption on room hire will no longer apply when other supplies and services are included i.e. where room hire includes lighting, sound systems, apparatus, sound technicians; which is often the case at Lowther. The Trust have been advised to 'opt to tax' which will allow the Trust to recover VAT incurred, including from expenditure on ongoing capital development works at Lowther. 'Opting to tax' also means that the Trust will need to charge VAT on room hire to all users, even if they only hire the room without supplies or services, at a rate of 20%.
16. The Service Level Agreement requires the Trust to permit a minimum of 120 amateur performance group sessions per year. The Trust have provided an average room hire charge rate of £500 per session. The new

VAT charge on these sessions would equate to £12,000 per year charge passed on to the community groups. The Trust enquired whether Fylde Council would support community groups by providing an additional subsidy of £12,000 per annum to allow the Trust to provide a discounted room hire rate, to support local amateur performance groups.

17. The proposal is to increase the existing annual subsidy of £31,668 by £12,000 for a three-year period to provide a discounted room hire rate to the community based amateur performance groups. The new total annual subsidy would be £43,668. The provision and allocation of the discounted room hire allowance would be the responsibility of the Trust. The Trust will be responsible for providing detailed information as described in the Agreement (Appendix 1).
18. The discounted community based Amateur Performance Group Sessions may not be used for any purpose except to remit such proportion as the Trustees may determine of the hire rate for a community based Amateur Performance Group that has been approved for the purposes of this schedule by the Trustees (whether before or after the Use has taken place) and which is carried on by a Local Group.
19. The Trustees have the discretion to decide which community based Amateur Performance Group Use to approve, and the proportion of the hire rate that is to be remitted.
20. The latest medium term financial strategy shows the existing annual subsidy of £31,668. If Elected Members support the provision of further financial support for Lowther of £12,000 per annum, it is an annual unfunded revenue budget growth item.
21. The Budget Working Group has considered this request and recommends that the existing subsidy of £31,668 be increased by £12,000 per annum to allow discounted room hire for community based amateur performance groups and to be part of a new 3-year Service Level Agreement (Appendix 1). A shorter three-year agreement is proposed based on the proposed capital project works to the theatre that when complete will increase the self-sufficiency of the Trust.
22. A 3-year financial forecast has been supplied by Lowther Trust relating to the management of Lowther Pavilion and is included as Appendix 3, showing the new proposed subsidy from Fylde Council of £43,668.
23. Any agreement after the three-year arrangement would need to be formally requested by the Trust and subject to consideration by the T&L committee and Full Council. It is hoped the ambition for the expanded and improved facilities will have been realised and the Trust will have secured a stronger financial position.
24. Officers have reviewed the current Service Level Agreement for consideration and the proposed Agreement is included as Appendix 1, including the annual subsidy of £43,668.
25. If the recommended subsidy increase is supported, the Council would be requested to increase the revenue budget by £12,000 per annum, providing a total subsidy of £43,668 as per the table below, for 3 years as shown. The loan payment of £5,000 per annum relating to the theatre roof improvements will be taken from the subsidy before it is paid to the Trust.

Year	Amount of Subsidy
2022/23	£43,668
2023/24	£43,668
2024/25	£43,668

SUPPLEMENTARY SERVICE LEVEL AGREEMENT

26. In December 2021, Lowther Trust requested that the Supplementary Service Level Agreement which also expires on 31 March 2022, to also be extended. This Agreement provides the following services to Lowther Trust without direct separate charge: parks management, grounds maintenance, public conveniences, building maintenance (excluding Lowther Pavilion), engineering services and leisure services.
27. During the term of the Supplementary Service Level agreement the standard of maintenance relating to grounds and structures throughout the Gardens has remained high. The site has retained Green Flag accreditation and is part of the successful Lytham 'In Bloom' annual submission which has constantly reached gold standard.
28. The cost of delivering these public realm services in Lowther Gardens will be met from existing approved revenue budgets held by Fylde and delivered to the Trust without separate charge.
29. The car parking service is now managed directly by Lowther Trust.
30. The Budget Working Group has considered this request and recommends that the existing Service Level Agreement relating to Ancillary Services be extended for a further 3 years (Appendix 2).

FUTURE REVENUE BUDGET IMPACT

31. Continuation of the Service Level Agreement between Fylde and Lowther Management Company including an increase of £12,000 per annum for the next three years, would require an unfunded revenue budget increase of £12,000 from 2022/23 to 2024/25.
32. Continuation of the Service Level Agreement for the delivery of Ancillary Services by Fylde Council to Lowther Gardens Trust will have no impact on existing revenue budgets for the services within this agreement.

IMPLICATIONS	
Finance	The Council's base revenue budget contains ongoing provision of £31,668 per annum as a subsidy to support the operation of Lowther Trust. The report recommends that Full Council approve an annual unfunded revenue budget increase in the sum of £12,000 in 2022/23, 2023/24 and 2024/25 to provide a total annual subsidy to Lowther Trust of £43,668 for the next 3 years. Further details are set out in the report.
Legal	All services including subsidies within this report form part of Service Level Agreements.
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Wilde	mark.wilde@fylde.gov.uk & Tel 01253 658475	23 February 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached Documents

Appendix 1 – Lowther SLA Theatre Management (to follow)

Appendix 2 – Lowther SLA Ancillary Services (to follow)

Appendix 3 – Draft 3 year plan 2022-2025 (to follow)

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 MARCH 2022	5
PARK VIEW DRAINAGE IMPROVEMENTS			

PUBLIC ITEM

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

SUMMARY

The project involves improvements to the existing drainage system at Park View playing fields.

The football pitches are served by a series of land drains which drain into a submersible pumping station, which in turn, pumps the surface water into Liggard Brook.

Some of the drainage problems have been compounded by a backfilled ditch at the north end of the site boundary, and higher adjacent ground levels. It is proposed to construct a swale in this location and use the backfill to form a flood mitigation bund on the line of the old ditch, and the east side of the park as appropriate to provide additional storage capacity and to mitigate the extent of flooding during periods of prolonged heavy rainfall and particularly when the ground is saturated.

It is also proposed to re-construct the submersible pumping station, increasing the size of the wet well, providing pumps of greater capacity, providing a new valve chamber with an auxiliary suction, and providing a new raised outfall into Liggard Brook. The existing pumps are over 14 years old and approaching the end of their design life.

The approved capital programme includes a total budget of £40,000 (profiled 2021/22 - £1,000 and 2022/23 - £39,000).

RECOMMENDATIONS

The committee is recommended:

1. To authorise expenditure of up to £40,000 for the Park View Drainage Improvement scheme which is included within the Councils Capital Programme (budget profiled as follows: 2021/22 - £1,000 and 2022/23 - £39,000).
2. To delegate the engagement of the contractor to the Head of Technical Services based on using the Councils request for quotation tender procedure. The contractor with the most economically advantageous tender to the council will be appointed based on price and quality.
3. To approve the procurement approach with the use of quotations through the Chest procurement hub.

SUMMARY OF PREVIOUS DECISIONS

Full Council, 4th March 2021

Resolved that approval be given to the updated Five-Year Capital Programme which included Park View Drainage Improvements £40,000.

CORPORATE PRIORITIES

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

REPORT

BACKGROUND

1. Queen Elizabeth II Park View Playing Fields is a public open space in Lytham St Anne's and is owned by Fylde Council. Part of the site has been leased to Park View 4 U Trust. The site is a natural flood plain for Lytham.
2. The site is identified at a high risk of flooding on the Government's long term flood risk map of England.
3. The site is low lying and is at risk of surface water flooding. In addition, Liggard Brook which runs along the western boundary of the site flows into the River Ribble at Graving Dock Bridge. The flood gates at Graving Dock Bridge close during high tides to protect the coast from coastal flooding which can cause water running down Liggard Brook to back up onto Park View Playing Field.
4. In September 2005 the Council leased an area of land at Park View playing fields to United Utilities for an underground detention tank with associated pumping station and associated accessory for a period of one hundred and twenty-five years.
5. Also, in 2005 the Council installed a pipe and sand slit drainage system on Park View Playing field to drain 4 sports pitches.
6. April 2015 – Liggard Brook burst its banks and flooded the area close to the bridge access from AXA Car Park
7. August 2016 – The manhole cover located near the BMX track overflowed and flooded the site.
8. September 2019 the combined sewer system surcharged into Park View QEII playing field via a manhole located in the centre of the playing field.

SCHEME DETAILS

9. The project involves improvements to the existing drainage system at Park View playing fields. The football pitches are served by a series of land drains which drain into a submersible pumping station, which in turn, pumps the surface water into Liggard Brook.
10. The football pitches nearest at the periphery site (north end nearest the school) frequently flood, with the remainder being frequently boggy, and unplayable. The pumping station frequently cannot cope with the volume of surface water. The outfall from the pumping station becomes frequently compromised or blocked by high water levels in Liggard Brook. There is no facility in the valve chamber for an auxiliary suction. The existing pumps are over 14 years old and approaching the end of their design life.
11. Therefore, it is proposed to re-construct the submersible pumping station, increasing the size of the wet well, providing pumps of greater capacity, providing a new valve chamber with an auxiliary suction, and providing a new raised outfall into Liggard Brook.

12. Some of the drainage problems have been compounded by a backfilled ditch at the north end of the site boundary, and higher adjacent ground levels. It is proposed to construct a swale in this location and use the backfill as a bund, on the line of the old ditch, to provide additional storage capacity during periods of prolonged heavy rainfall.

PROCUREMENT

13. Officers from the Technical Services team have detailed the scheme up and will tender the work following the request for quotation procedure. The Head of Technical Services will request quotations using the CHEST procurement portal. The contractor with the most economically advantageous tender to the council will be appointed based on price and quality.

FINANCIAL IMPLICATIONS

14. The approved Capital Programme includes a sum of £40,000 for Park View Drainage Improvements profiled as follows:

Description	Budget
21/22 Capital Budget	£1,000
22/23 Capital Budget	£39,000
Total Capital Budget	£40,000

Figure 1 Budget

Cost Heading	Description	Total £
Swale and bund	Creation of a natural looking seeded hollow and bank	7,000
New wet well	Increase size of circular wet well	10,000
New pumps	Replace 2 no. pumps of greater output	7,000
New valve chamber & associated pipework	Demolish and rebuild a larger surface level chamber	3,000
New outfall & associated pipework	Demolish and build new higher level outfall headwall	6,000
Preliminaries	Site offices, welfare, fencing 15%	5,000
Contingencies	5%	2,000
Total		<u>£40,000</u>
Scheme Cost:		

Figure 2 Cost Breakdown

MAINTENANCE

15. The infrastructure works proposed will be maintained by staff currently employed at the Park and existing budgets.

PROGRAMME

16. The following programme for delivery of the project is proposed:

- Award of Contract Week 4 May 2022
- Confirmation of Acceptance Week 1 June 2022
- Commence on Site Week 3 June 2022
- Completion Week 2 August 2022

17. The works will be carried out during the football off-season to minimise disruption to football fixtures and training.

CONCLUSION

18. The improved drainage will improve the drainage efficiency of the playing field in the park and help mitigate flood risk to the wider area. The works will thus improve customer experience to Queen Elizabeth II Park View Playing Fields.

IMPLICATIONS	
Finance	This report details the proposed delivery mechanism for the Park View Drainage Improvements and seeks approval for expenditure up to the total sum of £40,000 within the approved Capital Programme in relation to this scheme. (Capital budget profiled as follows: 2021/22 - £1,000 and 2022/23 - £39,000).
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Darren Bell	Darren.bell@fylde.gov.uk 01253 658465	8 February 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/A		

Appendix 1 - TS 19034-SK01 Plan of Park View Playing field highlighting the required drainage works

Notes

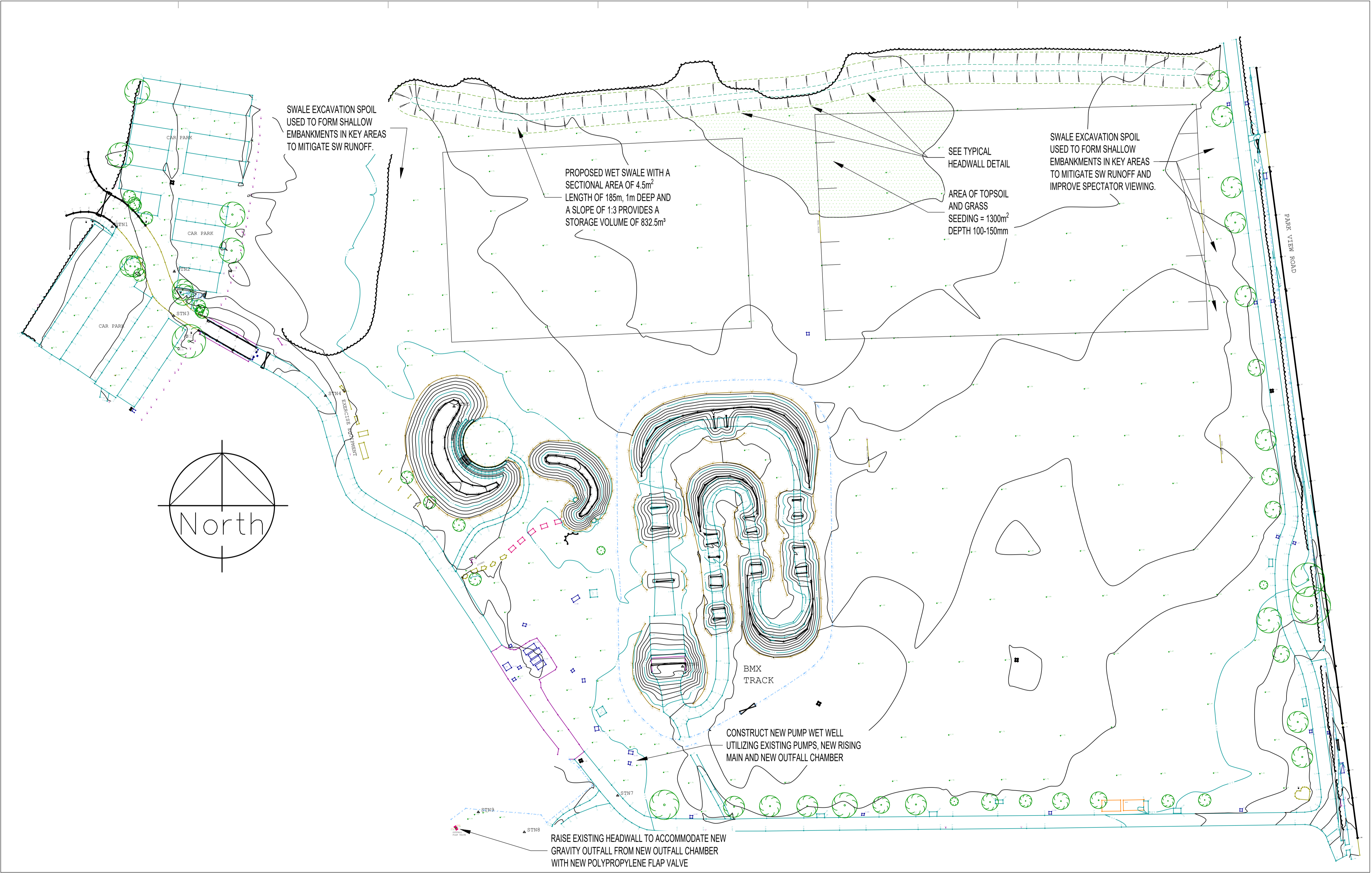
ALL LEVELS ARE IN METRES RELATED TO
ORDNANCE SURVEY LEVEL

ALL CO-ORDINATES ARE IN METRES RELATED TO
NATIONAL GRID CO-ORDINATES FIXED BY G P S

ALL SERVICES & MANHOLES SHOWN VISIBLE AT TIME
OF SURVEY

ALL DIMENSIONS TO BE CHECKED PRIOR TO
COMMENCEMENT OF WORK

RUNOFF VOLUMES ARE THOSE DERIVED BY WATERCO
CONSULTANTS IN THEIR DRAINAGE ASSESSMENT REPORT
AND SHOWN ON THEIR CONCEPT DRAINAGE SKETCH REF.
w5092-DRAINAGE SKETCH REV. 100



Topographical Survey Legend			
Bol	Bollard	MP	Mile post
Bin	Litter bin	Pt	Post
BL	Bed level	PM	Parking meter
BS	Bus stop	PP	Power point
BT	British Telecom	RE	Rodding eye
Cam	Security Camera	Ridge	Roof/ridge level
CATV	Cable television cover	RS	Road sign
CL	Cover level	Rwp	Rain water pipe
DR	Drain	SL	Soffit level
Elec	Electrical ic	Slab	Slab level
EC	Electric Cable	Stay	Cable stay
EL	Eaves level	Step	Step level
EP	Elec. pole	SV	Stop valve
ER	Earth rod	Svp	Soil pipe
FP	Flagpole	TL	Traffic light
FA	Fitness Apparatus	ToB	Top of Building
FT	Floodlight	ToW	Top of wall level
GY	Gully	TP	Telegraph pole
GP	Gate post	TS	Traffic Signal
GV	Gas valve	TT	Tac Tile
FH	Hydrant	VP	Vent pipe
FL	Floor level	WL	Water level
IC	Inspection cover	WM	Water meter
IL	Invert level	UTL	Unable to lift
LP	Lamp post	ZCB	Zebra Crossing Beacon
MH	Manhole		
Mkr	Utility marker		



Technical Services
Development Services
The Town Hall
Lytham St Annes
Lancashire
FY8 1LW

Tel: 01253 658658 E-mail: webmaster@fylde.gov.uk

Drawn By:	AS	Date:	09/2021
Checked By:	AMS	Scale:	1:500

Project:

PARK VIEW
DRAINAGE IMPROVEMENTS

Title:

TOPOGRAPHICAL SURVEY
EX. & PROPOSED GENERAL ARRANGEMENT
APPENDIX 1

Drawing Number:

TS 19034-SK01

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	10 MARCH 2022	6
NOMINATIONS TO OUTSIDE BODIES/WORKING GROUPS			

PUBLIC ITEM

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

SUMMARY

The report deals with nominations to Outside Bodies and Working Groups.

Appointments to Outside Bodies are made at Full Council following recommendations from the various programme committees.

It is timely for the programme committees to review the current Outside Body appointments and put forward any recommended changes to membership to the next Council meeting scheduled for 25 April 2022.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates. The last reports were submitted to the September 2021 cycle of meetings.

This report covers those nominations that relate to the Tourism and Leisure Committee.

At the same time, it seems prudent for this committee to review the current appointments to the working groups that relate to the terms of reference of the Tourism and Leisure Committee. The establishment of working groups is within the responsibility of the individual programme committees and does not require the approval of Council.

RECOMMENDATIONS

The Committee is invited:

1. To recommend to Council any nominations to the outside bodies within the remit of the Tourism and Leisure Committee,
2. To recommend to Council the removal of the Arts Working Group Outside Body from the list of outside bodies due to the recent conclusion of its work,
3. To confirm the membership to any working groups that relate to the terms of reference of the Committee,
4. To note the reports from members currently serving on Outside Bodies.

SUMMARY OF PREVIOUS DECISIONS

Full Council approves appointments to Outside Bodies annually, following nominations from the programme committees.

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 or visit	√

REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year, these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year.
2. Programme committees are asked to review the current appointments to the Outside Bodies within the remit of their committee and at the same time, consider the value, in terms of contribution to the council, of retaining representation i.e. should the council continue to dedicate a resource.
3. Any changes in representation or appointments on the Outside Bodies represented will be put forward to the next scheduled Council meeting for confirmation.
4. This report deals with the outside bodies that relate to the terms of reference for the Tourism and Leisure Committee. The first table below includes the name of the body/group, the role/purpose and which elected member is the current appointee. The committee is invited to recommend nominations for consideration by Full Council.
5. Programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.
6. The second table below lists those working groups that relate to the terms of reference of the Tourism and Leisure Committee that are currently established.
7. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
8. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
9. The members nominated should ideally be a member of the programme committee to which the matter relates to.
10. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.
11. The Arts Working Group outside body is recommend for removal from the outside body list as it this body has recently concluded its work and is in the process of being replaced by a different internal arrangement via a Service Level Agreement..
12. The conclusion of any working group would be brought to committee in a formal report.
13. The following appended reports from members currently serving on Outside Bodies are provided to maintain an understanding of the work of the Outside Body, and to remain abreast of any issues that may have an impact on the residents of the borough or the council.

Tourism and Leisure Committee- Outside bodies/partnerships			
Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Lowther Trust	To represent the Council as a Trustee in the management of Lowther Trust	Monthly (12xp/a)	Councillor Sue Fazackerley
Lytham Town Trust	To represent the Council as a Director on the Lytham Town Trust	Quarterly (4xp/a)	Councillor Ray Thomas
Fylde Coast YMCA Partnership Board	Fylde Coast YMCA Partnership Board dealing with leisure and sporting activities including swimming, provided by the YMCA on the Fylde Coast	Quarterly (4xp/a)	Councillor Gavin Harrison
Fylde Arts Association	To encourage the study, practice and enjoyment of the arts in the Fylde area.		Councillor Michael Sayward
St George's Day Festival Committee	To ensure effective links and liaison with the St George's Day Festival Committee	When required	Councillor Cheryl Little
Arts Partnership for Fylde	The APfF is a working group of local artists and arts organisations committed to increasing the profile and importance of arts in Fylde and developing partnerships to create new opportunities in the arts.		Councillor Michael Sayward
Fairhaven Lake & Gardens Restoration Project Board	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	Quarterly	Councillor Michael Sayward
Lytham Hall Partnership	to rebuild relationships, structures and a new strategy for the Heritage Lottery Fund (HLF) bid to redevelop Lytham Hall through the new partnership arrangement between the tenant, Heritage Trust North West (HTNW) and the landlord, Lytham Town Trust (LTT) leading to the formation of the Lytham Hall Partnership (LHP)	As required	Councillor Shirley Green
Park View 4U Group	To ensure effective links and liaison with the group		Councillor Michael Sayward

Tourism and Leisure Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Arts Service Review	To review the Arts Service and in particular the Lytham St Annes Art Collection	Current	Councillors Peter Anthony, Sue Fazackerley, Gavin Harrison, Cheryl Little, Roger Lloyd, Michael Sayward, Vince Settle, Ray Thomas

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Democratic Services	democracy@fylde.gov.uk	1 March 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Appendix 1 -Summary and returned reporting forms.

Outside Body		Councillor	Report Status
Tourism & Leisure Committee, 10/3/2022 meeting			
	Arts Partnership for Fylde	Michael Sayward	Nil return - no meetings
	Arts Working Group	Vince Settle	Nil return – to be removed
	Fairhaven Lake & Gardens Restoration Project Board	Michael Sayward	Nil return
	Fylde Arts Association	Michael Sayward	To follow
	Fylde Coast YMCA Partnership Board	Gavin Harrison	Report attached
	Lowther Trust	Sue Fazackerley MBE	Report attached
	Lytham Hall Partnership	Shirley Green	To follow
	Lytham Town Trust	Ray Thomas	Report attached
	Park View 4U Group	Michael Sayward	To follow
	St Georges Day Festival Committee	Cheryl Little	Nil return - discuss

Outside Bodies - Member Reporting Form

Details

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

Gavin Harrison Observer

Email:-

Period this report covers (date):- September 2021 - Present.

Name of Outside Body:- Fylde Coast YMCA Partnership Board

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

Quarterly. I have attended all meetings during the period covered.

Key issues arising for Fylde Borough Council:-

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

Finance - income better than expected during Covid restrictions, but lower than 2019. Pressure anticipated due to utility price increases etc.

St Anne's pool has had a number of maintenance issues, roof leak etc. Peter Downs is liaising with YMCA counterparts as necessary.

Cafe lease renewal is due August 2022. Marie Percival is managing the process.

Kirkham Pool - perspex roof blown off during winter storm has led to temp. closure of the pool. The roof will be replaced by an apex roof (more substantial and will better protect the structure of the building). Most costs are underwritten by insurance including loss of income.

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

Meetings are attended by Tim Dixon, Marie Percival, Peter Downs, Ian Brookes. They pick up issues at the time and I am always happy to liaise with them as required.

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

Yes, definitely.

Any further comments?:-

The YMCA are at the heart of the local community and their work, especially during the pandemic has been exceptional. FBC has a close working relationship with them and I fully support the continuation of this.

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body (*for example, Observer, Trustee, Director*): - Susan M Fazackerley MBE. Fylde Council Trustee.

Email:- Cllr.sfazackerley@fylde.gov.uk

Period this report covers (date): 6 months since previous report.

Name of Outside Body:- Lowther Trust

How often does the organisation meet? And how often have you attended?- The Trust meets monthly but there are many additional meetings such as interviews for new staff/new trustees etc. I attend every meeting.

Key issues arising for Fylde Borough Council:-

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

The main issue currently is the planned expansion of Lowther to include a studio theatre and education centre.

Who did you inform of these issues within Fylde Borough Council? I inform the Leader, as does the Chairman of the Trust.

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? It is essential that the Council is kept fully aware of Lowther issues and plans. Lowther depends on Fylde Council for funding via the SLA and partnership working, since the formation of the extended Trust, has been highly successful.

Any further comments? No.

Outside Bodies - Member Reporting Form

Details

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

Cllr Raymond Thomas Role : Trustee/Director representing FBC

Email:- cllr.rthomas@fylde.gov.uk

Period this report covers (date):- Sept 2021 – January 2022

Name of Outside Body:- Lytham Town Trust

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

Quarterly. To date 2 meetings within report time scale

Key issues arising for Fylde Borough Council:-

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

Lytham Hall continues to be a valuable asset to Lytham as a Grade 1 listed building, with a vibrant and hard working Friends of Lytham Hall, and volunteers. The Hall has seen many restorations and improvements, together with popular events. Three new directors have been appointed to the board – an important step in re-shaping the LTT board to prepare the Trust for the future. Also a new CEO as been appointed for HTNW (Heritage Trust N.W), and LTT looks forward to working with her.

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

Cllr. Michael Sayward Chair T and L

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

Certainly.

Any further comments?:-