

Agenda



OPERATIONAL MANAGEMENT COMMITTEE

Date:	Tuesday, 13 September 2016 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor David Eaves (Chairman) Councillor Albert Pounder (Vice-Chairman)</p> <p>Councillors Frank Andrews, Peter Anthony, Julie Brickles, Alan Clayton, Richard Fradley, Karen Henshaw JP, Paul Hodgson, Edward Nash, Sandra Pitman.</p>

Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.
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 31 May 2016 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	DECISION ITEMS:	
4	Subscription Based Green Waste Service	3 - 16
5	Land Charges Fees	17 - 28
6	Car Parking Working Group Report	29 - 82
7	Car Parking Change to Public Offices Car Park Operating Days	83 - 85
	INFORMATION ITEMS:	
8	Update on LCC Cost Sharing Agreement and Lancashire Waste Review	86 - 92

9	Purchase of Vehicle Under Exempt Contract Procurement Rule 3	93 - 94
10	Bus Shelters Capital Spend	95 - 97
11	General Fund Revenue Budget Monitoring Report 2016/17 - Position as at 31st July 2016	98 - 103
12	Capital Programme Monitoring Report 2016/17 - Position as at 31st July 2016	104 - 114
13	Outside Bodies	115 - 118

Contact: Sharon Wadsworth - Telephone: (01253) 658546 – Email: democracy@fylde.gov.uk

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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	4
SUBSCRIPTION BASED GREEN WASTE SERVICE			

PUBLIC ITEM

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

SUMMARY

The report provides the committee with the details of possible options to mitigate the reduction in funding from Lancashire County Council following the decision to terminate the Waste Cost Sharing Arrangement from March 2018. Options for consideration include the implementation of chargeable green waste subscription service, a withdrawal of the green waste service or the introduction of a seasonal service.

RECOMMENDATION

The Committee is recommend to approve:

That the introduction of a year-round green waste subscription service, at a charge of £30 per waste bin per annum, be proposed for consideration by the Council in December 2016, 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.

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.

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)	
Fylde continues to be one of the most desirable places to live (Great Place to Live)	√
Promoting Fylde as a great destination to visit (Great Place to Visit)	

REPORT

Background

1. In November 2005 the Council entered into the Property Based Payment Agreement; introduced as an enhanced system to the former recycling credits to enable districts to invest in kerbside recycling collections and help reach the Lancashire Waste Strategy Target of 90% of households receiving a three-stream collection.
2. The Cost Sharing Agreement had a number of conditions which included:
 - There must be a minimum of 90% of properties within the borough served by a three-stream waste collection service.
 - The introduction of an alternate week collection for residual waste.
 - Green waste collected fortnightly.
 - Dry recyclates must be collected at least fortnightly (paper, card, glass, plastic bottles).
 - Collection of residual and recyclates on the same day of the week.
3. The original cost sharing agreement was for a payment per participating property index linked to RPI each year. Lancashire County Council also agreed to pay a 'Loss of Recycling Income (LORI)' payment to districts for the loss of recyclate income when districts started using the new PFI facilities. This was calculated based on the 2003/04 recycling tonnages for paper and indexed linked to RPI.
4. The Agreement was reviewed in 2012 following budgetary pressures at Lancashire County Council and a fixed level of support for a 5 year period bringing together the Cost Sharing Agreement and LORI payment was implemented from April 2013.
5. Lancashire County Council (LCC) decided in October 2013 that the Cost Sharing Agreement would not be extended beyond its current term. The rationale for this was that EU legislation now requires District Councils to separate recyclables. LCC offered to fund a review of collection services across Lancashire in order to establish potential opportunities to achieve savings on collection services either individually or jointly.
6. The objectives of the waste review was to:
 - Review the efficiency of waste collection services in Lancashire to ascertain where cost savings can be made both over the shorter and longer term; and
 - Assess a range of collection models selected by the authorities to provide an indication of the most cost - effective waste collection solution for Lancashire.
7. A number of alternative collection schedules were modelled for each authority and ranked in order of which delivered the most savings; 33 different options were modelled in total. The preferred option for Fylde was assessed to be a 3 weekly cycle of collections with grey bins on week 1, green bins on week 2 and recycling on week 3. This system of collections would deliver annual savings of £50,000 subject to one off costs of £172,000 for container purchases and implementation costs. This does not include the costs of any replacement vehicles. The savings identified from Fylde's modelling would only cover 7% of the cost sharing income deficit. The results of the baseline modelling on the existing service together with the extremely modest savings associated with a move towards three weekly collections demonstrates that Fylde is already running an efficient in-house operation.
8. The Lancashire wide modelling has concluded that even quite radical service re-design required to generate savings is unlikely to compensate for the loss of cost sharing income from 2018. In all cases generating savings will require service change. Some of the changes

that could be introduced may be unpalatable to politicians and public alike and may have a negative impact on recycling performance; potentially increasing waste disposal and treatment costs. The consultants have advised that changes involving the reduction of waste collection frequencies to every four weeks linked with the introduction of chargeable garden waste collections are likely to generate the most savings.

Key issues and the proposal

9. The decision by Lancashire County Council to end the cost sharing arrangement leaves a significant funding gap for the Council, with a recurring loss of £763,000 per annum from 2018/19 onwards which is currently used to support the Council's waste and recycling services. This loss of income is in addition to other central budget cuts and grant changes affecting the Authority resulting in a current forecast short fall of over £1.5 million from 2018/19 onwards. It is this income that has facilitated the three stream waste collection service including green waste, it is not mainstream council budgets that have funded the collection of green waste over the last 12 years.
10. Local authorities are able to levy a charge for the collection of green waste with arrangements to do so already in place in at least 120 local authorities. Many local authorities across the country have never had the benefit of a cost sharing agreement and as a consequence there has always been a charge for green waste collections. Charges have recently been introduced in Preston, Wyre and Pendle as part of the response to the removal of the payments from Lancashire County Council which have been supporting this collection service. Charges have also been introduced in Blackpool this year and will be introduced in Lancaster and Blackburn next year. Charges and participation rates vary across the country with fees ranging from £19.20 to £70.80 (average £35) per bin per year and participation rates from as little as 3% to over 80%.
11. Experience from other local authorities is that when a chargeable scheme is first introduced after a subsidised service has been in place there is an initial take up but some reluctance to pay for the service. Over the first two to three years of a chargeable scheme being in place the take up rate increases to a level that is then sustained for the life of the scheme. The optimal take up for Fylde is not expected to be realised until 2019/20, after the payments from LCC that currently support the service have ceased.
12. To mitigate the financial impact of the removal of the funding by Lancashire County council identified as a high risk in the Medium Term Financial Strategy, officers have considered the implications of a number of options with regards to the green waste service, details of which have been included in Appendix 1 to this report:
 - No service at all
 - A seasonal collection of green waste (March–October), without charge
 - A seasonal collection of green waste (March–October), chargeable
 - A chargeable subscription service 50 weeks of the year
13. It is essential that any future service delivery reduces the impact of the £763,000 funding deficit. Any option that includes ongoing costs will have an impact on the core budgets of the council when the cost sharing payments cease unless there is a corresponding charge made for the service to cover the cost.
14. Appendix 1 identifies that having no service can make a potential contribution to the £763,000 deficit of approximately £460,000 with a number of implications that are likely to lead to costs in the future from increased waste in residual grey bins and fly tipping as well as significant customer dissatisfaction with no service option at all. Members have indicated

previously that retention of a green waste collection service is preferable.

15. Appendix 1 identifies that a seasonal service without charge would make at best £80,000 per annum contribution to the funding deficit and introduce a number of operational issues that would reduce the quality and reliability of service delivery.
16. Appendix 1 identifies that a seasonal chargeable service would realise the same income as a year round chargeable service with the operational challenges a seasonal service presents, including an inferior chargeable service than that which Lancashire neighbours are receiving (less collections and the quality reduction seasonal agency employment brings) and redundant resources for four months of the year. Members may consider mitigating this with a reduced charge leading to a corresponding reduced contribution to the funding deficit.
17. Appendix 1 identifies that a year round chargeable subscription service is the most popular option implemented and being considered across Lancashire. It provides the satisfaction of a continued service option significantly reducing the risk of increased residual waste and fly tipping. Based on a lower end estimated take up rate of 50% (from comparison with other areas offering the same service) the contribution towards mitigating the funding deficit would be £300,000 per annum. This will increase with increased participation that in some areas is between 70% and 80%.
18. Local authorities that have introduced green waste service charges have seen an initial reduction in participation followed by a steady increase over time. Reduced participation levels will have an impact on the overall recycling rate as green waste tonnages drop. It is as yet unclear what implications there may be to Local Authorities that do not meet the 2020 recycling target of 50%.
19. There is a risk that customers will put green waste in the residual grey bin which will have an impact on recycling rates and could lead to the requirement for increased resources to collect the additional waste from residual bins. There may also be an increase in fly tipping to avoid charges. All risks will be monitored and managed as part of the scheme with lessons learnt from authorities that have had chargeable schemes in place for several years.
20. If a chargeable scheme is introduced there will be a pro-active campaign of advice and support on alternative options for managing garden waste, e.g. home composting which has the least environmental impact as it stops unnecessary transportation of materials or use of the household waste recycling centre; grey bins will be recommended as a last resort for green waste and the closed lid/no side waste policy for collection arrangements of the grey bin will remain in place.
21. The introduction of a charge will require resources and some capital investment to set-up (i.e. software upgrades, payment system, back office administration etc.) but it is expected that by working closely with the IT, finance and customer service teams that any additional cost can be kept to a minimum and will be offset against the scheme income accrued in year 1.
22. The number of unknown variables, the need for a chargeable service to 'bed in' and mature, and mitigation of the risks support the need to introduce a charge in advance of the withdrawal of the cost sharing payment from LCC.
23. The following risks and mitigating actions have been identified if a chargeable green waste collection scheme is introduced, they have been presented to the committee previously in March 2016:

RISK	MITIGATING ACTION
The customer impact of collection service changes affects over 90% of households.	Set a charge that is reasonable and proportionate for the service, comparable to charges set by other authorities in the local area. Ensure that residents are aware of alternative options for dealing with green waste and provide support to do this where possible. Ensure the changes are communicated as effectively as possible.
An adverse impact on the reputation of the council by introducing a charge to the service.	A clear, consistent and robust communication strategy articulating the reasons for the charge (the removal of the payment by LCC), the weekly cost, the impact on other services if action is not taken, the fact it is optional and the value for money the council delivers for the low council tax base.
Low participation rates resulting in less income and contribution to the service.	Effective communication to ensure maximum publicity and support for the subscription service. Use of Bartec technology to continuously monitor the scheme and review at every opportunity to reduce cost and maximise resource/efficiency.
Reduced recycling rate not meeting target of 50% by 2020 and an increase in fly tipping	Promote alternative recycling options & composting to reduce the amount of green waste that can be put in the grey bin. Monitor tonnages of grey waste with strict no side waste policy to ensure green waste is not collected via the grey bin stream. Monitor fly tipping material and increase enforcement if green waste is being tipped though the majority will degrade naturally.
Initial set up costs and resource implications at a time when finances are limited and the budget has been set.	Introduce the scheme from April 2017 with the first call on income funding the set up costs.

24. A number of opportunities have also been identified if a chargeable scheme is introduced:

OPPORTUNITY	ACTIONS TO MAXIMISE
Additional income from increased participation rate	Effective promotion of the service. Easy to pay and participate options. Set a charge that is affordable / reasonable.
Reduction in the future cost of the service	Continually review the number of vehicles, the collection rounds and data from Bartec.

25. The County Council has confirmed as part of the current budget setting process that the Cost Sharing Arrangement which has been used to fund the collection service will terminate from April 1st 2018. Fylde has a duty to the public purse and a responsibility to ensure that it meets its legal duties with regard to residual waste and dry recycling whilst at the same time mitigating the budget shortfall from 2018/19.

26. The committee is requested to consider the introduction of a green waste subscription service at a charge of £30 and recommend this option to Full Council on 5th December 2016 with implementation of the scheme in Spring 2017.

IMPLICATIONS	
Finance	<p>This report requests that the Committee agree that the introduction of a year-round green waste subscription service, at a charge of £30 per waste bin per annum, be proposed for consideration by the Council in December 2016, 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.</p> <p>A charge of £30 is consistent with local Authorities that have already implemented a charge and below the national average of £35. A standard annual tariff will facilitate ease of administration. The upfront one-off cost associated with implementing the scheme will be met through the income accrued in year 1. The Appendix to the report includes estimated financial implications based on variable participation rates. Actual take-up and the consequential income that this will generate is difficult to estimate ahead of implementation of the scheme. If a chargeable scheme is introduced, then the financial implications will be reflected within the Councils budget for 2017/18 onwards.</p>
Legal	<p>The Controlled Waste Regulations 1992 classifies garden waste as a household waste for which a charge for collection may be made. On the level of a charge, the Environmental Protection Act 45 (3) does not stipulate the level of charging but 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.</p>
Community Safety	There are no direct community safety implications arising from the report
Human Rights and Equalities	There are no direct human rights and equalities implications arising from the report
Sustainability and Environmental Impact	There are no direct sustainability and environmental impact implications arising from the report
Health & Safety and Risk Management	There are no direct health and safety and risk management implications arising from the report

LEAD AUTHOR	TEL	DATE	DOC ID
Kathy Winstanley	01253 658634	August 2016	

LIST OF BACKGROUND PAPERS

Name of document	Date	Where available for inspection
Subscription based green waste collection service	March 2016	www.fylde.gov.uk
Information item at every Operational Management Committee meeting	May 2015 – June 2016	www.fylde.gov.uk

Attached document

Appendix 1: Operational and Financial Implications of Alternative Means of Green Waste Service Delivery

Appendix 1: Operational and Financial Implications of Alternative Means of Green Waste Service Delivery

Background

Fylde Council has operated a kerbside collection of green waste since 2004 as part of the alternate weekly twin bin scheme. The service is available to approximately 90% of all households with 33,883 properties on the scheme. Several properties have two or more green bins that are regularly full. Most households present the green bins once a fortnight as scheduled during the main growing season however this is reduced over the winter months. Wheeled bins are provided to properties where it is operationally practicable to do so, there are about 10% of properties that cannot accommodate wheeled bins because there is no garden, a lack of storage space or access issues for the refuse vehicle. Assessment of collection data available through Bartec and the vehicles' bin counters indicate that approximately 20,000 green bins are regularly presented for collection every fortnight. The green waste collected at the kerbside is processed into compost and contributes in excess of 40% to the overall recycling rate.

Year	Green Bin Tonnage	Composting %	Overall Recycling %
2012-13	7,142	22.26	45.80
2013-14	7,217	22.00	49.10
2014-15	7,432	22.32	48.92
2015-16	7,402	21.39	51.40

Operational Costs – Existing Service

Based on the existing fortnightly collection of 6 green rounds, the total costs of delivering a like for like green waste service will be £563,810 in 2017-18, as follows:

Existing Green Waste Collection Service

6 x front line refuse collection vehicles + 1 spare

(operating 26 weeks per year - alternating with grey rounds)

		Year 1 2017-18	Totals	
Uplift				
Labour				
Drivers	6	£127,464	£127,464	
Loaders	12	£239,292	£239,292	
Spare Drivers	2	£42,488	£42,488	
Spare Loaders	3	£59,823	£59,823	
PPE	£200	£4,600	£4,600	
Total - 50% as 26 weeks per year			£236,834	<i>Direct</i>
Vehicles				
Twin Bin RCV	6	£391,092	£391,092	
Spare Wagon	1	£65,182	£65,182	
Total - 50% as 26 weeks per year			£228,137	<i>Direct</i>

Containers	33,833			
Replacement Green Bins 240L (1 per property @ 1.5% replacement)	£18	£9,135	£9,135	
Income from replacement bins	-£32.50	-£16,494	-£16,494	
Total after income			-£7,359	<i>Direct</i>
Promotion	33,833			
Service literature and associated paperwork	£0.15	£5,075	£5,075	
Total			£5,075	<i>Direct</i>
Total Operational Costs - direct costs			£462,687	
Total Support Service Costs				
All Support Service / Service Management Costs	£101,123	£101,123	£101,123	
Total			£101,123	<i>Support</i>

Total Operational and Support Costs - Existing Green Waste: **£563,810**

Options Appraisal

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. To mitigate the financial impact of the removal of the funding by Lancashire County Council which has been identified as a high risk in the Medium Term Financial Strategy, officers have considered the implications of a number of options with regards to the green waste service, including:

- No service at all
- A seasonal collection of green waste (March – October) without charge
- A seasonal collection of green waste (March – October) chargeable
- A chargeable subscription service 50 weeks of the year

1. No service at all

The Controlled Waste (England and Wales) Regulations 2012 set out those household wastes, for which collection and disposal charges may be made, and these state that a collection charge can be made for garden waste from households.

The consequences of not having a green waste service would include public dissatisfaction and loss of reputation; a negative impact on the recycling rate; increased waste presented on grey bin day resulting in side waste, overflowing bins and requests for extra grey bins. Having no service would place additional demands on the grey bin rounds with more trips for disposal required, increased journeys to and from the tip and potential overtime to complete the rounds, leading to increased costs for the grey rounds. In addition, there may be an increase in instances of fly tipping and use of the LCC Household Waste Recycling Centre to dispose of green waste. Although some of these risks are the same as those

identified in the event that there is a chargeable service they are significantly increased with no service offered. LCC have previously suggested they may consider passing on a charge if green waste is not dealt with at the kerbside in the first instance.

There would be guaranteed savings in the region of £460,000 per annum from vehicles and labour with no green waste service, this benefit must be considered against the challenges detailed above. The support service costs are part of the wider council management of all services and it cannot be guaranteed that these costs will be reduced, in fact the cost will need to be spread over existing services and therefore reduce value for money. Any capacity created as a result of reduced demand for support service costs would need to be reviewed.

Blackpool Council originally advised residents they would be ceasing green waste collections earlier this year, however, as a result of public demand for the service, they subsequently introduced a chargeable opt in scheme. The green waste collected at the kerbside contributes around 45% of the overall recycling rate and it would definitely not be possible to meet the 2020 recycling target of 50% without it. This is an EU target which has been adopted by England and it is unclear which direction the government will take on waste management issues post Brexit; a failure to meet the target may result in fines being passed down to local authorities.

2. A seasonal collection of green waste (March to October) without charge

A seasonal service would realise financial benefit from savings on labour and the running cost of the vehicles but these would be significantly lower than the no service option because only four months would have no service, it is estimated that there would be no more than £80,000 per annum direct cost saving at best and very likely less than this (based on four month saving of direct cost @ about £20,000 per month). Besides the revenue cost for 8 months of the year there would still be the capital outlay and fixed costs and it would lead to 3 vehicles parked up in the yard for part of the year which is not the best use of resources. There would be numerous logistical and operational challenges with any seasonal service including a heavy reliance on agency workers at an increased cost and reduced quality/reliability. In addition, correctly trained agency drivers are very difficult to secure and retain long term without the security of permanent employment it could not be guaranteed that reliable and quality drivers would be available. There would be public dissatisfaction at this reduction, particularly from residents with leafy and larger gardens as the service would not be available for the collection of fallen leaves; this usually peaks in November.

3. A seasonal collection of green waste (March – October) chargeable

This option has the same considerations as option 2 above, however the additional income from a charge would contribute to the operational cost of service delivery. Current estimates indicate there are approximately 20,000 green bins being presented for collection on a regular basis. Assuming a 50% uptake rate and a charge of £30 per bin (in line with neighbouring authorities), potential income generation will be in the region of £300,000. There may be public dissatisfaction at a £30 charge for a reduced, seasonal service, when

neighbouring authorities are charging a similar fee for a 50 week service. Suspending the service for 4 months would result in a 34 week service with 17 collections equating to £0.88p per week or £1.76 per collection (compared to £1.16 for a 50 week service). The logistical and operational challenge of operating a seasonal service that inevitably lead to reduced quality and efficiency because of regular staff turnover and the continued need to train new seasonal employees make this a less viable option than a year round service.

4. A chargeable subscription service 50 weeks of the year

This is the most popular option that has been adopted by other Councils who have already implemented a charge and the option most likely to be considered for others going forward as budgetary pressures continue. This option represents the simplest logistical method of delivery with no seasonal or employee implications. This option would be in line with the chargeable services already implemented and currently being considered across Lancashire. This option offers the benefit of still operating a year round service whilst making a significant contribution towards the financial impact from the withdrawal of the cost sharing support from LCC.

Feedback from authorities that have implemented a green waste subscription service have identified two key considerations:

- Not to under estimate administrative, financial and officer time involved with operating a chargeable service, and
- The implications of not achieving the assumed level of uptake in the service and the revenues received being lower than those budgeted

Authorities experience a significant reduction in participation when a charge is first introduced with a steady increase over time as residents realise it is easier and cheaper than disposing of the waste themselves. The percentage uptake is critical to the success of the proposal and associated income generated. Based on the demographics of garden properties in Fylde it would be reasonable to assume a good uptake, particularly if the scheme is launched at the height of the growing season, however this is difficult to predict with any degree of accuracy without public consultation to measure potential support for any scheme. Assessment of collection data available through Bartec and the vehicles' bin counters indicate that approximately 20,000 green bins are regularly presented for collection across the fortnightly period.

Fylde is very often compared to Wyre with many socio economic and geographical similarities, in 2016 Wyre introduced a chargeable waste collection service in response to the removal of the cost sharing payments from LCC and to date have over 80% take up of the service, if this was achieved in Fylde the contribution towards mitigating the financial impact of the cost sharing payments would be £450,000.

Potential Income Based on Variable Participation

Participation	No of Bins*	Income @ £30 per
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(%)		bin
40	8000	£240,000
45	9000	£270,000
50	10000	£300,000
55	11000	£330,000
60	12000	£360,000
65	13000	£390,000
70	14000	£420,000

*Based on 20,000 green bins regularly presented for collection

Operational Costs

Operational costs would depend on uptake e.g. if the customer base reduces significantly it may be possible to drop a crew/vehicle on certain days, making savings, however there may also be an associated impact for the grey bin collections with residents disposing of green waste in the grey bin.

The table below illustrates the operational costs for delivering a reduced fortnightly collection of three green rounds, based on £30 per bin with a 50% uptake rate, using 2017-18 costs.

Chargeable Green Waste Collection Service

3 x front line refuse collection vehicles + 1 spare

(operating 25 weeks per year - alternating with grey rounds)

		Year 1 2017-18	Totals	
Uplift				
Labour				
Drivers	3	£63,732	£63,732	
		£119,64		
Loaders	6	6	£119,646	
Spare Drivers	1	£21,244	£21,244	
Spare Loaders	2	£39,882	£39,882	
PPE	£200	£2,400	£2,400	
Total - 50% as 25 weeks per year			£123,452	<i>Direct</i>
Vehicles				
Twin Bin RCV	3	£195,54	6	£195,546
Spare Wagon	1	£65,182		£65,182
Total - 50% as 25 weeks per year			£130,364	<i>Direct</i>
Containers	33,833			
Replacement Green Bins 240L (1 per property @ 1.5% replacement)	£18	£9,135		£9,135
Income from replacement bins	-£32.50	-£16,494		-£16,494
Total after income			-£7,359	<i>Direct</i>

Promotion / Subscription Fee Collection	33,833			
Estimated Subscription Fee Collection		£15,000	£15,000	
Associated Call Centre and Waste Officer time		£15,000	£15,000	
Service literature and associated paperwork	£1.00	£33,833	£33,833	
Total			£63,833	<i>Direct</i>
Total Operational Costs - direct costs			£310,290	
Total Support Service Costs				
All Support Service / Service Management Costs	£101,123	£101,123	£101,123	
Total			£101,123	<i>Support</i>

Total Operational and Support Costs - Chargeable Green Waste: **£411,413**

Financial Impact for Fylde Council

Year 1 Potential Income <i>(based on 50% of 20,000 regularly presented green bins)</i>	£300,000
Potential impact on Direct Costs – Cash Savings <i>(based on potential reduction from 6 to 3 wagons/crews – redundancy considerations)</i>	£152,396
Overall Direct Financial Benefit to FBC	£452,396
Cost Sharing Deficit 2018-19	£763,000
Income Shortfall	£310,604

Impact on the Recycling Rate

Reduced participation levels will have an impact on the recycling rate though a reduction in tonnage and may have considerations for the grey bin rounds and increased fly tipping.

Potential Impact of Reduced Participation on Recycling Rate

Participation%	Green Tonnage	Green Recycling %	Overall Recycling %
100	7432	22.32	48.92
95	7060	21.20	46.47
90	6689	20.09	44.03
85	6317	18.97	41.58
80	5946	17.86	39.14
75	5574	16.74	36.69
70	5202	15.62	34.24
65	4831	14.51	31.80
60	4459	13.39	29.35
55	4088	12.28	26.91
50*	3716	10.60	24.46

*A 50% uptake rate will reduce the overall recycling rate to less than 25%, below the recycling rate achieved by Fylde residents in 2005.

Communicating with Residents

Communication using different methods including leaflets, press releases, social media, website, posters, vehicle signage etc. will be in place during the following stages in the event of any changes made to the service:

- Press release and early communications - to explain rationale for the change / charge
- Prelaunch stage – to promote/explain new service and gain subscribers
- Service information pack – to explain collection days and details of what can be collected
- Subscription sticker – attached to green bin to identify participation in the scheme
- Ongoing communications after rollout – to optimise subscription numbers and educate/reduce misuse of service
- Annual reminders – to advise people when subscription is due for renewal

Timescales

A change to the whole service (seasonal or chargeable subscription service) would require a 4-6 months lead time for planning and implementation however this could be reduced because resources are already in place making it primarily a communication campaign with back office support to set up IT/financial systems and deal with customer enquiries. It would be recommended to start communication in January in preparation for a charging scheme in Spring 2017 in line with the growing season. The number and size of the rounds will depend on the uptake of the service in different areas of the local authority; proximity to HWRC; the rural nature of the borough; seasonality and whether people join/leave at different times of the year. Although this model has been based on a 50% uptake of the service with a reduction down to 3 green vehicles and crews working on a fortnightly collection system, it should be recognised that this is very much an estimate at this stage and the rounds will be resourced in accordance with participation in the scheme.

Further Information

Kathy Winstanley, Head of Health and Environment, kathyw@fylde.gov.uk, 01253 658634.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	5
LAND CHARGES FEES			

PUBLIC ITEM

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

SUMMARY

The report gives details of proposed revised fees and charges for Local Authority land charges services and the proposed new charging regime for the supply of environmental information under the Environmental Information Regulations.

Fees for land charges services have not been increased since 2010 due to ongoing litigation relating to charges for these services.

RECOMMENDATIONS

The Committee are requested:

1. To approve the revised fees as identified in schedule 1 for land charges services from the 1st January 2017;
2. To approve the new fees as identified in schedule 2 for the supply of environmental information from the 1st January 2017;
3. To note the £10,000 cost to integrate the councils existing software with the 'Web pay' system to provide an online application system which will be contained within existing approved budgets.

SUMMARY OF PREVIOUS DECISIONS

None

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)	
Fylde continues to be one of the most desirable places to live (Great Place to Live)	
Promoting Fylde as a great destination to visit (Great Place to Visit)	

REPORT

1. Fylde Borough Council current scheme for the Recovery of Land Charges fees came into force on the 1st January 2010. The scheme has remained unchanged due to legal proceedings being taken against all local authorities in England and Wales since August 2011. Personal search companies have been seeking compensation in respect of :
 - allegedly unlawful charges imposed by them for the inspection of environmental information; and
 - compensation for the loss of market share resulting from the imposition by local authorities of allegedly unlawful practices.

These legal proceedings have now been concluded and new advice and guidance has been issued on charging for property search information under the Environmental Information Regulations 2004. It is now appropriate to review the fees and charges for the service.

2. On the 6th October 2015 the European Court of Justice delivered its judgment confirming that public authorities can recover costs of staff time and overheads attributable to supplying environmental information provided the overall charge is reasonable. However, the Court decided that charges for supplying environmental information may not include any costs for maintaining a database.
3. The Judgment is now binding law and any charges levied by authorities for supplying environmental information needs to be consistent with it.
4. As the supply of environmental information is not limited to local land charges departments the courts judgment is relevant to all the councils departments which produce and supply environmental information. This includes planning, building control, environmental health and housing.
5. The Council has received comprehensive legal advice and guidance on the implications of the decision for all the relevant local authority departments which supply environmental information and have carried out a detailed study of the costs incurred by the Council in providing this service to arrive at a reasonable tariff of charges.
6. The court's decision is a positive step forward and confirms that authorities can charge for staff time, overheads and disbursements associated with the supply of environmental information.
7. The court's decision only applies to supplying environmental information and does not affect charges for official searches.
8. The court also drew a clear distinction between providing access to registers or lists or examination in situ (often referred to as personal inspection) of environmental information. No charge can be levied for providing access to registers/lists or for personal inspection of environmental information. However, authorities can levy a charge for "supplying" environmental information.
9. It is therefore recommended that the Council recovers its cost for supplying environmental information.
10. European legislation provides that authorities are entitled to levy a market based charge where the information is being provided on a commercial basis and the service would not continue to be provided if such a charge could not be levied. As authorities are not required to provide official CON29R and CON290 searches under any legal enactment, and because the service involves more than simply making information available (the results being certified and insured by the authority) the strict charging provisions of the Environmental Information Regulations 2004 do not apply to official searches.

11. However, authorities are still required to comply with the Local Authorities (England) (Charges for Property Searches) Regulations 2008 when setting their official search fees. These regulations provide that authorities must have regard to the costs to the authority of providing the information – but it is permissible for “costs” in this sense to include indirect as well as direct costs (such as the cost of maintaining a database, which is excluded under the Environmental Information Regulations).
12. A local authority must take all reasonable steps to ensure that over the course of any period of three consecutive financial years, the total income (including notional income from internal transactions) from its charges and recharges does not exceed the total cost of granting access to property records.
13. Officers have therefore carried out a detailed study of the costs incurred by the Council in providing the land charges service to arrive at a reasonable tariff of charges. It is therefore recommended that the Council recovers its costs for the land charges service. Details of the charges are contained in Schedule 1.
14. To implement the new charges for Environmental Information it will be necessary to integrate the Councils existing software with the ‘Web pay’ system to provide an online application system. This will cost in the region of £10,000 which can be contained within existing approved budgets. This piece work will take some time to implement and it is therefore proposed to introduce the new fees from 1st January 2017. Details of the charges are contained in Schedule 2.

IMPLICATIONS	
Finance	<p>This report requests approval to a revised charging regime in respect of land charges services and the supply of environmental information, to be effective from the 1st January 2017. It is not possible at this point to accurately determine the level of additional income that the changes will generate, but that total will be within the level that may be approved by programme committees outside of the annual budget setting process (£25,000 in any financial year).</p> <p>The implementation of the proposed amended regime of charges will require the integration of the Councils existing software with the ‘Web pay’ system in order to provide an online application system. The cost of this is estimated at £10,000 which will be contained within existing approved budgets.</p>
Legal	The report and its recommendations take into account and follow direction given by the courts in a series of legal cases concerning charges for the provision of environmental information.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Andrew Dickson	01253 658675	Date of report	30 th August 2016

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents

1. Schedule 1 - Land Charges Search Fees
2. Schedule 2 - Environmental information fees



Land Charges Search Fees

Local Authorities (England) (Charges for Property Searches) Regulations 2008

Coming into force 1st January 2017

	2010 - 2016	2017
Official Searches	£79.00	£135.00
Extra Parcel	£15.00	£15.00
CON29R	£76.00	£134.00
Optional Questions	£15.00 except Q21 which is £7.50	£15.00 except Q21 which is £7.50
Additional Questions	£20.00	£20.00
LLC1	£3.00	£20.00
Highways Additional Req. 1	£31.50	£31.50
Supplying Environmental information		See pricing document.

<p>ROADS AND PUBLIC RIGHTS OF WAY Roadways, footways and footpaths</p> <p>2.1. Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:</p> <p>(a) highways maintainable at public expense (b) subject to adoption and, supported by a bond or bond waiver (c) to be made up by a local authority who will reclaim the cost from the frontagers (d) to be adopted by a local authority without reclaiming the cost from the frontagers?</p>	<p>Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p>Public rights of way</p> <p>2.2. Is any public right of way which abuts on, or crosses the property, shown on a definitive map or revised definitive map?</p> <p>2.3. Are there any pending applications to record a public right of way that abuts, or crosses the property, on a definitive map or revised definitive map?</p> <p>2.4. Are there any legal orders to stop up, divert, alter or create a public right of way which abuts, or crosses the property not yet implemented or shown on a definitive map?</p> <p>2.5. If so, please attach a plan showing the approximate route.</p> <hr/> <p>OTHER MATTERS: Apart from matters entered on the registers of local land charges, do any of the following matters apply to the property? If so, how can copies of relevant documents be obtained?</p> <p>3.1. Land required for public purposes Is the property included in land required for public purposes?</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p> <hr/> <p>£1.90</p>
<p>3.2. Land to be acquired for road works Is the property included in land to be acquired for road works?</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p>3.3. Drainage matters</p>	<p>Lancashire County Council are the Highway</p>

<p>(a) Is the property served by a sustainable urban drainage system (SuDS)?</p> <p>(b) Are there SuDS features within the boundary of the property? If yes, is the owner responsible for maintenance?</p> <p>(c) If the property benefits from a SuDS for which there is a charge, who bills the property for the surface water drainage charge?</p>	<p>Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p>3.4. Nearby road schemes</p> <p>Is the property (or will it be) within 200 metres of any of the following?</p> <p>(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme</p> <p>(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway</p> <p>(c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving:-</p> <p>(i) construction of a roundabout (other than a mini roundabout); or</p> <p>(ii) widening by construction of one or more additional traffic lanes</p> <p>(d) the outer limits of:-</p> <p>(i) construction of a new road to be built by a local authority,</p> <p>(ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway,</p> <p>(iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes</p> <p>(e) the centre line of the proposed route of a new road under proposals published for public consultation</p> <p>(f) the outer limits of:-</p> <p>(i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway</p> <p>(ii) construction of a roundabout (other than a mini roundabout)</p> <p>(iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p>3.5. Nearby railway schemes</p>	<p>Lancashire County Council are the Highway</p>

<p>(a) Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?</p> <p>(b) Are there any proposals for a railway, tramway, light railway or monorail within the Local Authority's boundary?</p>	<p>Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p>3.6. Traffic schemes Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths which are named in Box B & C and are within 200 metres of the boundaries of the property?</p> <p>(a) permanent stopping up or division (b) waiting or loading restrictions (c) one way driving (d) prohibition of driving (e) pedestrianisation (f) vehicle width or weight restriction (g) traffic calming works including road humps (h) residents parking controls (i) minor road widening or improvement (j) pedestrian crossings (k) cycle tracks (l) bridge building</p>	<p>Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p>
<p>3.7. Outstanding notices Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form?</p> <p>(a) building works (b) environment (c) health and safety (d) housing; (e) highways</p> <p>(f) public health</p> <p>(g) flood and coastal erosion risk management</p>	<p>(a) £2.00 (b) £2.60 (c) £2.60 (d) £2.30 (e) Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk</p> <p>(f) £2.60 (g) Please contact: Environment Agency – Preston, Lutra House, Dodd Way, Walton Summit, Bamber</p>

	Bridge, PR5 8BX. Tel: 0370 8506506. Email: enquiries@environment-agency.gov.uk
3.8. Contravention of building regulations Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in building regulations?	£2.00
3.9. Notices, orders, directions and proceedings under planning acts Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following? (a) an enforcement notice (b) a stop notice (c) a listed building enforcement notice (d) a breach of condition notice (e) a planning contravention notice (f) another notice relating to breach of planning control (g) a listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) a building preservation notice (j) a direction restricting permitted development (k) an order revoking or modifying a planning permission (l) an order requiring discontinuance of use or alteration or removal of building or works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution?	(a) £1.00 (b) £1.00 (c) £1.00 (d) £1.00 (e) £1.00 (f) £1.90 (g) £1.90 (h) £1.90 (i) £1.90 (j) £1.90 (k) £1.90 (l) £1.90 (m) £1.00 (n) £1.90 3.9 Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk
3.10. Community infrastructure levy (CIL) (a) Is there a CIL charging schedule? (b) If, yes, do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following:- (i) a liability notice? (ii) a notice of chargeable development? (iii) a demand notice?	£1.90 £1.90

(iv) a default liability notice? (v) an assumption of liability notice? (vi) a commencement notice? (c) Has any demand notice been suspended? (d) Has the Local Authority received full or part payment or any CIL liability? (e) Has the Local Authority received any appeal against any of the above? (f) Has a decision been taken to apply for a liability order? (g) Has a liability order been granted? (h) Have any other enforcement measures been taken?	£1.90 £1.90 £1.90 £1.90 £1.90 £1.90
3.11. Conservation area Do the following apply in relation to the property? (a) the making of the area a conservation area before 31 August 1974 (b) an unimplemented resolution to designate the area a Conservation Area	(a) £1.00 (b) £1.90
3.12. Compulsory purchase Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	£4.80 Lancashire County Council are the Highway Authority for the area of Fylde and have levied a fee of £15.50 for their enquiries on the CON 29 form. They have not indicated a fee per question. If you only wish to request a highway question may we suggest you contact: Business Services, Area South Highways Office, Lancashire County Council, Cuerden Way, Bamber Bridge, PR5 6BS. Tel No: (01772) 538560. Email: lhbs@lancashire.gov.uk
3.13. Contaminated land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)? (a) a contaminated land notice (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990 (i) a decision to make an entry (ii) an entry (c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice	(a) £1.00 (b) £1.00 (c) £2.60
3.14. Radon gas Do records indicate that the property is in a "Radon	Please contact: Radon Group, Public Health England, Centre for

Page 28 of 118

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	6
CAR PARKING WORKING GROUP REPORT			

PUBLIC ITEM

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

SUMMARY

This report details the areas of Parking Services that were discussed by the Car Parking Working Group over a series of three sessions and the recommendations that they produced as a result.

RECOMMENDATION

The Car Parking Working Group requests the committee to consider the content of this report and approve the following:

1. In Respect of the Corporate Plan:

- To continue car parking enforcement as currently delivered with an option to review the contract with NSL when it is up for tender in 2018. The working group would review future car parking options;
- To request an audit on car parking signage within the borough identifying the current location of signage and a schedule of recommended improvements to be put to Lancashire County Council.

2. In Respect of Christmas Parking:

- The results and options relating to Christmas parking should be discussed by the Operational Management Committee. *(Results of the survey are included in the body of this report; points 8 to 12. A decision based on this information is requested).*

3. In Respect of the Fylde Resident's Parking Scheme:

- To increase the time allowed on certain long stay car parks from two hours to four hours from 1st November to 20th March.
- To agree that a price review would not apply this year and that the scheme shall be referred back to the committee in the event that 1,000 permits have been applied for.

4. In Respect of the Motorhomes Scheme:

- To extend the scheme to North Beach Car Park and to proceed with consultations with residents. The top end of St Paul's car park was also identified but was noted that this would be for a future consideration once the coastal defence works had been carried out (2017-19).

5. In Respect of Electric Vehicle Charging:

- To support Lancashire County Council's scheme and to propose the locations as set out in the report.

6. In Respect of New Car Parks:

- a. To await the result of the signage review so as to ensure existing car parks are fully utilised especially sites like Lytham Station Car Park;
- b. For Officers to engage in informal enquiries with the owner of the multi storey car park in St Annes regarding its future use and to report back to the Committee on the outcome of these discussions.

7. In Respect of Parking Fees and Charges:

- a. To not introduce charges to any of the currently free car parks;
- b. To recommend to Council an increase in car park tariffs by an average of 5% as detailed in Appendix 6, which would generate an estimated increase in income of £26,986 assuming user numbers remain the same;
- c. To recommend to Lowther Trust the introduction of a nominal £0.20 charge for the first hour's parking. If approved by Lowther Trust the charges would be expected to generate a small amount of additional income which, under the current arrangements, would be shared between the Council and Lowther Trust. The amount of additional income has not yet been quantified pending the decision of Lowther Trust;
- d. To retain the existing car park charging hours of 9am to 6pm.

8. Additional Queries Raised:

- a. To investigate prior to the commencement of the next enforcement contract beyond September 2018 different working patterns and the possibility of annualised hours;
- b. To retain the current arrangement of Fylde Council being responsible for off-street parking enforcement and Lancashire County Council being responsible for on-street parking enforcement.

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)	√	

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee of 2nd June 2015 RESOLVED:

3. Appoint Councillors Julie Brickles, Alan Clayton, Richard Fradley, Edward Nash, Sandra Pitman and Albert Pounder onto the Car Parking working group which will meet as and when required.

Operational Management Committee of 31st March 2016 RESOLVED:

To confirm the establishment of the Car Parking working group, which would meet as and when required.

REPORT

Working Group Background

1. Following the meeting of the Operational Management Committee on 31st March 2016, the Car Park Working Group met on 18th May 2016. Officers provided a background to the work of previous car parking task & finish/working groups and presented members with a detailed overview of the Council's car park services. This information is set out in Appendix 1. During the presentation members sought clarification on various points and requested further information for the following meeting. This information is set out in Appendix 2. The session concluded by reviewing the areas of the service members were being asked to look in further detail which are set out in Appendix 3.
2. Session 2 was held on 8th June 2016 and clarified issues that had been raised in session 1 with Officers. The rest of the session the group discussed elements of the Corporate Plan that affect car parks, the Christmas parking scheme, the Fylde Resident's Parking Scheme, extending the motorhome scheme and the potential for installing electric vehicle charging points on car parks. Members formulated their recommendations for each issue and asked for a questionnaire to be drafted for the Christmas parking scheme to be presented at the next session.
3. Session 3 took place on 1st July 2016. The group discussed the potential for extending existing car parks and the creation of new ones, car park fees and charges and two additional queries about enforcement hours and the potential for taking on the responsibility for on-street enforcement activity from Lancashire County Council. The group formulated recommendations for each issue, including the request for the calculation of the impact of increasing parking fees which would be considered via email by group members. The group also reviewed the questionnaire to be sent out regarding the Christmas parking scheme. The session concluded by reviewing all recommendations.
4. The following report details each area of parking services that the working group discussed and their recommendations. Some of the recommendations have already been acted on while others require committee and/or full Council approval to proceed.

Corporate Plan

5. Within the Corporate Plan there are three references that relate to parking services. These are:
 1. A Vibrant Economy – Priorities: 'Improving car parking'
 2. A Vibrant Economy – Actions: 'Enforce car parking regulations and review car parking options'
 3. A Great Place to Live – Actions: 'Build on the success of the Residents' Car Parking Scheme'

Officers sought member guidance on what action was expected to deliver these actions.

Working Group Recommendations:

With regard the first two items 1 and 2 above: **To continue car parking enforcement as currently delivered with an option to review the contract with NSL when it is up for tender in 2018. The working group would review future car parking options.**

With regard the third item this was discussed as part of the Fylde Resident's Permit Scheme (please see below).

6. In addition to the three items directly relating to car parks members identified two further Corporate Plan priorities which the car parks could contribute towards. These are:

A Great Place to Live – Priorities: ‘Deliver and support quality events throughout the Fylde’

A Great Place to Live – Actions: ‘Improve information in and about tourist areas’

The first item was discussed with relation to the public events that occur/impact on different car parks as detailed in Appendix 1. For the second item Members considered how better road signage can direct tourists to different car parks. Members were advised that this signage is owned/controlled by Lancashire County Council as the Local Highways Authority so any suggested improvements would be reliant on their approval and funding.

Working Group Recommendations:

Members felt that signage identifying locations of car parks, long stay and short stay, throughout the borough needed to be reviewed.

To request an audit on car parking signage within the borough identifying the current location of signage and a schedule of recommended improvements to be put to Lancashire County Council.

Christmas Parking

7. At the Operational Management Committee Meeting of 24th November 2015 a request was made by one of the committee members for a review to be carried out on the Christmas free parking scheme. Since 2008 some form of concession has been granted on parking in the lead up to Christmas. This was originally established to help support local retail businesses in the wake of the recession. Since 2010 this included allowing free parking on all car parks on the three weekends leading up to Christmas. It is estimated that this scheme costs Fylde Council in the region of £8,000 to £9,000 per year in lost income.
8. The final questionnaire was agreed by the group in session 3 (see Appendix 4) and subsequently sent out towards the end of July 2016 to all businesses located close to Council-owned pay and display car parks using business names and addresses supplied by the Business Rates section. A deadline for responses was set at 15th August 2016. 668 questionnaires were sent out. 36 were returned undelivered due to businesses having closed/moved premises or the address details were incomplete. 79 businesses responded, a 12% response rate.
9. The results from the questionnaire can be found in Appendix 5. The majority of respondents (60%) are retail-based with 54% being in business for over 10 years. 81% believe their business is impacted by Council-owned car parks. 63% were aware that the council operated a Christmas parking scheme; hopefully the remainder will now be aware of this going forward.
10. Three questions were asked regarding whether businesses opened on Saturdays and Sundays while the scheme was in operation. Some respondents did not answer this, though most of these were office-based businesses. A key outcome from these questions is that about a third of businesses that open on Saturdays do not open on Sundays with little difference from before the Christmas parking scheme started to what businesses have planned for the future. As such it appears that some businesses have not fully taken advantage of the free Sunday parking during the Christmas period.

11. Most respondents took the opportunity to provide written feedback, though a lot of these do not directly relate to either the Council's car parks or specifically to the Christmas scheme itself. Of those responses that do relate to this scheme the responses are varied, with requests for extending free parking to other times to introducing nominal flat rate fees during this period to scrapping the scheme all together. The need to advertise the scheme was mentioned on several occasions as was the fact that often business owners/staff use the scheme to obtain free parking for themselves instead of allowing customers to benefit.
12. A decision is now sought from members, taking into account the feedback from businesses, as to how the Christmas Parking Scheme is progressed in future. Should the scheme remain the same? Should it be altered (e.g. extend to other days, alter days/times it operates, introduce lower charges during this period, etc)? Should the scheme cease?

Working Group Recommendations:

The results and options relating to Christmas parking should be discussed by the Operational Management Committee

Fylde Resident's Parking Scheme

13. Members reviewed the current scheme and considered how the scheme could be improved in light of the expectation of the Corporate Plan to build on the scheme's success. Details of the current scheme are set out in Appendix 1 under 'Previous Decisions'

Working Group Recommendations:

It was agreed to recommend an increase in time allowed on certain ¹long stay car parks from two hours to four hours from 1st November to 20th March, being in the off peak season. It was agreed that a price review would not apply this year and that the scheme shall be referred back to the committee in the event that 1,000 permits have been applied for.

14. In addition to this recommended amendment there is a further adjustment that is suggested as part of a separate report to this committee on extending the use of the Public Offices Car Park in light of the reduced use of the associated buildings. This would allow scheme permit holders to use the Public Offices Car Park 7 days a week as opposed to just at weekends and bank holidays, thereby allowing users to access the centre of St Annes during peak daytime hours.

Motorhomes

15. In light of the continued growth in popularity of the overnight motorhome parking scheme on St Annes Swimming Pool Car Park members were asked to consider whether the scheme could be extended to other locations. North Beach and St Paul's Avenue Car Parks were identified as being quieter locations (something some motorhome users had raised as an issue with the Swimming Pool Car Park location which can be noisy in the evenings). Lytham Station was mentioned as an equivalent alternative to St Annes Swimming Pool Car Park (close to the town centre with some protection from neighbours) though in this location the neighbouring residential properties are a lot closer.

¹ Long stay car parks that an increase in time would apply to are North Beach, North Promenade, St Annes Swimming Pool, Fairhaven Road, St Paul's Avenue, Stanner Bank, Lytham Station, Bath Street, Town Hall (weekends and Bank Holidays only) and Public Offices (weekends and Bank Holidays only dependant on decision as set out in point 14).

Working Group Recommendations:

Members were in favour of proposing that the scheme be extended to other car parks and to proceed with consultations with residents. The North Beach car park was identified as the potential location. The top end of St Paul's car park was also identified but was noted that this would be for a future consideration once the planned coastal defence works had been carried out (2017-19).

Electric Vehicle Charging

16. Lancashire County Council (LCC) have been able to secure funding to install a network of electric vehicle charging points across Lancashire. The aim of this is to put in place the infrastructure to enable electric vehicle owners to recharge whilst travelling around, thereby increasing their range and encouraging others of the viability of owning electric vehicles and increasing their uptake in ownership. The County Council are asking all Districts whether it would be possible to install these charging units on public car parks with one unit operating over two neighbouring parking bays.

17. Details of the proposal for this scheme can be found in Appendix 3. Key points for the committee to be aware of are:

- LCC will have full liability for the cost of installing, operating and maintaining the units.
- LCC envisage that the cost of charging would be the same across Lancashire. Payment would be made at the unit using a swipe card with the fee covering electricity used and maintenance of the units with any surplus to fund future units. At this time it is expected that the scheme will be cost neutral.
- Use of the bays would be limited to electric vehicles that are on charge with a time limit (e.g. 3 hours) in place to stop all day parking.
- LCC are requesting that districts supply the parking bays on car parks for free. There may be scope to negotiate on this though any fee that the Districts can negotiate is likely to be lower than our current charges.
- Use of these bays would be enforceable by individual Districts. A change to legal orders would be required to enable this.
- An agreement would need to be established for the minimum number of years the units would be in place for, likely to be the expected operational lifetime of the units.
- If suitable off-street locations are not identified with Districts then LCC will consider installing units at on-street locations of their choosing.

Members discussed potential locations, identifying those that would most suit the scheme with negligible/minimal impact on car park operation/income.

Working Group Recommendations:

Members were in favour of supporting the scheme and were in agreement on the following locations:

Mill Street car park, Kirkham - 1 charging points/2 bays

Orders Lane car park, Kirkham – 1 charging point/2 bays

Pleasant Street car park, rear section, Lytham – 1 charging point/2 bays

Lytham Station car park, Lytham – 1 charging point/2 bays

North Promenade car park, St Annes – 1 charging point/2 bays – *would need LCC to confirm that the performance of the units would not be adversely affected by the sea air.*

Town Hall car park, St Annes – 1 charging point/2 bays - would need to explore with LCC if they restrict the use to the public as currently permits holders only Mon to Fri.

New Car Parks

18. A regular concern raised with Parking Services is that there is not enough parking available, particularly in town centres. Members were asked to consider whether existing car parks could be extended to create new spaces, whether new car parks could be created on existing Council-owned land or whether new land could be acquired to build new car parks.
19. The main problems occur in the town centres, though in these locations there is no space to extend existing car parks and property values are prohibitively high to purchase new land to create new parking. There was some discussion regarding the possible under-utilisation, particularly at weekends, of some edge-of-town car parks (Lytham Station, Town Hall and Public Offices car parks) as well as the half-opened, privately operated multi story car park on St Georges Road in St Annes.

Working Group Recommendations:

It was agreed to await the result of the signage review so as to ensure existing car parks are fully utilised especially sites like Lytham Station Car Park.

It was recommended that officers engage in informal enquiries with the owner of the multi storey car park in St Annes regarding its future use and to report back to the full committee on the outcome of these discussions.

Parking Fees and Charges

20. In April 2010 the car park fees structure was significantly altered and increased. In January 2011, to take into account the increase in VAT rates from 15% to 20%, the fees were further raised. These fees remained the same until April 2014 where slight amendments were made including the introduction of a cheaper shorter time tariff and multi-day tariffs at Lytham Station Car Park and for motorhome parking on St Annes Swimming Pool Car Park. All other fees have remained the same. Members noted that Fylde Council's parking fees are at the higher end of the scale in Western/Central Lancashire apart from Blackpool. Details of the current fees can be found in Appendix 1 with a comparison of fees with other districts in Appendix 2.
21. Members were asked to consider whether the Council should consider increasing current fees and whether fees should be extended to car parks that are currently free. Members were advised that any changes to fees would incur costs associated with changing legal orders and associated public notices, changes to all tariff board signs and updates to the pay and display machine software.

Working Group Recommendations:

Following a detailed discussion members agreed to defer any tariff introduction on the currently free car parks.

An increase on the tariffs over the initial parking period was suggested and a request was made to Officers to produce, and circulate to members of the working party, an example of amended charges based on an average of 5% and 10% increases prior to making a recommendation to committee.

22. Subsequent to session 3 calculations associated with an average 5% and 10% increase were circulated to group members by email (see Appendix 6). This set out baseline figures using the amount of income and ticket sales supplied by each pay and display machine for 2014/15 (the more recent 2015/16 data has incomplete information as a result of machine replacement). Income figures shown in Appendix 6 are inclusive of VAT as charged to the customer. The information provided shows the actual income collected against assumed income calculated from tickets sold. These figures slightly vary due to some people overpaying for different tariffs (e.g. paying £1 for an £0.80 tariff). For comparison purposes the assumed income has been used to calculate the changes in tariffs.
23. Members had previously stated that first period tariffs should remain the same. All other tariffs have been rounded to the nearest £0.10 to be as close to either 5% or 10% increase. The table below shows the total annual fee income exclusive of VAT for each of the scenarios, i.e. 5% or 10% increases:

Assumed total Income at current fee levels	Assumed total income - 5% Increase in fee levels	Additional income at 5% Increase in fee levels	Assumed total income - 10% Increase in fee levels	Additional income at 10% Increase in fee levels
£529,441	£556,427	£26,986	£579,082	£49,641

As shown in the table above an average 5% tariff increase would result in an estimated £26,986 increase in annual income. An average 10% tariff increase would result in an estimated £49,641 increase in annual income. This has been calculated based on the same number of users as in 2014/15. However it is likely, perhaps just for a short period, that some customer's current habits will change as a result of any price increase; people may decide not to use Council-owned car parks at all, some may use them less often and others may choose a lower tariff. This is likely to lead to a reduction in the number of users and a subsequent impact on potential income. This potential impact has been calculated as a 2.5%, 5% or 7.5% drop. This potential reduction needs to be considered as part of the decision making process.

24. Although Fylde Council operates Lowther Gardens Car Park, the area is actually owned by Lowther Garden's Trust with an income and cost sharing arrangement in place. As such, any changes to the tariffs on this car park will need to be approved by the Trust. Currently the first hour's parking is free which results in a lot of tickets being wasted each year by some people repeatedly pressing the machine's ticket issue button. This waste comes at a cost. There is also the confusion that is caused to some users who receive a PCN for not displaying a ticket who believe they didn't need to as the first hour is free. As such members were asked whether a nominal fee should be introduced to stop this potential waste and confusion.
25. An additional item was put to members to consider whether the car park operating hours should be extended. Currently charging hours are between 9am and 6pm. previously charging hours were extended for a year in 2006/07 to between 8am and 8pm. Appendix 7 shows the minutes from meetings which led to the decision to revert to the shorter time period, though we cannot locate information relating to the 'considerable amount of criticism' that was received.

Working Group Recommendations:

The members who responded to the emails relating to changing tariffs unanimously recommended

To increase car park tariffs by an average of 5% as per Appendix 6, which would generate an estimated increase in income of £26,986 assuming user numbers remain the same.

To recommend to Lowther Trust to introduce a nominal £0.20 charge for the first hour's parking.

To retain the existing car park charging hours.

Additional Queries Raised

26. The working group considered two other queries during its final session:

- That there was not enough enforcement carried out at weekends and it was suggested that the enforcement service would benefit from being provided on an annualised hours basis, whereby the hours were directed at times of greater need.
- Whether it would be beneficial for Fylde Council to commission or deliver directly a joint on-street and off-street parking enforcement service.

27. The Working Group were advised for the first point that weekend are enforced. It was noted that currently under the existing contract Enforcement Officer time is charged at a premium on Sundays. Members were advised that the provision of Enforcement Officers is currently under contract until September 2018 after which any change may be negotiated with the current contractor. Any change of this nature may result in either higher costs or a reduction in overall enforcement time due to the additional costs of increased weekend working.

28. The second point relates in part to on-street parking enforcement which is controlled by Lancashire County Council. As the Local Highway Authority they would have to offer the enforcement of on-street parking to all Lancashire Districts for which all Districts would need to agree to accept responsibility. It should also be noted that on-street enforcement operates at a financial loss. The suggestion being made would see a return to the previous Parkwise arrangement which operated for several years until 2009 and resulted in significant reputational damage to the Council due to being responsible for enforcement but not the maintenance of the signs and lines which enforcement action relies upon. The proposal for an in-house enforcement team is not viable due to the size of Fylde Council and the requirement for officers to be specially trained which limits the ability to ensure sickness cover.

Working Group Recommendations:

To investigate prior to the commencement of the next enforcement contract beyond September 2018 different working patterns and the possibility of annualised hours.

To retain the current arrangement of Fylde Council being responsible for off-street parking enforcement and Lancashire County Council being responsible for on-street parking enforcement.

IMPLICATIONS	
Finance	This report requests that the Committee consider a number of proposals relating to car parks and parking charges within the borough. In respect of car parking fee levels the report requests that the Committee recommend to Council an increase car park tariffs by an average of 5% (as detailed in Appendix 6 of the report) which would generate an estimated increase in income of £26,986 assuming user numbers remain the same.
Legal	The report recommends a number of changes to car parking policies. Where appropriate, legal procedures will be invoked to implement any changes agreed.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Andrew Loynd	01253 658 527	31 st August 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Attached documents:

- Appendix 1: Parking Services Background Information
- Appendix 2: Additional Information Requested by Members
- Appendix 3: Issues to be Explored By the Car Park Working Group
- Appendix 4: Christmas Parking Questionnaire
- Appendix 5: Christmas Parking Scheme Survey Results
- Appendix 6: Calculations for Proposals to Increase Car Parking Fees
- Appendix 7: Previous Decisions Regarding Extended Car Park Operating Hours

Appendix 1: Parking Services Background Information

Contents	Page
1 Overview	2-5
2 Fees and Charges	5-6
3 Income and Expenditure	6-8
4 Other Uses for Car Parks	8-10
5 Previous Decisions	10-12

Overview

Fylde Council own and operate 20 open surface level car parks spread over the towns of St Annes, Lytham and Kirkham. Of these 20, 5 are free to use and 15 are charged via pay and display. The 20 car parks comprise a total of 1,625 spaces made of 350 free spaces (105 disabled bays, 7 coach bays and other designated bays including general parking and reserved bays) and 1,273 charged spaces. This is set out in the following table:

Fylde Council Car Park Details

Car Park	Bay type	Number of bays	Notes
Mill Street	Standard	112	Long Stay
	Disabled	8	Free
	Reserved	18	
Eagles Court	Standard	15	Long Stay
	Disabled	0	Free
Pleasant Street	Standard	153	Short Stay/Long Stay
	Disabled	9	
Lytham Station	Standard	101	Cheap Long Stay
	Disabled	4	
Bath Street	Standard	49	Long Stay
	Disabled	3	
	Concession	1	
Dicconson Terrace	Standard	46	Long Stay
	Disabled	4	
Lowther Gardens	Standard	52	Cheap Long Stay
	Disabled	7	
Stanner Bank	Standard	145	Long Stay
	Disabled	9	
Fairhaven Bowling Green	Standard	22	Long Stay
	Disabled	7	Free
St Paul's Avenue	Standard	95	Long Stay
	Disabled	4	
Fairhaven Road	Standard	97	Long Stay
	Disabled	6	
	Coach	7	
	Café reserved	33	
Swimming Pool	Standard	81	Long Stay
	Disabled	6	
	Over-sized	7	
	Staff	7	
	Island Standard	5 (not Council)	
	Island Disabled	1 (not council)	

Car Park	Bay type	Number of bays	Notes
North Promenade	Standard	195	Long Stay
	Disabled	9	
	Concession	1	
North Beach	Standard	133	Long Stay
	Disabled	8	
	Coastguard	9	
St Annes Square	Standard	29	Short Stay
	Disabled	5	
Wood Street	Standard	13	Short Stay
	Disabled	5	
Town Hall	Standard	36	Long Stay
	Disabled	4	Weekends Only
	Councillors	3	
	Visitors	2	
	Mayor	1	
	Leader	1	
	Delivery	1	
Public Offices	Standard	30	Long Stay
	Disabled	3	Weekends Only
	Standard restricted time	4	Site currently for sale
St Albans Road	Standard	17	Short Stay
	Disabled	2	Free
Orders Lane	Standard	12	Short Stay
	Disabled	2	Free
	Reserved	3	

The car park services are overseen by the Council's Principal Parking and Energy Officer who is assisted by two part time Technical Services Support Officers. Key responsibilities are to keep the car parks operational and safe to use, maintain income and oversee the enforcement process. There are several documents that are used to help guide Council officers including:

- Fylde Car Park Strategy. This document provides the strategic guide for how the service should operate.
- The Fylde Borough (Off-Street Parking Places) (Consolidation) Order 2007 and its amendments. This document is the legal Traffic Regulation Order (TRO) that the Council uses to enforce the car parks. It states what contraventions are and what activities are allowed to occur.
- Traffic Management Act 2004 – Operational Guidance to Local Authorities: Parking Policy and Enforcement (March 2015 edition). The Council's TRO is valid under TMA 2004. The associated guidance issued by Central Government covers all aspects of the operation of car parks and their enforcement; stating what we can and cannot do.
- Fylde Borough Council's Civil Parking Enforcement – Guidance Policies for the Enforcement and Cancellation of Penalty Charge Notices. This is an internal document used by staff to

- guide decisions when representations are received against the issuing of Penalty Charge Notices (PCNs). It sets out frequently received reasons as to why PCNs should be cancelled, identifying what may be statutory grounds or mitigating circumstances and identifying in which circumstances these representations may be accepted or rejected.
- Department for Transport – Parking for disabled people. This document, which dates from the mid 1990s, is used as guidance for the provision of disabled bays, their dimensions and appropriate signage.

To deliver the Car park services there is a team effort across the Council. This includes, but not limited to:

- Parks team - maintain vegetation around most car parks with their Play and Projects team providing some maintenance support.
- Waste services - keep the car parks clean and provide litter bins.
- Legal team - provide advice and assistance on the TRO and any issues arise such as when traveller camps set up on the car parks.
- Risk management/insurance - supports the team when incidents occur on a car park and claims against the Council are received.
- The Estates Surveyor - oversees contracts with concession holders, for example ice cream vans.
- Engineering team - provide specialist advice and support on car park structures and their maintenance, e.g. resurfacing and wall integrity.
- Finance team assist with monitoring budgets and ensuring income is received and allocated correctly.
- ICT - assist with specialist software that the service uses.
- Coast and Countryside team - monitor many car parks, particularly during quieter periods when enforcement officers are not working.
- The Tourism officer – work together to help those who wish to use the car parks for various events
- Community Safety – liaison with Police and CCTV operators.

To operate the car parks several different contractors assist in service delivery. These include:

- Metric. Pay and display car parks have machines supplied by Metric. Most (23) of these have been/are in the process of being upgraded to Elite LS models with 3 remaining as Auras. Metric provide machine maintenance and software services to ensure the machines keep operating and enable us to gather user data.
- NSL. Cash Collection/counting/banking services for the pay and display machines and car park enforcement services are provided by NSL. These services have been procured through a joint arrangement with several other Lancashire districts.
- Chipside. When Enforcement Officers issue Penalty Charge Notices (PCN) for parking contraventions they enter information onto a handheld computer. The software for this plus the provision of notice processing services/banking of income is provided by Chipside. These services have been procured through a joint arrangement with several other Lancashire districts.
- Jacobs and Phoenix. If people who have received a PCN fail to pay the amount due the Traffic Enforcement Centre at Northampton County Court will issue a warrant for debt recovery. Jacobs and Phoenix are two companies that provide Enforcement Agents who use

- the Warrants to retrieve the outstanding debt. They are not strictly contractors as they obtain their payment from the debtor but they do act on our behalf. This service has been procured through a joint arrangement with several other Lancashire districts.
- Other local contractors are used to assist with various maintenance and repair issues including surface patch-repairs, gully clearance, lighting and electrical issues, wall and fence repairs, relining, etc.

Fees and Charges

The fees and charges for using the car parks are set out each year by the Council. These include fees for pay & display parking and charges for a variety of different permits, dispensations and stages of enforcement action. The following are the agreed amounts for 2016/17:

Car Park Fees

Short Stay		Pleasant Street		Long Stay	
Time	Tariff	Time	Tariff	Time	Tariff
Up to ½ hour	£0.80	Up to ½ hour	£0.80	Up to 1 hour	£1.20
½ - 1 hour	£1.30	½ - 1 hour	£1.30	1-2 hours	£2.10
1-2 hours	£2.40	1-2 hours	£2.40	2-3 hours	£2.70
2-3 hours	£3.60	2-3 hours	£3.60	3-4 hours	£3.20
		3-5 hours	£6.00	Over 4 hours	£4.30
		5-7 hours	£8.00		
		7-9 hours	£10.00	Coaches (Fairhaven Road CP)	Free

St Annes Swimming Pool		Lytham Station (whole days end at 9am)		Lowther Gardens	
Time	Tariff	Time	Tariff	Time	Tariff
Up to 1 hour	£1.20	Up to 1 hour	£0.90	Up to 1 hour	Free
1-2 hours	£2.10	1-2 hours	£1.40	1-2 hours	£1.50
2-3 hours	£2.70	2-4 hours	£2.20	2-3 hours	£2.00
3-4 hours	£3.20	4 hours – 1 day	£2.70	3-4 hours	£2.50
Over 4 hours	£4.30	1-2 days	£5.00	Over 4 hours	£3.50
		2-3 days	£7.50		
Motorhomes - whole days end at 10am		3-5 days	£10.00		
6pm to 10am	£5.00	5-7 days	£12.00		
Up to 1 day	£8.00				
1-2 days	£15.00				
2-3 days	£21.00				

Permits

Pleasant Street Business - £335

Pleasant Street New Resident – £285

Pleasant Street Restricted Resident – £20

Lytham Station - £160

Stanner Bank Business – £100

Horse Box - £15

Fylde Resident Permit Scheme - £25
Replacement Permit - £15

Dispensations

Maximum £16 per day, negotiable with the parking manager

Penalty Charge Notices (PCNs)

Lower rate PCNs - £50 (discounted to £25 if paid with 14 days)

Higher rate PCNs - £70 (discounted to £35 if paid with 14 days)

Charge Certificate – an additional 50% of PCN charge

Registering debt with court - £7

Income and expenditure

The following figures were included in an information report to the Operational Management Committee on 19th January 2016 with the addition of 2015/16 information. 2015/16 figures are indicative only as year-end accounting has yet to be finalised:

Car Park Operations Income and Expenditure

	2012/13 (£)	2013/14 (£)	2014/15 (£)	2015/16 (£)
Income				
Pay & display income	471,105	520,578	541,775	580,225
Permit sales	9,398	6,519	19,068	21,566
Dispensations	552	442	502	0
Total Income	481,055	527,539	561,345	601,791
Expenditure				
Premises (maintenance and equipment)	44,516	50,777	52,220	43,767
Supplies and Services	13,664	12,231	12,207	11,499
Service recharges	83,841	78,320	78,134	74,786
Capital Charges	7,729	3,331	7,617	11,903
Business Rates	70,003	48,610	70,481	83,222
Fee Refunds/Income share	15,640	7,198	13,847	18,924

	2012/13 (£)	2013/14 (£)	2014/15 (£)	2015/16 (£)
Capital Works	61,581*	37,500	30,000	30,000
Total Expenditure	296,974	237,967	272,006	274,101
Total Surplus	184,081	289,572	289,339	327,690

*Capital Works includes £30,229 rolled over from 2011/12 to 2012/13.

Car Park Enforcement Income and Expenditure

	2012/13 (£)	2013/14 (£)	2014/15 (£)	2015/16 (£)
Income				
Off-street penalty charges	51,226	47,110	45,835	50,917
Total Income	51,226	47,110	45,835	50,917
Expenditure				
CEO Time and Notice Processing Costs	40,287	37,997	42,603	46,138
Patrol and TEC Costs	2,357	2,123	1,836	1,507
Transport	5,483	6,464	7,308	5,696
Additional Enforcement Costs (phones, stationery etc.)	77	52	49	97
Service recharges	25,846	24,612	23,551	24,632
Total Expenditure	74,050	71,248	75,347	78,072
Total Surplus/Deficit	-22,824	-24,138	-29,512	-27,155

Pay and Display Revenue Break-down

Description	2012/13	2013/14	2014/15	2015/16
Totals	471,105.94	520,578.29	541,775.14	580,225.19
North Promenade Car Park	33,046.91	44,510.10	45,219.63	46,375.22
Stanner Bank Car Park	16,222.25	17,152.83	15,810.42	17,499.36
St Pauls Ave Car Park	3,193.13	4,825.69	3,458.64	3,710.90
The Island Car Park	45,685.88	53,007.55	65,433.57	79,813.53
Fairhaven Road Car Park	15,597.67	19,512.69	23,528.84	23,384.13
Lytham Station Car Park	17,656.19	21,008.10	28,286.80	30,279.32
Pleasant Street Car Park	129,569.24	134,945.76	141,260.27	152,923.18
Wood Street Car Park	23,119.40	22,011.35	22,007.00	19,936.65

Description	2012/13	2013/14	2014/15	2015/16
Lytham Green Car Parks	90,506.02	102,905.32	108,283.33	117,008.99
North Beach Car Park	8,935.97	10,161.26	6,505.37	6,571.09
St Annes Square Car Park	80,467.13	80,625.09	74,884.37	73,562.14
Public Offices Car Park	217.91	255.79	400.21	597.43
Town Hall Car Park	1,144.22	2,763.79	1,184.99	2,958.62
Lowther Car Park	5,741.02	6,892.97	5,511.70	5,604.63

Permit Revenue Break-down

Description	2012/13	2013/14	2014/15	2015/16
Totals	9,397.52	6,520.38	19,068.65	21,566.79
Pleasant St resident's permit	987.50	1,122.92	1,136.67	1880
Pleasant St business permit	4,051.87	3,019.84	6119.86	5,800.07
North Beach dog walker's permit	559.00	246.84		
Lytham Station Permit	2,697.49	1,231.64	7,891.64	7,929.14
Stanner Bank business permit	333.33	166.66	166.66	83.33
North Promenade business permit	83.33	83.33	83.33	83.33
Horse Box Permit	685.00	565.00	1,197.50	837.50
Fylde Resident's Permit Scheme		84.15	2,472.99	4,953.42

Other Uses for Car Parks

By the nature of the car parks they are very desirable for other uses. They provide level hard-standing in areas that are either in the centre of town or in a picturesque setting. This means that a variety of different groups wish to use the car parks for a variety of reasons. The following text is taken from the Fylde Car Park Strategy which shows the Council's recognition of the need to support various events where possible though a balance needs to be weighed of the impact to the local area and to the service provision and requirements:

4.0 Objectives

4.19 *To allow the car parks to be used for appropriate charity or public information displays and commercial events, subject to adequate agreements being in place.*

4.20 *To restrict and prevent inappropriate use of the Council's car parks.*

5.0 Policies

5.10 Use of the Car Parks (Objective 4.19)

5.10.1 *The car parks are used for various events, displays, markets and public information exercises throughout the year subject to appropriate risk assessments, insurances and agreements being in place.*

5.10.2 Applications to hold events on car parks will be assessed on the cost to the council and local businesses through lost income against the proposed benefit of the event to those attending or money raised for charity.

5.10.3 Where the event is non-charitable and/or makes a profit for the organisers a reasonable charge will be made to cover lost income.

5.10.4 To protect parking for town centre businesses, events will be discouraged from town centre car parks with other options considered first.

PP10 The Council will consider the use of the car parks for various events, displays, markets and public information exercises subject to adequate agreements being in place.

The following sets out what events have occurred over the last year (2015/16) which are located on/impact Council car parks

Date	Car Park(s)	Event	Notes
13 times per year	St Annes Square	St Annes Market	Uses one (larger) section
16 th to 26 th April	Bath Street	St Georges Celebration	Set-up extended period of use. 6 bays reserved for on-site workers/VIPs for at least 10 days. Delivery vehicles take significant area whilst being unloaded/loaded. On certain days the organisers closed half the car park.
17 th May	North Promenade, Swimming Pool and Fairhaven Road	St Annes Triathlon	Organisers set-up on Saturday evening, stopping all but a few motorhomes parking overnight. Road closure from 7:30am until 2pm. Lower section swimming pool affected until event clears up.
19 th May	St Paul's	Compost give-away	
20 th May	Lowther	Mayoral Event	
June	Town Hall	Mayoral Parade	
27 th June	Bath Street and Dicconson Terrace	Lytham Club Day	
11 th to 12 th July	St Annes Square	St Annes Carnival	
19 th July	Swimming Pool	RNLI Fun Day	Small area of lower section used to host rides.
25 th to 26 th July	North Promenade and Swimming Pool	St Annes Kite Festival	No negative impact to car parks. Likely to encourage more visitors to stay on car parks.
Approx. 23 rd July to 12 th August	Bath Street and Dicconson Terrace	Lytham Proms	Actual event 6 th to 9 th August. Set-up and take-down extends period of impact to Bath Street. 8 bays

Date	Car Park(s)	Event	Notes
			used for 2 weeks on Bath Street. Once event arena fence is erected customers appear to be dissuaded from parking on Bath Street. During event road closed early so stops later customers.
15 th – 16 th August	Bath Street	1940s weekend	Minimal negative impact to car parks as they remain open during the event. Some spaces may be used for short periods to enable set-up and take-down.
13 th September	Stanner Bank	Fairhaven Lake Vehicle Rally	Use most of the car park
4 th October	Swimming Pool	Classic Vehicle Rally	Use upper-section bays
8 th November	Town Hall	Remembrance Sunday	
21 st November	Pleasant Street and Dicconson Terrace	Christmas Lights switch-on	A few spaces provided to event organisers on rear section of Pleasant St. Customers stopped from reaching Dicconson Terrace for a short period while fireworks display is on-going.
28 th November	St Annes Square	Christmas Lights Switch-on	Use one (larger) section
3 weekends prior to Christmas	All	Free Christmas Parking	
20 th March	Stanner Bank	Sports Relief Mile	

In addition to those listed the car parks are also used in January each year to support Christmas tree collections, are used for compounds for works in surrounding areas, eg on North Beach car park for coastal management works and permits are provided to various volunteer groups to carry out beach cleaning activities, either on a regular basis or once a year.

This year there have been requests for several new events including a food fair market on St Annes Sq car park from a Friday to Sunday in the middle of August and a new Triathlon event along St Annes Promenade on the first Sunday of September.

There is a Tourism Committee Working Group due to be set up later in the year to further explore events across the Borough.

Please note, from Spring/Summer 2017 Stanner Bank and St Paul's Avenue car parks are planned be closed to all visitors for two years to enable sea defence works to be carried out around Fairhaven Lake and Granny's Bay. At the end of this period it is expected that Stanner Bank will be remodelled and St Paul's Avenue will hopefully be resurfaced.

Previous Decisions

The biggest changes to car parking services occurred following a report to Cabinet on 15th January 2014. The documents associated with this were supplied to Working Group members prior to this meeting. The information that led to this report was gathered over two years with significant input from the previous Task and Finish Group. The minutes from this meeting are as follows:

11. Car Parking

The comprehensive report on car parking was introduced by Paul Walker (Director of Development Services).

The report outlined a number of developments in relation to car parking including: the outcome of the task and finish group on car parking; a survey to explore the potential to introduce a residents' parking permit scheme, meetings that had taken place in Lytham, St Annes and Ansdell in relation to car parking issues; a petition received from St Annes Chamber of Trade and a number of proposals for changes to the operation of car park tariffs/management. The report provided a chronology of issues and developments and sought views on whether a formal survey is commissioned jointly with LCC and/or the car parking proposals attached to the report including the introduction of a residents' car parking permit scheme.

Councillor Pounder (Portfolio Holder for Customer and Operational Services) commented on the content of the report. In doing so, he acknowledged the detailed work undertaken by the Task and Finish Group to improve the way off street parking is provided which he added were for the benefit of residents and visitors to the borough. Councillor Pounder then went on to refer to various initiatives that were covered in the report and asked to place on record his thanks and appreciation to the members and officers involved in bringing the report forward.

In reaching its decision, Cabinet considered the details set out in the report before it and at the meeting and RESOLVED:

1. To note the further considerations of the Task and Finish Group on car parking since Cabinet last considered a report on the matter.
2. To support a jointly commissioned car parking study in Lytham, St Annes and Ansdell with Lancashire County Council at an estimated cost to Fylde Council of £10,000 funded from in year efficiency savings found from existing resources and that a contribution of £5,000 be sought from St Annes Town Council.
3. To agree to the existing Car Park Orders being amended to allow a 24 hour motorhome tariff on The Island, a multi-day tariff on Lytham Station and a reduced time period tariff on both short and long stay car parks subject to notice to change the Orders being published and consideration of responses received being delegated to the Director of Development Services in conjunction with the Portfolio Holder prior to making the orders;
4. To agree to upgrade the older 'Accent' machines so that they can accept credit/debit card payments and 'wave and pay' facility and the use of ANPR enforcement cameras at Stanner Bank car park which will be the subject of further reports to Cabinet;

5. To support the introduction of a residents' car parking permit scheme on a 12 month trial as set out below:

- Cost of permit from 1st May 2014 to 30th April 2015: £25
- No part year fee during initial trial period (1/5/14 to 30/4/15)
- Limited to Fylde Borough residents
- Permit is limited to a specific vehicle and is not transferable (change of vehicle details £15)
- Permit allows parking for up to two hours each day in one of the following car parks:

North Beach, St Annes, North Promenade, St Annes, St Annes swimming pool, St Annes, Fairhaven Road, St Annes, St Paul's Ave, Fairhaven, Stanner Bank, Fairhaven, Lytham Station, Lytham.

Following this cabinet meeting the Fylde Resident's Parking Scheme was established and is now in its second year. After the first year some slight changes were made to the scheme including extending the number of car parks to include Bath Street plus allowing Pleasant Street, Dicconson Terrace, St Annes Square and Wood Street to be used at off-peak periods, i.e. before 10am and after 4pm. A report on the scheme user numbers will be submitted to the next Operational Management Committee.

The car park tariffs were also changed in April 2014. As can be seen from the Pay and Display Revenue break-down as detailed previously most car parks, especially St Annes Swimming Pool and Lytham Station car parks where multi-day tickets were introduced, have significantly increased income since this time. This cannot all be assigned to the tariff changes as during this time the weather has been exceedingly favourable and, for Lytham Station, the majority of users are workers associated with Ribble House being fully occupied by some key businesses. However notable reductions in income can be seen on St Annes Square and Wood Street where half hour tickets were introduced.

The joint parking study with Lancashire County Council did not proceed as originally planned. St Annes Town Council refused to contribute to this and it was deemed that the study itself would not provide sufficient insight into the car parks to warrant the financial outlay that was expected. As such the study proceeded only considering on-street parking issues. The outcome of the study suggested that parking regimes should continue as they were. However, following complaints from St Annes traders, a temporary experimental order to extend some limited waiting periods from 60 minutes to 90 minutes was introduced in December 2015 for an 18 month period.

The machine replacement process is almost complete with the last 10 to be installed in the next few weeks. Following this we hope to enable them to take 'Chip and Pin' contact card payments. This has had to be held back from the initial expectation as in Autumn 2014 the European Union introduced new standards for unattended card payment devices. It has taken some time for the companies that manufacture the devices to implement the new standards and for the limited number of Payment Service Providers to become accredited to the new standards. The 'Wave and

Pay' contactless card payments are still in the process of becoming accredited but once this is done this option will also be activated.

The option of changing the enforcement regime on Stanner Bank car park, including the possibility of ANPR enforcement and barrier systems were explored in Autumn 2014 with advice from a specialist contractor. A report was submitted to cabinet on 14th January 2015 which outlined various different options and included a cost/benefit analysis. The outcome was that ANPR is not possible at the current time due to government opposition to its use by any Local Authority. Other options which may have increased compliance with parking conditions were not financially viable. As such enforcement has remained the same.

Appendix 2: Additional Information Requested by Members

Request – links to documents referred to in Background Information:

Fylde Car Park Strategy – A copy was provided with the first message that was sent to the group. It can also be found on pages 80 to 92 of the agenda to the cabinet meeting of 15/01/2014:

<https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/344/Committee/32/SelectedTab/Documents/Default.aspx>

The Fylde Borough (Off-Street Parking Places)(Consolidation) Order 2007 - <http://tro.parking-adjudication.gov.uk/TRO/Fylde/FY03.pdf>

Traffic Management Act 2004 – Operational Guidance for Local Authorities -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496987/operational-guidance.pdf

Department for Transport – Parking for disabled people. -

http://webarchive.nationalarchives.gov.uk/20090505152230/http://www.dft.gov.uk/adobepdf/165240/244921/244924/TAL_5-951

Confirm the maximum number of permits issued on car parks.

Lytham Station – 60

Pleasant Street – 30

These are not formal caps as we have not been able to locate information where these have been previously set but are figures adopted by the Parking Services to ensure there are adequate pay and display bays available for non-permit customers during peak times.

Confirm how the rateable value and business rate amount payable is calculated for each of the car parks.

Information sought from the Council's Principal Estates Surveyor:

The rates payable are a proportion of the Rateable Value (RV) which is calculated by using the Uniform Business Rate (UBR) which is set by the government each year. The current UBR and previous years is as follows:

	2012-13	2013-14	2014-15	2015-16	2016-17
England					
UBR	45.0	46.2	47.1	48.0	48.4
Large Property Supplement (>£18,000 or £25,500 if in London)	0.8	0.9	1.1	1.3	1.3
Total	45.8	47.1	48.2	49.3	49.7

As such the business rates we pay are a proportion of the rateable value. That proportion is variable and is currently just under 50% of the RV. It appears, for the last 5 years at least, that this proportion is gradually increasing year-on-year.

There are 5 car parks that do not have Business Rates applied to them. Three are located around Fairhaven Lake and as a result are associated to the park which is rated separately. The Town Hall and Public Offices car parks are not charged directly as they come under the rate applied to the associated buildings.

The figures provided by the Principal Estates Surveyor (table below) show the reduction in RV that was successfully contested in 2014, the result of which was a one-off drop in that year due to rebates from previous years. Please note 'North Clifton St Car Park and Toilets' are the rear section of Pleasant St car park. The East and West side of Orchard Road are the two parts of St Annes Square car park. As such Pleasant St Car Park and St Annes Square Car Park have two sets of business rates applied to them.

		2010 RV	2016 RV
Pleasant St Car Park	Car Park & Premises	£31,500	£29,000
Bath Street Car park	Car Park & Premises	£15,000	£15,000
Dicconson Terrace Car Park	Car Park & Premises	£18,000	£17,500
North Beach Car Park	Car Park & Premises	£11,750	£6,600
St Albans Road Car Park	Car Park & Premises	£1,400	£1,400
Wood St Car Park	Car Park & Premises	£8,400	£8,400
North Clifton St Car Park and Toilets	Car Park & Premises	£12,000	£12,000
Lytham Station Car Park	Car Park & Premises	£10,750	£8,400
St Annes Pool car park	Car Park & Premises	£13,000	£13,000
Fairhaven Rd car park	Car Park & Premises	£9,500	£8,900
North Prom car park	Car Park & Premises	£11,000	£10,250
Orders Lane Car Park	Car Park & Premises	£1,750	£1,400
Mill St Car Park	Car Park & Premises	£18,000	£13,750
Car Park, East Side, Orchard Rd	Car Park & Premises	£18,250	£18,250
Car Park, West Side, Orchard Road	Car Park & Premises	£6,000	£6,000
Eagles Court Car Park, Kirkham	Car Park & Premises	£2,250	£2,250

Confirm the Fylde Resident Parking Scheme web link.

<http://www.fylde.gov.uk/resident/parking/frps/>

Provide a comparison of Fylde's parking tariffs with Other Lancashire Districts (May 2016)

Fylde Council Current Parking Tariffs

Short Stay		Pleasant Street		Long Stay		St Annes Swimming Pool		Lytham Station (whole days end at 9am)		Lowther Gardens	
Time	Tariff	Time	Tariff	Time	Tariff	Time	Tariff	Time	Tariff	Time	Tariff
Up to ½ hour	£0.80	Up to ½ hour	£0.80	Up to 1 hour	£1.20	Up to 1 hour	£1.20	Up to 1 hour	£0.90	Up to 1 hour	Free
½ - 1 hour	£1.30	½ - 1 hour	£1.30	1-2 hours	£2.10	1-2 hours	£2.10	1-2 hours	£1.40	1-2 hours	£1.50
1-2 hours	£2.40	1-2 hours	£2.40	2-3 hours	£2.70	2-3 hours	£2.70	2-4 hours	£2.20	2-3 hours	£2.00
2-3 hours	£3.60	2-3 hours	£3.60	3-4 hours	£3.20	3-4 hours	£3.20	4 hours – 1 day	£2.70	3-4 hours	£2.50
		3-5 hours	£6.00	Over 4 hours	£4.30	Over 4 hours	£4.30	1-2 days	£5.00	Over 4 hours	£3.50
		5-7 hours	£8.00					2-3 days	£7.50		
		7-9 hours	£10.00	Coaches (Fairhaven Road CP)	Free	Motorhomes - whole days end at 10am		3-5 days	£10.00		
						6pm to 10am	£5.00	5-7 days	£12.00		
						Up to 1 day	£8.00				
						1-2 days	£15.00				
						2-3 days	£21.00				

Wyre current tariffs

Tariff 1 (Short stay)		Tariff 2 (Long stay)		Tariff 3 (Long stay)	
Up to 2 hours	£1.50	Up to 2 hours	£1.50	Up to 2 hours	£1.50
		2-4 hours	£2.40	2-4 hours	£2.40
		4-6 hours	£3.00	Over 4 hours	£6.00
		Over 6 hours	£3.80		

Preston current tariffs

Tariff 1 (Short stay)		Tariff 2 (Long stay)		Tariff 3 (Long stay)		Tariff 4 (Long stay)	
Up to 1 hour	£1.40	Up to 1 hour	£1.30	Up to 1 hour	£1.20	Up to 1 hour	£1.00
1-2 hours	£2.60	1-2 hours	£2.10	1-2 hours	£2.00	1-2 hours	£2.00
2-3 hours	£3.40	2-3 hours	£2.90	2-3 hours	£2.50	2-3 hours	£2.70
3-4 hours	£4.70	3-4 hours	£3.70	3-4 hours	£3.00	3-4 hours	£3.20
4-24 hours	£10.00	4-12 hours	£4.20	4-12 hours	£4.00	4-12 hours	£3.70
Overnight	£3.00	12-24 hours	£8.00	12-24 hours	£6.00	12-24 hours	£5.00

Lancaster (Lancaster) current tariffs

Short Stay		Long Stay 1		Long Stay 2	
Up to 1 hour	£1.40	Up to 1 hour	£1.40	Up to 1 hour	£1.00
1-2 hours	£2.40	1-3 hours	£2.40	Full Day	£1.60
2-3 hours	£2.80	3-5 hours	£2.80	Evening	£1.00
3-4 hours	£3.50	5-10 hours	£3.50		
4-10 hours	£8.00	10-24 hours	£8.00		
10-24 hours	£10.00	Evening	£1.40		
Evening	£1.40	Coaches	£3.50		

Morecambe (Lancaster) current tariffs

Short Stay 1		Short Stay 2		Long Stay 1		Long Stay 2		Long Stay 3		Long Stay 4	
Up to 1 hour	£1.40	Up to 1 hour	£1.40	Up to 1 hour	£1.20	Up to 1 hour	£1.40	Up to 4 hours	£1.00	Up to 24 hours (inc coaches)	£1.00
1-2 hours	£2.40	1-2 hours	£2.40	1-3 hours	£2.40	1-2 hours	£2.40	4-10 hours	£1.40		
2-3 hours	£2.80			3-10 hours	£3.20	2-10 hours	£3.20				
3-4 hours	£3.50							Coaches (24 hours)	£3.00		
4-10 hours	£8.00										

Ormskirk (West Lancashire) current tariffs

Short Stay 1		Short Stay 2		Long Stay 1		Long Stay 2		Long Stay 3	
Up to 1 hour	£0.70	Up to 1 hour	£0.70	Up to 1 hour	£0.40	Up to 1 hour	£0.70	Up to ½ hour	Free
1-2 hours	£1.10	1-2 hours	£1.10	1-2 hours	£0.60	1-2 hours	£1.10	½ hour – 2 hours	£1.10
		2-3 hours	£1.60	2-3 hours	£1.00	2-3 hours	£1.60	2-3 hours	£1.60
		3-4 hours	£2.00	3-4 hours	£1.20	3-4 hours	£2.00	3-4 hours	£2.00
				4-9 hours	£1.70	4-9 hours	£3.00	4-9 hours	£3.00
								Saturday up to 4 hours	Free
								4-9 hours	£3.00

South Ribble current tariffs

Standard tariff		Railway Station	
Up to 1 hour (set bays)	Free	Up to 24 hours	£1.00
Up to 2 hours (other bays)	£0.50	1-7 days	£4.00
2-3 hours	£0.80		
3-4 hours	£1.50		
4-5 hours	£3.00		
Up to 7 days	£10.00		

Chorley current tariffs

Short Stay 1		Short Stay 2		Long Stay 1	
Up to 1 hour	£0.50	Up to 1 hour	£0.50	Up to 3 hours	£1.00
for each 12 mins	+ £0.10	for each 24 mins	+ £0.10	for each 15 mins	+ £0.10
2 hours	£1.00	3 hours	£1.00	5 hours	£1.80
for each 6 mins	+ £0.10	for each 6 mins	+ £0.10	for each 14.1 mins	+ £0.10
3 hours	£2.00	4 hours	£2.00	9 hours	£3.50
for each 3 mins	+ £0.10				
4 hours	£4.00				

Southport (Sefton) current tariffs

Short Stay 1		Short Stay 2		Long Stay 1		Long Stay 2	
Up to 30 mins	£0.40	Up to 1 hour	£0.90	Up to 1 hour	£0.70	Up to 1 hour	£0.90
30 mins-1 hour	£0.80	1-2 hours	£1.60	1-2 hours	£1.40	1-2 hours	1.60
1-2 hours	£1.60	2-4 hours	£3.20	2-4 hours	£3.20	2-4 hours	3.00
2-3 hours	£2.30			Over 4 hours	£4.50	Over 4 hours	4.50

Long Stay 3		Long Stay 4		Long Stay 5 (per visit)	
Per visit	£2.00	Up to 1 hour	£1.10	Park & ride	£2.00
		Over 1 hour	£4.20	Cars (all day Sundays in Summer)	£5.00
				Coaches	£5.00

Blackpool current tariffs

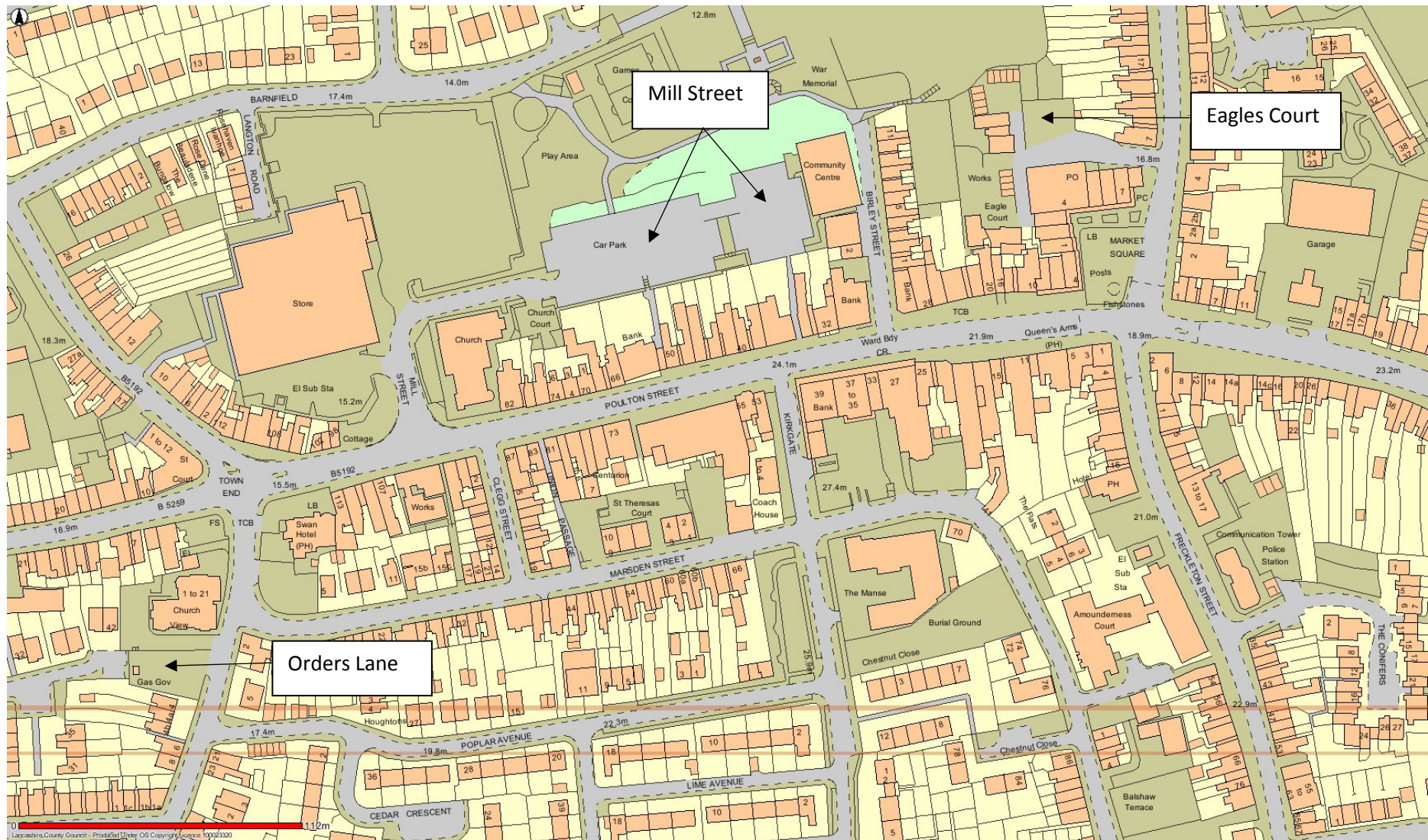
Tariff 1		Tariff 2		Tariff 3		Tariff 4		Tariff 5		Tariff 6	
Up to 2 hours	£2.50	Up to 2 hours	£2.50	Up to 3 hours	£3.50	Up to 3 hours	£3.50	Up to 2 hours	£2.50	Up to 2 hours	£2.50
2-3 hours	£5.00	2-3 hours	£5.00	3-18 hours	£7.50	3-18 hours	£7.50	2-8 hours	£4.00	2-3 hours	£3.50
3-18 hours	£7.50	3-18 hours	£7.50	18-24 hours	£10.00	18-24 hours	£10.00	8-12 hours	£5.00	3-4 hours	£4.50
18-24 hours	£10.00	18-24 hours	£10.00	24-48 hours	£12.00	24-48 hours	£12.00	12-24 hours	£7.50	4-8 hours	£9.00
24-48 hours	£12.00	24-48 hours	£12.00	48-72 hours	£16.00	48-72 hours	£16.00	24-48 hours	£8.00	8-12 hours	£12.00
48-72 hours	£16.00	48-72 hours	£16.00	72-96 hours	£19.00	72-96 hours	£19.00	48-72 hours	£9.00	12-24 hours	£13.00
72-96 hours	£19.00	72-96 hours	£19.00	96-168 hours	£30.00	96-168 hours	£30.00	72-96 hours	£12.00		

96-168 hours	£30.00	96-168 hours	£30.00								
				Motorhomes up to 12 hours	£5.00						
		Coaches up to 45 mins	£2.00								
		45 mins – 4 hours	£5.00	Coaches up to 45 mins	£2.00						
		4-24 hours	£10.00	45 mins – 4 hours	£5.00						
		24-48 hours	£15.00	4-24 hours	£10.00						
		48-72 hours	£20.00	24-48 hours	£15.00						
		Up to 24 hours winter	£5.00	48-72 hours	£20.00						
				Up to 24 hours winter	£5.00						

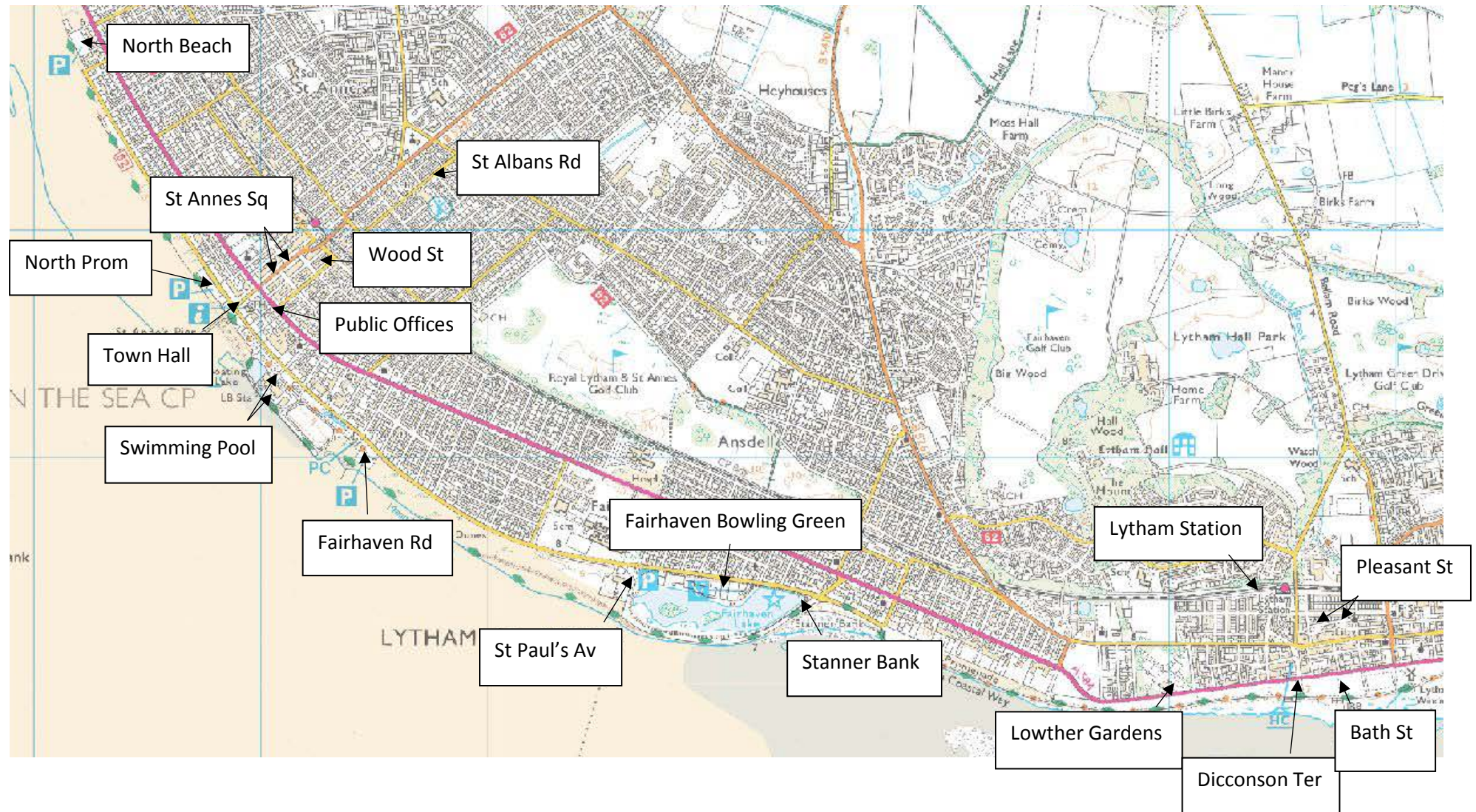
Tariff 7		Tariff 8		Tariff 9		Tariff 10		Tariff 11	
Up to 2 hours	£2.50	Up to 3 hours	£1.50	Up to 4 hours	£4.50	Up to 1 hour	£1.00	Up to 3 hours	£5.00
2-3 hours	£3.50	3-4 hours	£2.50	4-8 hours	£9.00	1-2 hours	£2.00	3-18 hours	£7.50
3-4 hours	£4.50	4-8 hours	£4.00	8-12 hours	£12.00	2-3 hours	£3.00	18-24 hours	£10.00
4-8 hours	£9.00	8-12 hours	£5.00	12-24 hours	£13.00	3-4 hours	£4.00	24-48 hours	£12.00
8-12 hours	£12.00	12-18 hours	£7.50					48-72 hours	£16.00
12-24 hours	£13.00	18-24 hours	£10.00					72-96 hours	£19.00
24-48 hours	£15.00	24-48 hours	£12.00					96-168 hours	£30.00
48-72 hours	£17.00	48-72 hours	£16.00						
72-96 hours	£20.00	72-96 hours	£19.00						
96-168 hours	£30.00	96-168 hours	£30.00						
		Coaches up to 45	£2.00						

		mins							
		45 mins – 4 hours	£5.00						
		4-24 hours	£10.00						
		24-48 hours	£15.00						
		48-72 hours	£20.00						
		Up to 24 hours winter	£5.00						

Kirkham Car Parks



Lytham St Annes Car Parks



Appendix 3: Issues to be Explored By the Car Park Working Group

Corporate Plan

The Corporate Plan for 2016-2020 includes a few items relating to car parks. This includes:

A Vibrant Economy – Priorities: ‘Improve car parking’

A Vibrant Economy – Actions: ‘Enforce car parking regulations and review car parking options’

A Great Place to Live – Actions: ‘Build on the success of the Residents’ Car Parking Scheme’

Fylde Officers require guidance on what type of action Members anticipate to be taken to achieve these actions.

Christmas Parking

The Operational Management Committee has asked that a report be presented on the success/impact of the Christmas Free Parking Scheme. For about the last 7 years a concession on parking has been offered in the lead up to Christmas. This was initiated to aid Town Centre businesses that had been affected by the start of the recession. For the last 5 years this has involved allowing free parking on all car parks on the three weekends leading up to Christmas.

To enable the report to be produced parking services are intending to send out a questionnaire to all businesses that are located near to pay and display car parks. Members are asked to consider what type of response they would expect to receive and what type of questions we should be asking of them.

Fylde Resident’s Permit Scheme

As stated within the Corporate Plan, we need to build on the scheme’s success. How do members see us achieving this? Do we adjust the scheme criteria? Do we look to promote the scheme further?

Motorhomes

Since motorhomes were first allowed to stay overnight on the rear section of the swimming pool car park 4 years ago the scheme has gone from strength to strength. Numbers are now regularly exceeding 20 on a single night and on occasion have reached 30. Some, possibly neighbouring businesses or regular users of the car park may consider this number to be too great, that the scheme is now too successful. One way to reduce the numbers on this car park is to extend the scheme to others.

The scheme was originally set on the rear section of the swimming pool car park because there are no/very few neighbouring residents that can see them, which was the main concern when the scheme was initially set up. There was a fear by residents that motorhomers would be noisy and leave a lot of waste. From our experience this has not been true, however if we try to extend the scheme to other car parks similar local concerns are likely to be raised. As such the most suitable other car parks could be St Paul’s Avenue, North Beach and Lytham Station. St Paul’s will not be able

to progress for a few years due to coastal defence works around Fairhaven Lake. On North Beach and Lytham Station there are some neighbouring residents who may have issues with the scheme.

Do members wish to proceed with consultation with residents with a view to extend the overnight motorhome parking scheme? Are the car parks identified the most appropriate for this?

Electric Vehicle Charging

Lancashire County Council obtained funding to implement environmental/electrical changes. Most of this funding was identified for upgrades to street lights to LED which they have been proactive in installing. The remainder of the funding was an expectation that they would install a series of electric vehicle charging points across the County.

In March a representative from LCC met with a group of Lancashire District representatives to explain the proposed scheme to install a network of electric vehicle charging points. The following outlines the proposal:

- The deadline for installing the charging points is March 2018.
- Funding is available for approximately 75 units (depending on type of unit selected) to be spread across the County. Each unit can serve 2 parking bays.
- Units require a 3 phase electric supply.
- LCC would like to install these charging points on car parks. However if appropriate locations cannot be found then they will look for appropriate on-street locations.
- LCC will pay for full installation and on-going maintenance costs. The districts will not be liable for any costs, though further clarification is required relating to insurance.
- LCC anticipate that the scheme would operate by a customer using the charging point by paying for the electric charge using a charge-card. Included in this cost would be electricity as well as the cost of maintenance of the machine. The charge would be kept at a cost-neutral amount so LCC are not intending to make a profit from this. However, should a profit be made then this amount would be ring-fenced for further maintenance and/or installation of more charging points.
- LCC are asking Fylde Council and other Lancashire Districts to supply the associated car park bays for free, which potentially could be at a cost to Fylde Council. LCC anticipate charging the same fee across the County. There may be scope for Districts to negotiate on this to ensure part of the customer's payment includes an element of a parking fee to be paid to the Districts, though to keep the customer's payment across Lancashire the same it is likely that Fylde would need to accept an amount lower than our current parking fees.
- To ensure the charging point bays are not abused by others trying to obtain all day free commuter parking a time limit would need to be applied for these bays (e.g. 3 hours). Enforcement officers will be able to issue Penalty Charge Notices to any vehicle staying longer than 3 hours or if they find that they are not using the charging point.
- LCC intend to establish an open data sharing agreement so that each District will be able to find out how many people have used each designated bay and for how long.
- An agreement will need to be established for the minimum time the units are retained. This is likely to be the expected operational lifetime for the units which would be confirmed with manufacturers when they have been procured.

- If districts wish to obtain further charging units above the budgeted amount, eg to cover more car parks or for the Council's own use, then LCC would be willing to add additional units to their bulk-purchase to obtain lower rates and recharge them at cost.

The following car parks have been identified as potential locations for such a scheme:

Mill Street car park, Kirkham - 2 charging points/4 bays

Pleasant Street car park, rear section, Lytham – 1 charging point/2 bays

Lytham Station car park, Lytham – 1 charging point/2 bays

North Promenade car park, St Annes – 1 charging point/2 bays

Town Hall car park, St Annes – 1 charging point/2 bays (possible issues with this but the closest I think we can offer to the town centre)

Other long-stay car parks are unlikely to suit LCC's requirements. The short stay car parks of St Annes Sq and Wood St would not be suitable.

Do members:

- Support the principle of this scheme?
- Think the identified locations are correct?
- Have any thoughts on changes to parking policy/legal orders to support the scheme?
- Agree with LCC's proposal or wish caveats to be proposed?

New Car Parks

With an expanding population and the number of vehicles per households increasing, there are increasing demands for parking, particularly in town centres. Do members want us to explore the options for:

- Extending existing car parks?
- Create new car parks on existing Council-owned land?
- Acquire new land to build new car parks?

Parking Fees and Charges

Apart from the slight changes to the parking fees that were made in 2014, car park fees and permit charges have remained the same since 2011. Do members wish to:

- Review and adjust existing parking fees and charges?
- Extend fees and charges to car parks that are currently free?

Additional Queries Raised

- There is a general opinion that there is not enough enforcement carried out at weekends and it has been suggested that the enforcement service would benefit from being provided on an annualised hours basis, whereby the hours were directed at times of greater need.
- Would it be beneficial for Fylde Council to commission or deliver directly a joint on-street and off-street parking enforcement service?



Appendix 4: Christmas Parking Questionnaire

21-Jul-16

Dear Sir/Madam

Since 2008 Fylde Council has operated a scheme each Christmas to try to help businesses located close to Council-operated pay and display car parks to make the most of Christmas trade by providing concessions for customers. Since 2010 this has focussed on providing free parking on all car parks on the three weekends leading up to Christmas.

As this scheme has been in operation for some time, Members of Fylde Council would like to review the impact that it has had with businesses to ensure that the most benefit is gained by those affected. As such we are consulting with all businesses that are located near to Council car parks. To help guide future policy please can you respond to a short questionnaire by **Monday 15th August 2016** either:

Online at <https://www.surveymonkey.co.uk/r/ChristmasParking> or

Returning this letter to Parking Services, Fylde Council, Town Hall, Lytham St Annes, FY8 1LW.

1. With regards to the building that this letter was sent, in what business sector do you operate (eg if this letter was sent to the head office of a retail company please tick 'Office-based')?

Retail and wholesale ☐

Hospitality (pub, restaurant, café etc) ☐

Hospitality (accommodation etc) ☐

Leisure and tourism ☐

Healthcare ☐

Office-based ☐

Vehicle repair and maintenance ☐

Other (please state) _____

2. Roughly how long have you been at your current location?

Within 2 years ☐

2 to 6 years ☐

6 to 10 years ☐

More than 10 years ☐

3. Is your business impacted by any of Fylde Council's car parks, ie used by customers/visitors or staff as part of your business activity?

Yes ☐

No ☐

4. Were you aware that Fylde Council had been operating a Christmas parking scheme each year?

Yes ☐

No ☐

5. Prior to 2010 did your business open on

a. Saturdays ☐

b. Sundays ☐

On the three weekends leading up to Christmas?

6. Since 2010 have you been opening your business on

a. Saturdays ☐

b. Sundays ☐

On the three weekends leading up to Christmas?

7. For this coming Christmas and in future years do you intend to open your business on

a. Saturdays ☐

b. Sundays ☐

On the three weekends leading up to Christmas?

8. The current Christmas parking scheme costs Fylde Council each year in lost income. Considering the current economic climate and the annual cuts to Council budgets, do you have any suggestions on improvements to the scheme?

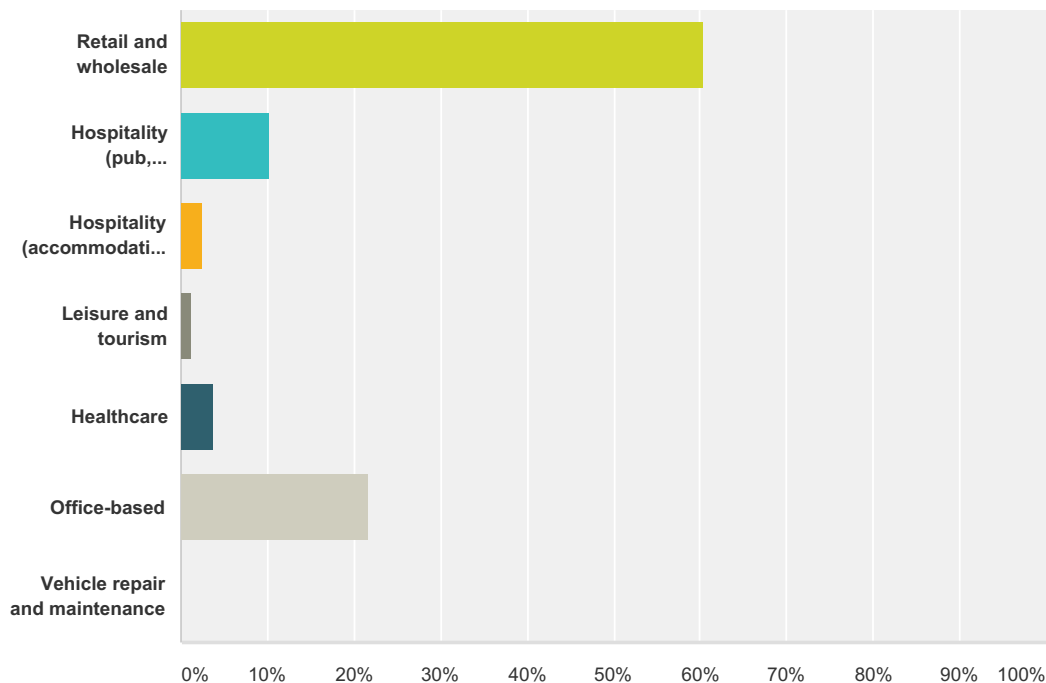
Yours sincerely



Andrew Loynd
Principal Parking Officer

Q1 With regards to the building that this letter was sent,in what business sector do you operate(eg if this letter was sent to the head office of a retail company please select 'Office-based')?

Answered: 78 Skipped: 1

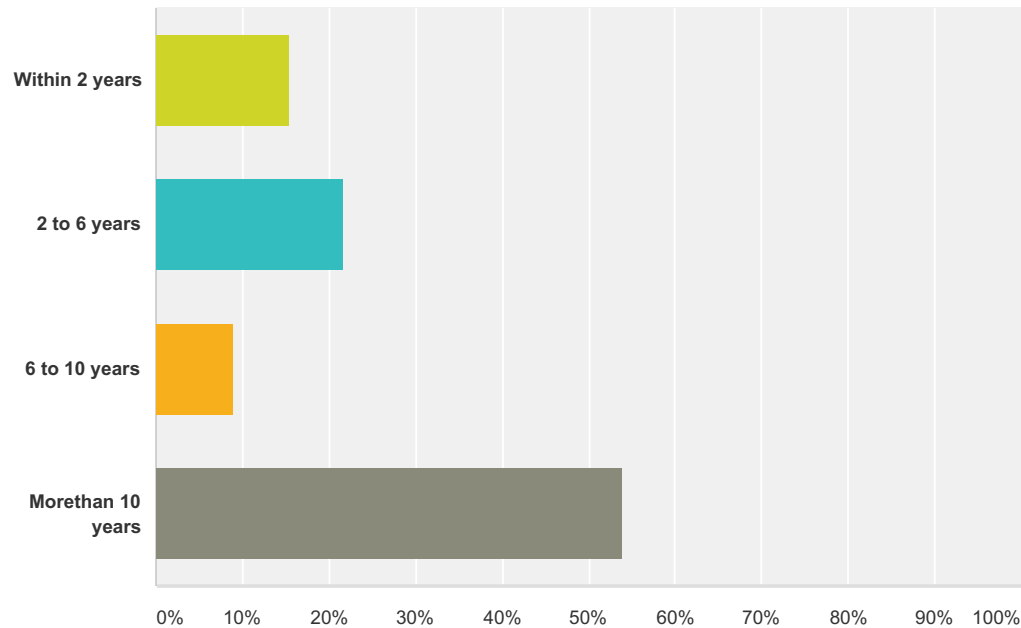


Answer Choices	Responses
Retail and wholesale	60.26% 47
Hospitality (pub, restaurant, café, etc)	10.26% 8
Hospitality (accommodation etc)	2.56% 2
Leisure and tourism	1.28% 1
Healthcare	3.85% 3
Office-based	21.79% 17
Vehicle repair and maintenance	0.00% 0
Total	78

#	Other (please specify)	Date
1	Police Station	8/18/2016 5:38 PM
2	Also retail	8/1/2016 12:04 PM
3	Storage	7/29/2016 11:21 AM
4	Finance	7/29/2016 11:19 AM
5	Property investment and development	7/29/2016 11:17 AM
6	Post Office	7/29/2016 11:15 AM
7	Solicitors practice	7/27/2016 10:30 AM

Q2 Roughly how long have you been at your current location?

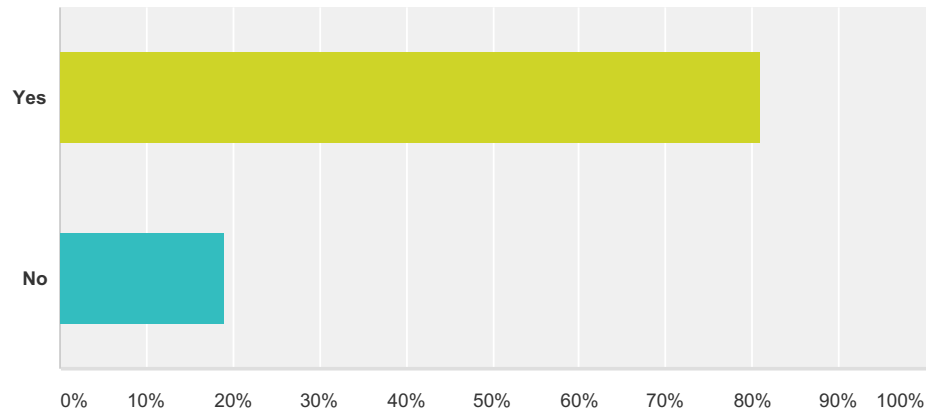
Answered: 78 Skipped: 1



Answer Choices	Responses	
Within 2 years	15.38%	12
2 to 6 years	21.79%	17
6 to 10 years	8.97%	7
More than 10 years	53.85%	42
Total		78

Q3 Is your business impacted by any of Fylde Council's car parks, ie used by customers/visitors or staff as part of your business activity?

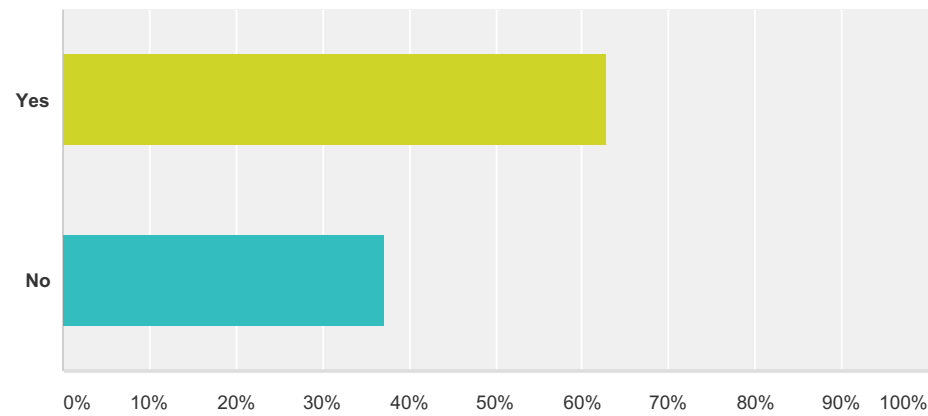
Answered: 79 Skipped: 0



Answer Choices	Responses	
Yes	81.01%	64
No	18.99%	15
Total		79

Q4 Were you aware that Fylde Council had been operating a Christmas parking scheme each year?

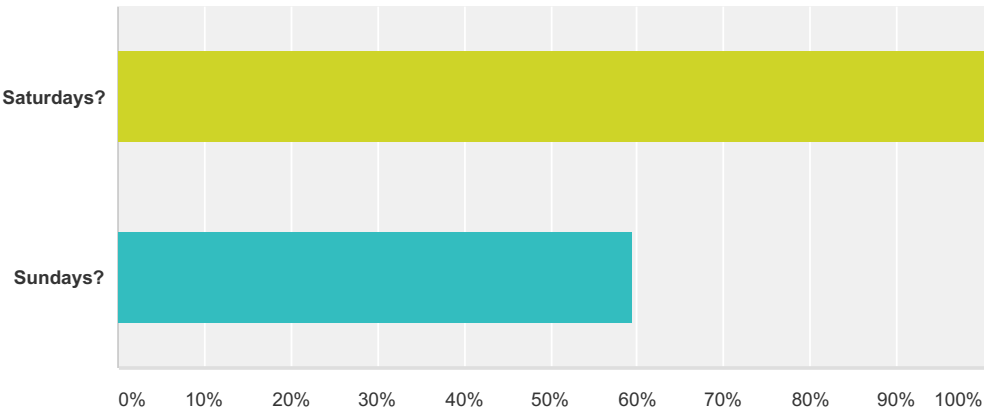
Answered: 78 Skipped: 1



Answer Choices	Responses	
Yes	62.82%	49
No	37.18%	29
Total		78

Q5 Prior to 2010 did your business open on the three weekends leading up to Christmas on:

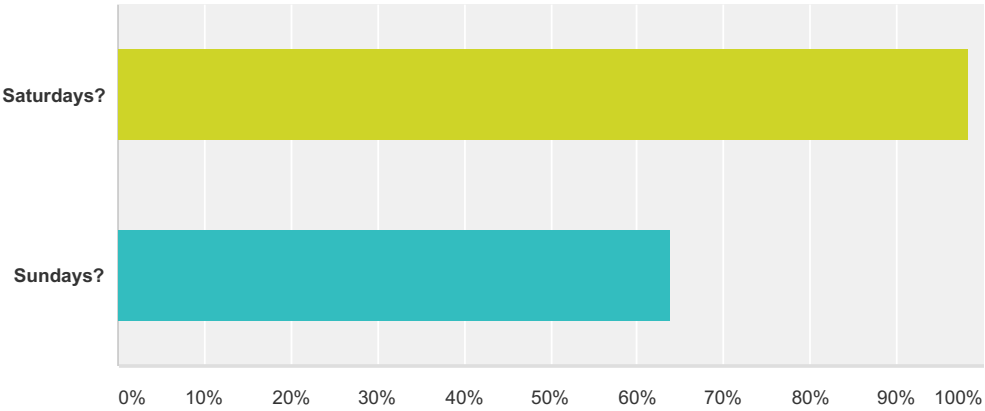
Answered: 47 Skipped: 32



Answer Choices	Responses	
Saturdays?	100.00%	47
Sundays?	59.57%	28
Total Respondents: 47		

Q6 Since 2010 have you been opening your business on the three weekends leading up to Christmas on:

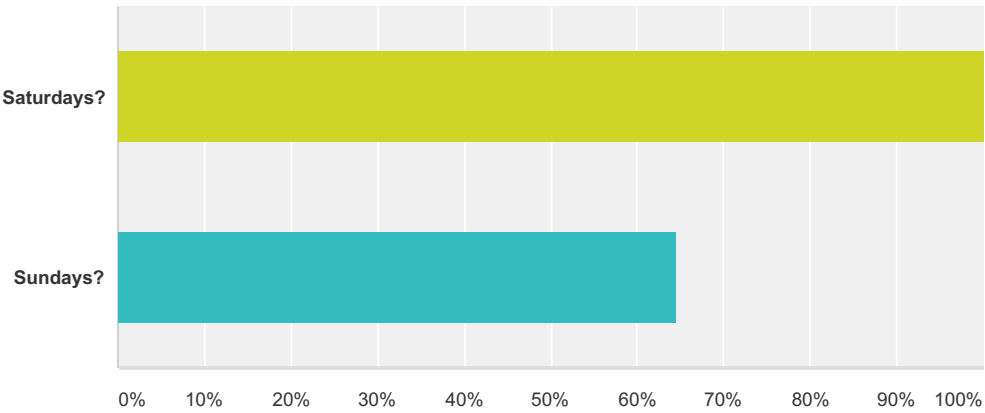
Answered: 61 Skipped: 18



Answer Choices	Responses	
Saturdays?	98.36%	60
Sundays?	63.93%	39
Total Respondents: 61		

Q7 For this coming Christmas and in future years do you intend to open your business on:

Answered: 62 Skipped: 17



Answer Choices	Responses
Saturdays?	100.00%62
Sundays?	64.52%40
Total Respondents: 62	

Q8 The current Christmas parking scheme costs Fylde Council each year in lost income. Considering the current economic climate and the annual cuts to Council budgets, do you have any suggestions on improvements to the scheme?

Answered: 54 Skipped: 25

#	Responses	Date
1	Please advertise it more!	9/2/2016 10:46 AM
2	Keep it the same as previous years. Free car parking is a massive positive for small towns during these quiet periods. Please advertise it more!	9/2/2016 10:45 AM
3	If it's too expensive to continue I would suggest a compromise ie parking all day £2 or something similar.	8/18/2016 6:10 PM
4	If we had staff parking permits then we wouldn't need to use the public parking slots as parking is an issue.	8/18/2016 6:08 PM
5	During the year 1 hours parking is impossible - we need 2 hours!	8/18/2016 6:06 PM
6	Remove all parking restrictions in St Annes encourage footfall and grow businesses. Every penny spent in a local business is reinvested in the local area (not in Aldi and other large companies). Encourage growth let JR Taylors!	8/18/2016 6:05 PM
7	*The scheme is vital to the town and the residents of Fylde. *We must invest in making our towns car friendly rather than management cost ie warden cost. * Our December revenue is 33% higher than in 2010, without doubt this is helped by the free parking scheme along with your support of the Ice Rink. *I think the scheme to purchase annual parking permits is too complicated, it should be simplified and promoted. It's a great idea.	8/18/2016 6:00 PM
8	Stop putting farmers market on the car park and move to pavilion entrance to Ashton Gardens then no parking is lost and shops will not suffer from lack of parking on those days. Also close 1 lane on Garden St and create diagonal parking with meters. This would also stop cars going the wrong way on the one way street and it would create a lot more parking spaces. This could also be done on any other one way road with single side parking. St Georges Rd could be made one way and the same done there. !!Before an accident happens!! wagons should be made to go across Garden Street up St Georges Lane coming out by train station instead of trying to turn into Garden Street.	8/18/2016 5:56 PM
9	It is vital to local business that free parking is available. Monies lost by the Council can be supported by Government on application now Brexit is in operation. Rules can change so applications can be made.	8/18/2016 5:49 PM
10	More free parking would encourage customers to spend more time (so more money) in the town.	8/18/2016 5:46 PM
11	(Open within 2 years at current location, 16 years at another within the same town). Free parking.	8/18/2016 5:45 PM
12	We didn't know this was happening so therefore must not be advertised enough to make any impact to our business. My only complaint is staff parking all year round is pathetic there is nowhere to park for people working 8am -6pm all year round and a permit scheme should be set up for those who wish to purchase one to be use in certain areas of the town which is at the moment a restricted area.	8/18/2016 5:42 PM
13	No	8/18/2016 5:39 PM
14	Free parking helps the businesses who provide the economic engine for the Borough.	8/5/2016 11:15 AM
15	If possible, could you introduce a 'special' Christmas price instead of free, ie £2 for 4 hours, then everyone would benefit.	8/5/2016 11:13 AM
16	We pay enough rates for nothing in return so I believe to keep these small towns maybe free after a certain time or before a certain time.	8/5/2016 11:08 AM
17	Fines for illegal parking in the area which is commonplace and increases around the Christmas period. Payments from this to fund the deficit in parking charges.	8/5/2016 11:06 AM
18	(The parking scheme has not affected us - or +)	8/5/2016 9:38 AM
19	Provide more free parking for Town Centre visitors all year round. Our town centres are dying and lack of sufficient free parking is one of the main reasons.	8/4/2016 2:10 PM
20	Current parking scheme is fine.	8/4/2016 1:16 PM
21	Free parking works to some benefit to shops but is also used by shop owners who do not buy permits for parking and also staff parking and local residents who have to park elsewhere when charges are in force for rest of year.	8/4/2016 11:42 AM

Appendix 5: Christmas Parking Scheme Survey Results

22	Anything which helps the business' in Lytham should be encouraged, and free parking helps a lot, as other towns have much more parking incentives.	8/3/2016 11:32 AM
23	You know it increase trade so it should be an all round year operation which would result in shops taken by traders who pay rates rather than charity shops who don't!	8/3/2016 11:30 AM
24	Don't operate it!! All that happens is business owners and employees block up the car park all day, thus reducing the number of shoppers able to park. Would be better if the parking was reduced to "1 - 2 hours free" thus improving the flow of trade/customers. Thanks.	8/3/2016 11:28 AM
25	We have been at our current location for over 38 years + only became aware of the free parking scheme, by accident, last year. This scheme/any scheme needs advertising properly.	8/2/2016 12:22 PM
26	An extension of street parking would be helpful at Xmas. 2 hours instead of 1.	8/2/2016 12:20 PM
27	In the past L. Business Partnership has displayed signs on the routes into Lytham - These signs now need to be replaced. Would the Council have money available to replace them? or 50/50 with L.B.P. (email g.tooke@btconnect.com) (subsequent email sent to Gwyneth to ask for confirmation on what signs she meant. Her response was: Hi Andrew, The signage was just some (dare I say) fly posters made from that corrugated plastic that were attached to the lampposts on the routes in. The Lytham Business Partnership paid for them erected them and removed them after the last weekend prior to Christmas. We now longer have any to show you. I think the said a word on each poster – FREE PARKING IN LYTHAM THIS WEEKEND. So 5 for each of the four routes in. Best way of getting the message across. Gwyneth.)	8/2/2016 12:18 PM
28	Better Advertising and Better Pay System as many customers complain that they cannot pay with cards or notes. I get many customers throughout the year coming in the shop to ask for change etc.	8/1/2016 12:54 PM
29	Ice cream kiosk (Stanner Bank) - We are a seasonal business, not open in December, so are unsure of the statistical benefits for shops, cafes etc.	8/1/2016 12:26 PM
30	Drycleaners	8/1/2016 12:15 PM
31	Hairdresser - Longer parking times long enough for lunch, shopping ect.	8/1/2016 12:13 PM
32	Improved signage on the road leading into Lytham + perhaps leaflets in the shop	8/1/2016 12:11 PM
33	Possible a flat fee up to 4h for 50p all day ticket £1.	8/1/2016 12:10 PM
34	My suggestion would be to tell as many people as possible ie local Fylde residents, and further afield to all Fylde residents and all other interested parties ie. hoteliers etc - as early as possible - maybe from early November to attract as many shoppers to the town, which may involve press and/or radio coverage, and social media.	8/1/2016 12:08 PM
35	Instead of free car park - maybe take the time restrictions of the street parking instead for this period - advertise this. Take away the traffic wardens for this period and welcome people to visit and stay longer in the town.	8/1/2016 12:04 PM
36	Removing the scheme would have a detrimental effect on the high street. Lost income over this short period should be balanced out with the vast income increase seen over the summer months. I see this as a service aimed towards local residents rather than transient trade.	7/30/2016 4:34 PM
37	A low flat rate for parking	7/29/2016 11:21 AM
38	Nominal cost or charge for some car parking locations?	7/29/2016 11:19 AM
39	Have a time limit on the parking to two hours. In my experience I see local employees taking the free parking near us. There are 2 hair salons near the car park and between them they take approx. 10 car spaces all day when free.	7/29/2016 11:15 AM
40	(Doesn't open at weekends). Extend the scheme to run all year. Free parking for everyone. Cut back on traffic wardens - employ less and use their salaries to offset any losses with this scheme.	7/29/2016 11:12 AM
41	Considering the amount of money we pay in Business Rates perhaps Lancaster or whoever it is that receives our business rates should contribute to Fylde Borough. We get little else for the money we pay - a street cleaner (who is excellent) and that's it.	7/28/2016 5:31 PM
42	Never heard of the scheme - If you are losing money cancel the scheme. Money would be better spent improving parking the whole year round.	7/28/2016 5:27 PM
43	Extend parking time without further charges. Operate a park and ride scheme to stop congestion in the town.	7/28/2016 5:25 PM
44	Possibly charge a small amount to park for 2 hours eg 50p nominal.	7/28/2016 5:23 PM
45	Given the economic climate, I believe car parks should be cheaper all year round to encourage visitors to the area and stay longer and use the shops/restaurants	7/28/2016 5:21 PM
46	Q5. No. Q6. On occasions on Sundays. Q7. No.	7/28/2016 5:18 PM
47	Try fixing the car park (multi) or selling it and making it free. And I am walking distance from town with regulars who struggle to park because you granted a Travel Lodge without parking at the bottom of our road.	7/28/2016 5:16 PM
48	None, without wishing to sound like a grump.	7/28/2016 11:46 AM

Appendix 5: Christmas Parking Scheme Survey Results

49	The increase in business from having free parking will compensate for any loss of revenue; The street level spaces cost the town nothing to provide and the scheme should continue all year, in order to combat the attraction of out of town shopping and business centres such as next to Blackpool Airport or near B & Q. It should not be restricted to weekends only if the town wants to maximise business opportunities; lack of cheap or free parking is a major factor in the decline of the Square and must account for the demise of J R Taylors. Perhaps every shop could have a time limited voucher allocation to give to customers to prevent overcrowding.	7/28/2016 10:14 AM
50	It benefits retail businesses , they should pay for it in full.	7/27/2016 12:11 PM
51	Ask central Govt to remove the subsidy given to Charity Shops.	7/27/2016 12:02 PM
52	No, as we are not affected	7/27/2016 10:30 AM
53	Consider how much income we loose due to any charges! No payment @ Tesco/Asda etc. The town would be much improved be scrapping charges. A. Lanigan, Director, Lanigans Ltd	7/27/2016 10:27 AM
54	We do not open at the weekends	7/27/2016 10:24 AM

						Appendix 6 - Calculations for Proposals to Increase Car Park Fees							
						Calculations for a Proposed 5% Increase in Car Park Fees							
Ticket sales April 2014 to March 2015													
Length of stay	Cost	Tickets Issued	% Tickets Issued	Income Reported by machines	Assumed Income Received	% Income Received		Increase in region of 5%	Actual % change	Same users	Assuming 2.5% drop in users	Assuming 5% drop in users	Assuming 7.5% drop in users
Short Stay													
Up to 1/2 hour	£0.80	13814	21	£12,461.90	£11,051.20	11		£0.80	0.00	£11,051.20	£10,774.92	£10,498.64	£10,222.36
1/2 to 1 hour	£1.30	25309	39	£35,093.50	£32,901.70	30		£1.40	7.69	£35,432.60	£34,546.79	£33,660.97	£32,775.16
1 to 2 hours	£2.40	20019	31	£49,094.40	£48,045.60	42		£2.50	4.17	£50,047.50	£48,796.31	£47,545.13	£46,293.94
2 to 3 hours	£3.60	5159	8	£18,881.20	£18,572.40	16		£3.80	5.56	£19,604.20	£19,114.10	£18,623.99	£18,133.89
Total		64301		£115,531.00	£110,570.90					£116,135.50	£113,232.11	£110,328.73	£107,425.34
% change										5.03	2.41	-0.22	-2.84
Pleasant St													
Up to 1/2 hour	£0.80	10048	13	£8,886.85	£8,038.40	5		£0.80	0.00	£8,038.40	£7,837.44	£7,636.48	£7,435.52
1/2 to 1 hour	£1.30	23899	30	£32,986.85	£31,068.70	19		£1.40	7.69	£33,458.60	£32,622.14	£31,785.67	£30,949.21
1 to 2 hours	£2.40	30847	39	£75,681.60	£74,032.80	44		£2.50	4.17	£77,117.50	£75,189.56	£73,261.63	£71,333.69
2 to 3 hours	£3.60	12550	16	£45,905.75	£45,180.00	27		£3.80	5.56	£47,690.00	£46,497.75	£45,305.50	£44,113.25
3 to 5 hours	£6.00	1207	2	£7,276.30	£7,242.00	4		£6.30	5.00	£7,604.10	£7,414.00	£7,223.90	£7,033.79
5 to 7 hours	£8.00	138	0	£1,108.65	£1,104.00	1		£8.40	5.00	£1,159.20	£1,130.22	£1,101.24	£1,072.26
7 to 9 hours	£10.00	51	0	£514.65	£510.00	0		£10.50	5.00	£535.50	£522.11	£508.73	£495.34
Total		78740		£172,360.65	£167,175.90					£175,603.30	£171,213.22	£166,823.14	£162,433.05
% change										5.04	2.42	-0.21	-2.84
Long Stay													
Up to 1 hour	£1.20	25209	25	£31,742.15	£30,250.80	13		£1.20	0.00	£30,250.80	£29,494.53	£28,738.26	£27,981.99
1 to 2 hours	£2.10	30614	31	£65,185.90	£64,289.40	27		£2.20	4.76	£67,350.80	£65,667.03	£63,983.26	£62,299.49
2 to 3 hours	£2.70	23052	23	£63,570.05	£62,240.40	27		£2.90	7.41	£66,850.80	£65,179.53	£63,508.26	£61,836.99
3 to 4 hours	£3.20	13368	13	£43,532.35	£42,777.60	18		£3.40	6.25	£45,451.20	£44,314.92	£43,178.64	£42,042.36
Over 4 hours	£4.30	7657	8	£33,436.35	£32,925.10	14		£4.50	4.65	£34,456.50	£33,595.09	£32,733.68	£31,872.26
Total		99900		£237,466.80	£232,483.30					£244,360.10	£238,251.10	£232,142.10	£226,033.09
% change										5.11	2.48	-0.15	-2.77
St Annes Swimming Pool													
Up to 1 hour	£1.20	8660	26	£10,775.30	£10,392.00	13		£1.20	0.00	£10,392.00	£10,132.20	£9,872.40	£9,612.60
1 to 2 hours	£2.10	12025	36	£25,535.10	£25,252.50	32		£2.20	4.76	£26,455.00	£25,793.63	£25,132.25	£24,470.88
2 to 3 hours	£2.70	5817	18	£16,089.10	£15,705.90	20		£2.90	7.41	£16,869.30	£16,447.57	£16,025.84	£15,604.10
3 to 4 hours	£3.20	2890	9	£9,397.90	£9,248.00	12		£3.40	6.25	£9,826.00	£9,580.35	£9,334.70	£9,089.05
Over 4 hours	£4.30	2470	7	£10,814.90	£10,621.00	13		£4.50	4.65	£11,115.00	£10,837.13	£10,559.25	£10,281.38
Overnight (6pm	£5.00	866	3	£4,652.00	£4,330.00	6		£5.30	6.00	£4,589.80	£4,475.06	£4,360.31	£4,245.57
up to 1 day	£8.00	261	1	£2,108.70	£2,088.00	3		£8.40	5.00	£2,192.40	£2,137.59	£2,082.78	£2,027.97
1 to 2 days	£15.00	47	0	£705.00	£705.00	1		£15.80	5.33	£742.60	£724.04	£705.47	£686.91
2 to 3 days	£21.00	18	0	£379.00	£378.00	0		£22.00	4.76	£396.00	£386.10	£376.20	£366.30
Total		33054		£80,457.00	£78,720.40					£82,578.10	£80,513.65	£78,449.20	£76,384.74
% change										4.90	2.28	-0.34	-2.97
Lytham Station													
Up to 1 hour	£0.90	1260	8	£1219.65	£1,134.00	3		£0.90	0.00	£1,134.00	£1,105.65	£1,077.30	£1,048.95
1 to 2 hours	£1.40	4129	25	£5,995.15	£5,780.60	17		£1.50	7.14	£6,193.50	£6,038.66	£5,883.83	£5,728.99
2 to 4 hours	£2.20	6282	39	£13,920.15	£13,820.40	40		£2.30	4.55	£14,448.60	£14,087.39	£13,726.17	£13,364.96
4 hours to 1 day	£2.70	4411	27	£12,153.50	£11,909.70	35		£2.90	7.41	£12,791.90	£12,472.10	£12,152.31	£11,832.51
1 to 2 days	£5.00	77	0	£385.60	£385.00	1		£5.30	6.00	£408.10	£397.90	£387.70	£377.49
2 to 3 days	£7.50	28	0	£215.50	£210.00	1		£7.90	5.33	£221.20	£215.67	£210.14	£204.61
3 to 5 days	£10.00	85	1	£854.30	£850.00	2		£10.50	5.00	£892.50	£870.19	£847.88	£825.56
5 to 7 days	£12.00	20	0	£243.55	£240.00	1		£12.60	5.00	£252.00	£245.70	£239.40	£233.10
Total		16292		£34,987.40	£34,329.70					£36,341.80	£35,433.26	£34,524.71	£33,616.17
% change										5.86	3.21	0.57	-2.08
Lowther Gardens													
Up to 1 hour	Free	25616	81	£102.00	£0.00	1		Free	0.00	£0.00	£0.00	£0.00	£0.00
1 to 2 hours	£1.50	2225	7	£3,353.15	£3,337.50	27		£1.60	6.67	£3,560.00	£3,472.78	£3,382.00	£3,293.00
2 to 3 hours	£2.00	2227	7	£4,462.85	£4,454.00	36		£2.10	5.00	£4,676.70	£4,562.12	£4,442.87	£4,325.95
3 to 4 hours	£2.50	1027	3	£2,637.30	£2,567.50	21		£2.60	4.00	£2,670.20	£2,604.78	£2,536.69	£2,469.94
Over 4 hours	£3.50	483	2	£1,727.00	£1,690.50	14		£3.70	5.71	£1,787.10	£1,743.32	£1,697.75	£1,653.07
Total		31578		£12,282.30	£12,049.50					£12,694.00	£12,383.00	£12,059.30	£11,741.95
% change										5.35	2.77	0.08	-2.55
Total inc VAT				£653,085.15	£635,329.70					£667,712.80	£651,026.33	£634,327.16	£617,634.34
Total Ex VAT				£544,237.63	£529,441.42		Page 80 of 118			£556,427.33	£542,521.94	£528,605.97	£514,695.28
% change										5.10	2.47	-0.16	-2.79
					£17,755.45								

					Calculations for a Proposed 10% Increase in Car Park Fees								
Ticket sales April 2014 to March 2015													
Length of stay	Cost	Tickets Issued	% Tickets Issued	Income Reported by machines	Assumed Income Received	% Income Received		Increase in region of 10%	Actual % change	Same users	Assuming 2.5% drop in users	Assuming 5% drop in users	Assuming 7.5% drop in users
Short Stay													
Up to 1/2 hour	£0.80	13814	21	£12,461.90	£11,051.20	11		£0.80	0.00	£11,051.20	£10,774.92	£10,498.64	£10,222.36
1/2 to 1 hour	£1.30	25309	39	£35,093.50	£32,901.70	30		£1.40	7.69	£35,432.60	£34,546.79	£33,660.97	£32,775.16
1 to 2 hours	£2.40	20019	31	£49,094.40	£48,045.60	42		£2.70	12.50	£54,051.30	£52,700.02	£51,348.74	£49,997.45
2 to 3 hours	£3.60	5159	8	£18,881.20	£18,572.40	16		£4.00	11.11	£20,636.00	£20,120.10	£19,604.20	£19,088.30
Total		64301		£115,531.00	£110,570.90					£121,171.10	£118,141.82	£115,112.55	£112,083.27
% change										9.59	6.85	4.11	1.37
Pleasant St													
Up to 1/2 hour	£0.80	10048	13	£8,886.85	£8,038.40	5		£0.80	0.00	£8,038.40	£7,837.44	£7,636.48	£7,435.52
1/2 to 1 hour	£1.30	23899	30	£32,986.85	£31,068.70	19		£1.40	7.69	£33,458.60	£32,622.14	£31,785.67	£30,949.21
1 to 2 hours	£2.40	30847	39	£75,681.60	£74,032.80	44		£2.70	12.50	£83,286.90	£81,204.73	£79,122.56	£77,040.38
2 to 3 hours	£3.60	12550	16	£45,905.75	£45,180.00	27		£4.00	11.11	£50,200.00	£48,945.00	£47,690.00	£46,435.00
3 to 5 hours	£6.00	1207	2	£7,276.30	£7,242.00	4		£6.60	10.00	£7,966.20	£7,767.05	£7,567.89	£7,368.74
5 to 7 hours	£8.00	138	0	£1,108.65	£1,104.00	1		£8.80	10.00	£1,214.40	£1,184.04	£1,153.68	£1,123.32
7 to 9 hours	£10.00	51	0	£514.65	£510.00	0		£11.00	10.00	£561.00	£546.98	£532.95	£518.93
Total		78740		£172,360.65	£167,175.90					£184,725.50	£180,107.36	£175,489.23	£170,871.09
% change										10.50	7.74	4.97	2.21
Long Stay													
Up to 1 hour	£1.20	25209	25	£31,742.15	£30,250.80	13		£1.20	0.00	£30,250.80	£29,494.53	£28,738.26	£27,981.99
1 to 2 hours	£2.10	30614	31	£65,185.90	£64,289.40	27		£2.30	9.52	£70,412.20	£68,651.90	£66,891.59	£65,131.29
2 to 3 hours	£2.70	23052	23	£63,570.05	£62,240.40	27		£3.00	11.11	£69,156.00	£67,427.10	£65,698.20	£63,969.30
3 to 4 hours	£3.20	13368	13	£43,532.35	£42,777.60	18		£3.50	9.37	£46,788.00	£45,618.30	£44,448.60	£43,278.90
Over 4 hours	£4.30	7657	8	£33,436.35	£32,925.10	14		£4.70	9.30	£35,987.90	£35,088.20	£34,188.51	£33,288.81
Total		99900		£237,466.80	£232,483.30					£252,594.90	£246,280.03	£239,965.16	£233,650.28
% change										8.65	5.93	3.22	0.50
St Annes Swimming Pool													
Up to 1 hour	£1.20	8660	26	£10,775.30	£10,392.00	13		£1.20	0.00	£10,392.00	£10,132.20	£9,872.40	£9,612.60
1 to 2 hours	£2.10	12025	36	£25,535.10	£25,252.50	32		£2.30	9.52	£27,657.50	£26,966.06	£26,274.63	£25,583.19
2 to 3 hours	£2.70	5817	18	£16,089.10	£15,705.90	20		£3.00	11.11	£17,451.00	£17,014.73	£16,578.45	£16,142.18
3 to 4 hours	£3.20	2890	9	£9,397.90	£9,248.00	12		£3.50	9.37	£10,115.00	£9,862.13	£9,609.25	£9,356.38
Over 4 hours	£4.30	2470	7	£10,814.90	£10,621.00	13		£4.70	9.30	£11,609.00	£11,318.78	£11,028.55	£10,738.33
Overnight (6pm	£5.00	866	3	£4,652.00	£4,330.00	6		£5.50	10.00	£4,763.00	£4,643.93	£4,524.85	£4,405.78
up to 1 day	£8.00	261	1	£2,108.70	£2,088.00	3		£8.80	10.00	£2,296.80	£2,239.38	£2,181.96	£2,124.54
1 to 2 days	£15.00	47	0	£705.00	£705.00	1		£16.50	10.00	£775.50	£756.11	£736.73	£717.34
2 to 3 days	£21.00	18	0	£379.00	£378.00	0		£23.00	9.52	£414.00	£403.65	£393.30	£382.95
Total		33054		£80,457.00	£78,720.40					£85,473.80	£83,336.96	£81,200.11	£79,063.27
% change										8.58	5.86	3.15	0.44
Lytham Station													
Up to 1 hour	£0.90	1260	8	1219.65	£1,134.00	3		£0.90	0.00	£1,134.00	£1,105.65	£1,077.30	£1,048.95
1 to 2 hours	£1.40	4129	25	£5,995.15	£5,780.60	17		£1.50	7.14	£6,193.50	£6,038.66	£5,883.83	£5,728.99
2 to 4 hours	£2.20	6282	39	£13,920.15	£13,820.40	40		£2.40	9.09	£15,076.80	£14,699.88	£14,322.96	£13,946.04
4 hours to 1 day	£2.70	4411	27	£12,153.50	£11,909.70	35		£3.00	11.11	£13,233.00	£12,902.18	£12,571.35	£12,240.53
1 to 2 days	£5.00	77	0	£385.60	£385.00	1		£5.50	10.00	£423.50	£412.91	£402.33	£391.74
2 to 3 days	£7.50	28	0	£215.50	£210.00	1		£8.30	10.67	£232.40	£226.59	£220.78	£214.97
3 to 5 days	£10.00	85	1	£854.30	£850.00	2		£11.00	10.00	£935.00	£911.63	£888.25	£864.88
5 to 7 days	£12.00	20	0	£243.55	£240.00	1		£13.20	10.00	£264.00	£257.40	£250.80	£244.20
Total		16292		£34,987.40	£34,329.70					£37,492.20	£36,554.90	£35,617.59	£34,680.29
% change										9.21	6.48	3.75	1.02
Lowther Gardens													
Up to 1 hour	Free	25616	81	£102.00	£0.00	1		Free	0.00	£0.00	£0.00	£0.00	£0.00
1 to 2 hours	£1.50	2225	7	£3,353.15	£3,337.50	27		£1.70	13.33	£3,782.50	£3,687.94	£3,593.38	£3,498.81
2 to 3 hours	£2.00	2227	7	£4,462.85	£4,454.00	36		£2.20	10.00	£4,899.40	£4,776.92	£4,654.43	£4,531.95
3 to 4 hours	£2.50	1027	3	£2,637.30	£2,567.50	21		£2.80	12.00	£2,875.60	£2,803.71	£2,731.82	£2,659.93
Over 4 hours	£3.50	483	2	£1,727.00	£1,690.50	14		£3.90	11.43	£1,883.70	£1,836.61	£1,789.52	£1,742.42
Total		31578		£12,282.30	£12,049.50					£13,441.20	£13,105.17	£12,769.14	£12,433.11
% change										11.55	8.76	5.97	3.18
Total inc VAT				£653,085.15	£635,329.70					£694,898.70	£677,526.23	£660,153.77	£642,781.30
Total Ex VAT				£544,237.63	£529,441.42					£579,082.25	£564,605.19	£550,128.14	£535,651.08
% change										9.38	6.64	3.91	1.17
					£17,755.45								

Appendix 7: Previous Decisions Regarding Extended Car Park Operating Hours

In 2006 the charging hours were changed on the car parks from 9am to 6pm (as they are currently) to 8am to 8pm. After just one year the hours reverted to what they were previously. The official information that Democratic Services have been able to locate that relate to the decision to revert to the original charging hours is set out below:

15/02/2007:

Scrutiny meeting report suggesting a task and finish group should be established:

There are a number of specific areas that require closer examination as part of this review and it is expected that these will set the focus for the proposed task group. The areas requiring particular attention are as follows –

5.1 Operational hours and evening charges

28/03/2007:

Task and finish group reported back to scrutiny committee:

The group closely examined the success of the implementation of the evening tariff in the car parks over the last year. It is fair to say that there has been a considerable amount of criticism over the introduction of an evening tariff in the car parks and many requests had been received to revert to the previous 9am to 6pm arrangements. Members may recall that this was adopted as an alternative to introducing a flat rate increase in fees in the last financial year. The income received from the introduction of the evening tariff in the last year has amounted to less than £6k. It is the view of the Group, therefore, that the evening tariff should be discontinued and that the operating hours should revert to a 9am to 6pm arrangement.

16/04/2007:

Individual cabinet member decision:

The committee approved the recommended change to the evening tariff (that it should be discontinued) and that the charging hours should revert to a 9am to 6pm arrangement.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	7
CAR PARKING CHANGE TO PUBLIC OFFICES CAR PARK OPERATING DAYS			

PUBLIC ITEM

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

SUMMARY

This report outlines proposals to change the Public Offices Car Park operating days from Saturdays and Sundays to 7 days a week public pay and display parking.

RECOMMENDATION

1. The committee is recommended to approve the proposed adjustment to the operating days of Public Offices car park to enable public long stay pay and display parking Monday to Sunday.
2. That the Fylde Resident's Parking Scheme use of this car park be extended to include Monday to Sunday.

SUMMARY OF PREVIOUS DECISIONS

Executive Committee on 26/1/2005 introduced weekend charging on the Public Offices car park.

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 Public Offices car park is currently only available to members of the public for long stay pay and display on Saturdays, Sundays and Bank Holidays. At other times the main car park to the rear of the site's buildings is only available for permit holders with 4 short stay visitor bays and 3

disabled bays to the front of the buildings. This is to ensure that there is some parking space available to members of the public who visit the current One Stop Shop while ensuring staff can park close to their place of work without impacting on the wider local community.

2. As part of the Town Hall development the Council's Customer Services Team are due to move into the new Town Hall One Stop Shop and reception area in October. As such members of the public will no longer visit the Public Offices building. Although for a time there will be the need for staff to use the Public Offices building whilst works to the upper floors of the Town Hall take place there will be no need for visitor parking to the building.
3. The future of the Public Offices site, including the car park, is currently uncertain with it being marketed for sale with development potential. Should a suitable bid for the site be accepted it will take a minimum of a year for planning permission to be applied for/considered/granted and the various legal stages of a sale to go through; a period when this car park is likely to be underutilised.
4. It is proposed that from November 2016 onwards the Public Offices Car Park is made available for public parking from Monday to Sunday using the current long stay tariff structure. This should have the added benefit of providing public long stay parking close to St Annes town centre for customers of local businesses as well as providing a viable option to guests of local hotels (e.g. the Travelodge) who currently park on nearby residential streets. Staff/Councillor permit holders will still be able to use this car park as an alternative to North Promenade car park.
5. With the car park being made available 7 days a week for pay and display customers it is also recommended that the Fylde Resident's Parking Scheme (FRPS) be extended to reflect this change. Currently FRPS customers can use the Public Offices car park on Saturdays and Sundays plus Bank Holidays only. This change will allow these permit holders the opportunity to park closer to St Annes town centre throughout the week during peak times (11am to 3pm).
6. To implement this change the car park legal order will need to be altered with associated advertising costs. Part of the car park is due for some surface patch repair work as part of standard maintenance regime. Some additional lines will be required to mark the parking area to the rear of the main Public Offices building as well as relining other elements. Adjustments to the existing pay and display machine will be carried out in-house using tariffs used on other long stay car parks. The existing tariff board will need to be adjusted to advise the change of days. To encourage greater use of this car park by members of the public it is proposed that the current large One Stop Shop signs to the front of the Public Offices site are replaced with appropriate signs advertising the car park. Total costs is estimated at £2,000. The cost will be contained within the existing approved car park budgets. As a consequence of the proposed changes there will be additional car park income. However it is not possible to quantify the scale of this at this stage. The income budget will be kept under review and will be revised as appropriate in future updates to the Medium Term Financial Strategy to reflect any additional income arising from the proposed changes.

IMPLICATIONS	
Finance	The cost of implementing the proposed changes are estimated at £2,000. The cost will be contained within the existing approved car park budgets. As a consequence of the proposed changes there will be additional car park income. However it is not possible to quantify the scale of this. The income budget will be kept under review and will be revised as appropriate in future updates to the Medium Term Financial Strategy to reflect any additional income arising from the proposed changes.
Legal	The need to change the car park order is covered in the report.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Andrew Loynd	01253 658 527	31 st August 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

INFORMATION ITEM



REPORT OF		MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE		OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	8
UPDATE ON LCC COST SHARING AGREEMENT AND LANCASHIRE WASTE REVIEW				

PUBLIC ITEM

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

SUMMARY OF INFORMATION

This information note contains an update on the latest position with regards to the LCC Cost Sharing Agreement and the Lancashire Waste Review which will impact on the delivery of waste collection services to Fylde residents from April 1st 2018.

SOURCE OF INFORMATION

Kathy Winstanley, Head of Health and Environment

LINK TO INFORMATION

[Information Note](#)
[Lancashire Waste Efficiency Review – CEO Comments](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information update has been provided to the Operational Management Committee because the loss of the cost sharing payment and the outcome of the waste review will result in amendments to waste management and recycling policy and service delivery at Fylde. The County Council, the waste disposal authority, have made the decision to remove the current cost sharing arrangements which is a payment made to the Districts as the waste collection authority for the separation of recyclable material. The financial impact is a loss of £765,000 per annum to Fylde Council that is highlighted a significant future risk in the Medium Term Financial Strategy. The Council has accepted this is a corporate risk and the purpose of the waste review is to investigate options that will reduce the financial impact of the risk. Members should note that if the County led waste review is unsuccessful or abandoned then the Council will have to carry out its own review of the collection service arrangements with the objective of reducing the cost of the service.

FURTHER INFORMATION

Kathy Winstanley, Head of Health and Environment, kathyw@fylde.gov.uk, 01253 658634.

INFORMATION NOTE



Update on LCC Cost Sharing Agreement and Lancashire Waste Review

Further to the information update provided in May, the general consensus across Lancashire Chief Executives is that it would be preferable to wait for the outcomes of the LCC soft market testing exercise, before making a final decision on any further detailed modelling, once there is an understanding of future processing and disposal facilities.

The work of the Lancashire Waste Review has now come to a close and there will be no further updates provided to the Committee unless additional modelling takes place at a future date.

Attached document:

LANCASHIRE WASTE EFFICIENCY REVIEW – CEO Comments

FURTHER INFORMATION:

Kathy Winstanley, Head of Health and Environment, kathyw@fylde.gov.uk, 01253 658634.

LANCASHIRE WASTE EFFICIENCY REVIEW

CEO COMMENTS

Authority	Question 1 OK to proceed with detailed modelling of the suggested County-wide collection scenarios?	Question 2 Would CEOs see them as possible and viable both practically and politically?	Question 3 Are CEOs happy for us to explore these scenarios further to look in greater detail at efficiency savings?
West Lancs	Following Lancashire County Council WDA's decision to carry out a soft marketing exercise of its waste assets to help them develop a longer term waste strategy, continuing with a county-wide modelling of collection scenarios is not considered appropriate at this time	It is not considered that the options available deliver any significant, viable, cost savings and in some instances may require capital expenditure (additional storage receptacles). Also any move towards 3-4 weekly residual collection services would require the introduction of separate food waste collections, which is not a direction we would consider as this time.	We would not support any further work at this time.
Lancaster	We are aware that the County Council are undertaking a 'soft market testing exercise' of their waste disposal assets. As we understand the aim of this is to help develop of longer term strategy for the management of waste. It would we think be preferable to wait for the outcomes of this exercise before we continue with any further detailed modelling.	The option for Lancaster relating to charging for green waste is one we are currently in the process of implementing. The one relating to 3 weekly collection is one that we considered as a possibility up to the point where County decided they could no longer handle food waste with garden waste. Going forward it may still be a possibility but that would hinge on where County get to as per point 1. With regards to the concept of a single service for the whole of Lancashire. Both politically and in practice our view is that based on where the different authorities are it would be very difficult to achieve.	See point 1

		We also find it difficult to see what the advantages of a single charged for garden waste collection service would be in practice.	
Wyre There are still a few discrepancies in the report to be clarified, but this will not make a huge difference to the forecasting. In effect, Wyre or collectively as the County we will not make service changes that would generate sufficient savings to bridge the gap from cost sharing.	In light of the update from LCC officers today on the Soft Marketing Testing of LCC assets and waste to assist in them developing a longer term strategy for the management of waste, I personally feel that continuing the modelling is possibly a little short sighted without clear direction from LCC acknowledging that current processing/disposal methods may require revising if they are to meet the latest modelling proposals.	The options could potentially be financially restrictive as they could potentially require significant capital investment and on-going revenue costs from the districts to introduce new separate food waste collections, which, under the current financial climate would only be possible when the Contract Changes/expires or the service was brought in-house due to potential changes in infrastructure etc. and would in-turn require a formulae to share any savings that LCC could attain from disposal savings, to off-set some of the additional collection costs incurred by Districts. In terms of political will (viability) moving to a 3 or 4 weekly residual collection may not be welcomed either by Elected Members or their constituents.	I would reiterate number 1 and that perhaps LCC should be considering the review findings with their SMT exercise. The report suggest greater savings may be achieved through Districts working together through shared services or joint tendering etc. there would ,however, need to be a strong business case to support such a move.
Rossendale	From our perspective there is not a clear efficiency saving to be derived for Rossendale BC from changes to collection frequencies. Our service is relatively lean already, so to reduce collection frequency would put pressure on the service, with three weekly collections leading to heavier bins requiring a greater number of trips to landfill. We believe that a reduced collection frequency could also lead to additional costs to the	Practically we envisage issues with changes to collection frequencies as highlighted above. Politically, reduction in collection frequencies is likely to be difficult and unwelcomed, as such changes will be seen as a dilution of the quality of the collection service, with the resulting littering and fly-tipping issues, again as mentioned above.	We have a need to uplift our recycling rate and to minimise the amount of waste we collect. Diversion from landfill and material recovery are the areas we would prefer to see a focus on, to see how best we should collect waste in the future, treating the material as a resource [e.g. investigating calorific values of different waste streams] and looking at how this may influence collection methods.

	<p>council in terms of additional littering and fly-tipping resulting from frequency changes.</p> <p>We strongly believe that collection efficiencies can be gained by revisiting the availability and provision of waste transfer points, reducing our travelling time to the Whinney Hill landfill site and lessening costs of repair of vehicles travelling to and traversing landfill.</p> <p>Our service loses efficiency through time spent travelling to and from landfill.</p> <p>Due to the topography of the borough, Rossendale has a number of difficult to access locations for collections which we are reviewing as part of our ongoing collection service review.</p>		Collection frequency may form part of this future strategy but should not be the prime focus.
South Ribble	<p>County-wide collection scenarios should be modelled so that the costs benefits of collaboration can be considered. However, to make this exercise worthwhile it is necessary to have an understanding of what the future processing and disposal facilities will be. Will these remain as they are or be changed in light of the ongoing review of the county disposal facilities?</p>	<p>The savings needed to compensate for cost sharing income will not be achieved alone by the options in the report. Many of the specifications covered contain a degree of pain and political support could be difficult to obtain.</p>	<p>Yes but the comments in number 1 are relevant. Also the ability of districts which have outsourced their waste services to collaborate will be a challenge due to contract expiry dates.</p>
<p>Hyndburn</p> <p>My leader has asked that we make it clear the Hyndburn is not contemplating the introduction of charge for green waste. I would therefore be grateful if future</p>			

iterations of the report reflect this.			
Preston	<p>In principle the Cabinet in Preston is in support of sharing services to reduce costs particularly where this maintains an in house delivery model.</p> <p>However any proposal for a county wide collection service is both complex and a long term proposition. See next column. Given that LCC is looking again at disposal it may be worth revisiting alongside or in response to the outcome of that exercise.</p>	<p>Our view is that a single service proposition for the whole of Lancashire both politically and in practice would be very difficult to achieve. There may be some greater mileage in sub areas of Lancashire but in either case the timescales to achieve it are likely to be 5 to 10 years given the contractual commitments of some authorities. This may be worth exploring to see if the potential benefits i.e. savings outweigh both the long term nature of the proposition and the complexity in practice.</p> <p>The council must focus on measures which can contribute to a balanced budget within the short to medium term and is willing to look with nearest neighbours or others who wish to share or explore how we can reduce costs on this timescale.(covered by the existing report)</p> <p>Preston has introduced the green waste charge.</p> <p>There could be some merit in exploring a standard charge based on a systematic assessment of cost to avert the risk of challenge as differential charges emerge.</p> <p>With regard to lower frequency weekly bin collections we see this as the least politically acceptable in terms of public acceptance.</p>	<p>Yes and informed by the LCC review of disposal assets which may affect the timing.</p>
Pendle	<p>Yes. We feel that the further modelling would be useful as we</p>	<p>They may have some viability practically but we feel that it will be</p>	<p>Yes but we would just like also to restate the point commonly held by</p>

	need as full information as possible particularly as Pendle Option 1 in the report is not very helpful for us.	very difficult to convince politicians locally that they are the way ahead. However the information gained from the modelling will give a more complete picture on which decisions can be taken.	districts that the County's disposal costs should be looked at as well. We appreciate they are unlikely to do this but at the very least we should be pressing them to give us early and full indication of their disposal plans post 31 st March 2018.
Fylde	Preferable to wait for the outcomes of the soft market testing exercise, once we have an understanding of future processing and disposal facilities, before we continue with any further detailed modelling	The 3 weekly model was in fact best option modelled for Fylde indicating modest annual savings of £50k after an initial outlay of £189k for containers (excluding vehicles) demonstrating that our current in-house service is already lean and efficient. In terms of political will moving to a 3 or 4 weekly residual collection may not be welcomed either by Members or residents. Although we have more flexibility than some with an in-house service a county wide scheme would require everyone to make the changes at the same time which could lead to a time lag for Fylde where the cost sharing shortfall is not being met	See point 1 - we would not support any further work until future processing/disposal options are known

INFORMATION ITEM



REPORT OF		MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE		OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	9
PURCHASE OF VEHICLE UNDER EXEMPT CONTRACT PROCUREMENT RULE 3				

PUBLIC ITEM

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

SUMMARY OF INFORMATION

This information note contains details of a recent vehicle purchase under exempt contract procurement rule 3:

(iii) The goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition.

SOURCE OF INFORMATION

Steve Fulton Fleet and Depot Manager, Resources

LINK TO INFORMATION

[Information Note: Purchase of Vehicle Under Exempt Contract Procurement Rule 3](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

When the qualified informal procedure has been used, the council's contract procedure rules require that the relevant director must report the circumstances to the next available meeting of the relevant committee.

FURTHER INFORMATION

Kathy Winstanley, Head of Health and Environment or Steve Fulton, Fleet and Depot Manager

INFORMATION NOTE

Purchase of Vehicle Under Exempt Contract Procurement Rule 3

As part of the approved capital fleet replacement programme, the handheld pavement sweepers (Green Machines) are scheduled for replacement. A contract for the supply of two Green Machine pedestrian road sweepers was recently placed as an exempt contract under the qualified informal procedure.

The corporate procurement standard procedure requires the tendering of the specification through the Procurement Partnership Ltd to obtain a number of competitive quotations which are then evaluated and awarded based on best value. The pedestrian sweepers are a very low sales item with these machines only being produced and supplied in the United Kingdom by one company, Green Machines in Falkirk, Scotland. The Transport Manager, Steve Fulton, commenced the procurement process for the sweepers and investigated various frame work agreements to see if anyone had an agreement with this company or if there were other similar machine available on the market but nothing suitable was found. Since these machines are of special character (no competition in the market) it was not possible to obtain 3 quotations for comparison.

Purchasing the vehicle as a 'one off' directly from the manufacturer therefore fell within the procedure for exempt contracts under contract procurement rule 3 as follows:

3.1 This procedure only applies to contracts where:

(iii) The goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition; or

3.2 The procedure is that the relevant chief officer must be satisfied that the arrangements made secure the best available terms to the Council and must report the circumstances to the next available meeting of the appropriate Committee.

Approval for this direct purchase was sought from Tracy Morrison, Director of Resources, with responsibility for Operational Services. This was granted on the grounds that there was no competition in the market.

This report is therefore to inform the Operation Management Committee of the exempt contract purchase.

FURTHER INFORMATION

Kathy Winstanley, Head of Waste and Fleet Management Services, kathyw@fylde.gov.uk, 01253 658634.

INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	10
BUS SHELTERS CAPITAL SPEND			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The attached note outlines the latest situation in the management and provision of bus shelters and in particular relating to the provision of replacement/new shelters funded from the capital budget for 2016/17.

SOURCE OF INFORMATION

Development Service Directorate

LINK TO INFORMATION

[Information Note](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision and management of bus shelters is the responsibility of the Operational Management Committee

FURTHER INFORMATION

Contact Paul Walker, paul.walker@fylde.gov.uk

INFORMATION NOTE



Update on the capital allocation for bus shelter maintenance and improvement

The 2016/17 capital programme includes a sum of £30,000 for improvements to bus shelters across the borough. The capital has been allocated to provide replacement bus shelters that are the responsibility of Fylde or provide additional shelters. The committee was scheduled to receive a decision report at this meeting to approve the detailed draw down of the capital identifying the shelters and the work that will be carried out and confirming that all the shelters are ones that Fylde has responsibility for.

The process has been delayed whilst the County Council and the Borough Council try to clarify which Authority has responsibility for the 24 bus shelters that have been requested and erected by Lancashire County Council Highways mostly through S.106 Agreements associated with developments. The County Council is of the view that the maintenance and ongoing repair, including replacement of these shelters is the responsibility of the Borough Council. The Borough Council is clear that the bus shelters requested and erected by the County Council under S.106 Agreements are treated the same as any other highway improvement request i.e. crossings, signage or street lamps etc. and remain the responsibility of the County Council. The list of the 24 shelters which are in dispute is attached.

This matter has been raised as a result of a dispute over a bus shelter that needed to be replaced on Church Road/Ledbury Avenue and was one that the County Council had requested and erected. However, without prejudice the County Council has agreed to replace the bus shelter. The dispute was referred to the Local Government Ombudsman who has since ruled that the ongoing dispute over who is responsible for the bus shelters is not a matter that the Local Government Ombudsman can resolve.

The capital sum allocated by Fylde must be spent on the bus shelters that are the responsibility of Fylde and officers are working on a priority based programme of spend on those shelters. There is also S.106 monies which the borough council is holding to deliver additional bus shelters required as part of planning agreements. These are locations in which the council has agreed as part of the development management process to commission and maintain new shelters and are separate to the list of shelters in dispute above.

Officers are currently surveying the existing stock of 68 Fylde Council owned bus shelters to ascertain if any are no longer economically serviceable and require replacement. Also the list of requests for new additional shelters funded from the capital budget has been examined and potential locations are being surveyed and assessed. Consequently a report will be brought before the Operational Management Committee in November with the outcome of these assessments with recommendations to draw down the capital budget of £30,000 on replacement/additional shelters along with a request for a funded budget increase to deliver any s.106 bus shelters proposed.

BUS SHELTERS PROVIDED BY LANCASHIRE COUNTY COUNCIL

No	STOP ID	LOCATION	STOP NAME
1	2500686	Wood Street, Clifton Drive South	Wood street
2	2500LAA07598	Meadow Lane, Lytham Road, Lytham	Meadow Lane
3	2500LA00086	Vicarage Lane Newton	Newton, Vicarage Lane
4	2500IMG88	Church Road, Smithy Lane	Ledbury Avenue
5	2500B0397	Headroomgate Road, St. Annes	Headroomgate Road
6	2500B0435	Heeley road, opposite Grasmere Road, St. Annes	opposite Grasmere Road
7	2500B0394	Heeley road, opposite Kendal Road, St. Annes	Kendal road
8	2500B0403	Kilnhouse lane, St. Annes	Kilnhouse lane
9	2500B0401	Derwent Road, St. Annes	Derwent Road
10	2500IMG814	PEEL Opp Carr Bridge Park - Preston New Road	PEEL Opp Carr Bridge Park - Preston New Road
11	2500IMG810	PEEL Staining Farm - Preston New Road	PEEL Staining Farm - Preston New Road
12	2500IMG807	PEEL The Kennels - Preston New Road	PEEL The Kennels - Preston New Road
13	2500LAA16039	Pilling Avenue, St. Annes	HEYHOUSES - Pilling Avenue
14	2500LAA16040	Pilling Avenue, St. Annes	HEYHOUSES - Pilling Avenue
15	2500B0640	Staining Road, Newton Hall Holiday Centre	Newton Hall Holiday Centre
16	2500B0430	Spring Gardens, Hoyle Avenue, St. Annes	Spring Gardens
17	2500B0400	Spring Gardens, Hoyle Avenue, St. Annes	Spring Gardens
18	2500B0456	Ballam Road, South Park AXA, Lytham	South Park AXA
19	2500B0532	Ballam Road, South Park AXA, Lytham	South Park AXA
20	2500B0539	Wordsworth Avenue, Preston Road, Lytham	Wordsworth Avenue
21	2500B0450	Wordsworth Avenue, Lytham	Wordsworth Avenue
22	2500639	Lytham Hospital Preston Road	Preston Road, Lytham
23	2500B0261	Smithy Lane	Church Road, St Annes
24	2500LA00108	Lytham Road Near Public Library	Church Road, Lytham Road, Warton

FURTHER INFORMATION:

Paul Walker, Director of Development paul.walker@fylde.gov.uk .

INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	11
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 - POSITION AS AT 31 ST JULY 2016			

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 of the Council's General Fund (GF) Revenue Budget as at 31st July 2016 and specifically for those areas under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the Council's financial ledger system for the period to July 31st 2016.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 31st July 2016:

<https://www.fylde.gov.uk/revenue2016/>

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 committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 –

POSITION AS AT 31ST JULY 2016

Summary

The purpose of this report is to provide an update on the Council's General Fund (GF) Revenue Budget as at 31st July 2016. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 31st July 2016.
- 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 2016/17 budget at its meeting on 2nd March 2016. Subsequently on 20th June 2016 the Finance and Democracy Committee approved the Council's outturn position for 2015/16. The impact of those approvals, including savings and growth options approved at Council and slippage from 2015/16 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger and therefore this report monitors expenditure and income against the updated approved budgets.

2. Budget Rightsizing Exercise

- 2.1 In 2011/12 The Council's Management Team committed to carrying 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 continued to be undertaken annually and will be repeated during the second quarter of 2016/17. Any resulting changes to budgets will be reflected in later updates to the Council's Financial Forecast.

3. Budget Areas to Note

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

i. Employee Costs

The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2016/17 onwards. Actual savings achieved in relation to direct employee costs to 31st July 2016 are already in excess of this target as a result of a large number of un-filled posts during the period, a number of which have now been recruited to. These savings are therefore unlikely to recur to this extent for the remainder of the year. The employee costs budget will be reviewed as part of the right-sizing exercise on service budgets later in the year and a favourable MTFS adjustment may follow.

ii. Car Parking Income

The income is in excess of the budget for the period due to increased usage/visitor numbers largely as a result of dry, sunny weather conditions during the early part of the year. Additionally the current approved budget assumes the loss of income from the closure in 2016/17 and 2017/18 of the Stanner Bank and St Pauls Avenue car parks as a result of the coast protection works to be carried out at Fairhaven and Church Scar. The works had been expected to commence in 2016/17 but will now not commence

until 2017/18. The budget will be adjusted to reflect this and any other changes in the next update to the Financial Forecast.

iii. Sale of Sand (Sand-winning)

Income from the sale of sand has been higher than the forecast amount and consequently this income budget will be reviewed as part of the budget right-sizing exercise with the intention of increasing the income budget to reflect the current level of income. The increase may be a consequence of greater levels of activity in the construction industry, and the consequential demand for sand as a building material, possibly reflecting an upturn in the house-building market.

iv. Fleet Costs

Expenditure on fleet costs for the year to date indicates a number of variances against various elements of the budget. Much of the adverse variance in material and repair costs reflect the fact that many vehicles are no longer within the manufacturers' warranty period and consequently repair costs fall on the Council. The favourable variance on fuel costs arises from the lower wholesale diesel prices for the first part of the year and improved driver awareness of economical driving techniques. The fleet budgets will be reviewed as part of the right-sizing exercise on service budgets later in the year and any necessary adjustments will be made.

v. Planning Enforcement Costs

The Council has incurred some costs in relation to the Direct Enforcement Action at the unauthorised Traveller Site at Fairfield Road, Hardhorn. The outcome of the appeal relating to the 6 occupied pitches has recently been determined and the Council is considering the decision. This budget will be kept under review during the remainder of the financial year.

vi. Council Tax and Housing Benefits

There are currently a number of significant variances on the various control accounts in respect of Council Tax and Housing Benefits, particularly Rent Allowance expenditure. However, as the majority of these are directly reimbursed from central government grant a large variance at year end is not currently anticipated and the variances have therefore been excluded from the variance analysis report. The position will be kept under review throughout the remainder of the year and a MTFS adjustment may follow.

4. Conclusions

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

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

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

We are still at the early part of 2016/17 and it is therefore not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out in the MTFS to Council in March 2016 still remain. Instructions issued by Management Team that budget holders are to remain prudent in order to build up additional balances are still in place.

REVENUE MONITORING 2016/17 - Period 4 to July 31st 2016 (Variances in excess of £5k)
Appendix A

Key	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Possible Favourable Outturn Variance
	AMBER	Possible Adverse Outturn Variance
	RED	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS										
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,379,723	2,801,428	2,704,815	-96,613	FAVOURABLE	-3.4%	GREEN	Corporate	The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of ‘turnover savings’ (delays in the recruitment to vacant posts) of £200,000 per annum from 2016/17 onwards. The actual level of savings achieved in relation to direct employee costs for the current year to date is in excess of this target as a result of delays in recruitment to a number of key posts which either have been recently filled or which will be filled in the coming months. A favourable variance to his extent is not anticipated to be repeated in later periods. This budget will be kept under review during the remainder of the financial year.
Legal Services Team	Legal Fees and Court Costs	7,500	2,496	15,267	12,771	ADVERSE	511.7%	AMBER	Ian Curtis	The overspend has resulted from the payment of counsel’s fees for representing the Council in an inquest relating to a fatality at a privately-owned local swimming pool. As the Council is the health and safety enforcement authority, it was appropriate and necessary for the Council to be represented at the inquest. The circumstances of the fatality will now form the basis of a prosecution by the Council. The budget will be kept under review for the remainder of the year.
Legal Services Team	Income from Legal Fees	-7,500	-2,500	-8,391	-5,891	FAVOURABLE	-235.6%	GREEN		The additional income largely comprises the reimbursement of costs from the diversion of a public footpath at Mill Farm. This work is carried out by the council as planning authority where a footpath is to be diverted to enable a development to take place, but the costs are reimbursed by the developer. A favourable outturn variance is anticipated.
DEVELOPMENT MANAGEMENT COMMITTEE										
Planning Appeals	Planning Appeal Hearing Costs	152,060	33,204	20,845	-12,359	FAVOURABLE	-37.2%	BLUE	Mark Evans	A number of planning appeals are expected to be contested later in the year which will result in further costs being incurred. This budget will be kept under review during the remainder of the financial year.
Planning Enforcement	Enforcement Costs	100,000	33,360	6,161	-27,199	FAVOURABLE	-81.5%	BLUE	Mark Evans	The Council has incurred some costs in relation to the Direct Enforcement Action at the unauthorised Traveller Site at Fairfield Road, Hardhorn. The outcome of the appeal relating to the 6 occupied pitches has recently been determined and the Council is considering the decision. This budget will be kept under review during the remainder of the financial year.

REVENUE MONITORING 2016/17 - Period 4 to July 31st 2016 (Variances in excess of £5k)
Appendix A (cont'd.)

Key	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Possible Favourable Outturn Variance
	AMBER	Possible Adverse Outturn Variance
	RED	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
ENVIRONMENT HEALTH & HOUSING COMMITTEE										
Licensing Act 2003	Premises Licences 2003 Act	-75,000	-13,500	-29,579	-16,079	FAVOURABLE	-119.1%	BLUE	Chris Hambly	The licensing team have received an unusual amount of new licence applications in the first quarter resulting in the increased income (including licences relating to the Lytham Proms event and at AFC Fylde). This was an exceptional situation and is unlikely to be repeated during the remainder of the year.
OPERATIONAL MANAGEMENT COMMITTEE										
Car Parking Fees	Car Parking Fees	-524,130	-207,877	-240,962	-33,085	FAVOURABLE	-15.9%	GREEN	Andrew Dickson / Darren Bell	The income is in excess of the budget for the period due to increased usage/visitor numbers largely as a result of dry, sunny weather conditions during the period. Additionally the current approved budget assumes the closure in 2016/17 and 2017/18 of the Stanner Bank and St Pauls Avenue car parks as a result of the coast protection works to be carried out at Fairhaven and Church Scar. The works had been expected to commence in 2016/17 but will now not commence until 2017/18. The budget will be adjusted to reflect this and any other changes in the next update to the Financial Forecast.
Computer Services	Purchase of Computer Equipment	114,932	38,336	9,546	-28,790	FAVOURABLE	-75.1%	BLUE	Paul O'Donoghue	A number of IT projects have not progressed as planned due to staffing changes and vacancies within the IT team. Following a restructure the IT team now has sufficient resources to deliver the proposed developments and it is anticipated that the planned expenditure will occur later in the financial year to result in an outturn position broadly in line with the budget.
Fylde Waste Schemes	Replacement Waste Containers	40,000	10,000	36,484	26,484	ADVERSE	264.8%	AMBER	Kathy Winstanley	There has been a need to replenish stocks of blue, brown and green bins due to increased requests from new build properties, such that the annual budget has almost all been expended in the first quarter of the year. The budget will be kept under review but it is anticipated that an increase will be required later in the year. This expenditure is offset by additional income from the charges levied for new bins as and when they are provided.
Trade Waste Service	Bulk Bin Lease Charges	-50,000	-48,750	-54,413	-5,663	FAVOURABLE	-11.6%	GREEN		The income is in excess of the budget for the period due to increased customer demand. The budget will be reviewed as part of the right-sizing exercise.
Fleet Services	FMS Material Costs	140,875	47,037	54,273	7,236	ADVERSE	15.4%	AMBER		These budgets should be considered together. Both of the budgets are currently overspent due to high material/repair and welding costs as the fleet ages. These budgets will be reviewed as part of the right-sizing exercise and adjusted as necessary.
	Repairs by Commercial Garages	23,150	7,834	14,028	6,194	ADVERSE	79.1%	AMBER		
	Fuel Costs	313,266	104,493	87,236	-17,257	FAVOURABLE	-16.5%	GREEN		This favourable variance arises from the lower wholesale diesel prices for the first part of the year and improved driver awareness of economical driving techniques. The budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

REVENUE MONITORING 2016/17 - Period 4 to July 31st 2016 (Variances in excess of £5k)
Appendix A (cont'd.)

Key	BLUE	Variance currently showing but expected to be on target at year end
	GREEN	Possible Favourable Outturn Variance
	AMBER	Possible Adverse Outturn Variance
	RED	Projected Adverse Outturn Variance

Service Area	Detailed Description	Full Year Budget	Budget as at Period 4	Actual & Commitments as at Period 4	Variance as at Period 4	FAV / ADV	Variance	Alert	Budget Holder	Budget Holder Comments
		£	£	£	£		%			
TOURISM & LEISURE COMMITTEE										
St.Annes Leisure (Strategic)	Game Site Fees	-50,000	-33,000	-22,494	10,506	ADVERSE	31.8%	BLUE	Mark Wilde	Income has been affected by weather conditions that have been unfavourable to games activities (and boating at Fairhaven Lake in particular) largely due to strong winds. An improvement in weather conditions for the remainder of the tourist season may restore income levels by the year-end such that income targets may be achieved.
Lytham Leisure (Strategic)		-59,000	-40,120	-33,616	6,504	ADVERSE	16.2%	BLUE		
Coast and Countryside	Sale of Sand (sandwinning)	-150,000	-37,485	-62,188	-24,703	FAVOURABLE	-65.9%	GREEN	Andrew Dickson / Darren Bell	The sale of sand has continued on an improving trend which is likely to be related to the increase in activity amongst construction companies following a period of relative inactivity. This budget will be reviewed as part of the right-sizing exercise and adjusted as necessary.

INFORMATION ITEM



REPORT OF		MEETING	DATE	ITEM NO
MANAGEMENT TEAM		OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	12
CAPITAL PROGRAMME MONITORING REPORT 2016/17 - POSITION AS AT 31 ST JULY 2016				

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 of the Council's approved Capital Programme as at 31st July 2016 and specifically for those schemes under the Committee's remit.

SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system for the period to July 31st 2016.

LINK TO INFORMATION

Capital Programme Monitoring 2016/17 as at 31st July 2016:

<https://www.fylde.gov.uk/capital2016/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise the latest position on the Council's approved Capital Programme for those schemes under the committee's remit.

FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

CAPITAL PROGRAMME MONITORING REPORT 2016/17 –

POSITION AS AT 31ST JULY 2016

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 2016/17, together with an update on the Council's overall Five Year Capital Programme. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2016/17. 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 2nd March 2016. That update showed a balanced capital programme position from 2016/17 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 2016. The Programme has also been rolled forward to include the year 2020/21.

2. Notes on Specific Schemes

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

(i) Accommodation Project

The accommodation project was originally included in the capital programme on the basis that the scheme would be self-financing from capital receipts from the sale of 3 sites (St David's Road Depot, Derby Road, Wesham and the Public Offices). Actual asset sales and receipts are dependent on market conditions and cannot be predicted with certainty. St David's Road depot was sold in 2012/13, and the site at Derby Road, Wesham was sold in 2013/14. The Public Offices site has been re-marketed since 2014/15 and the Accommodation Working Group have reviewed a number of further expressions of interest. Disposals of this nature where external agencies, planning decisions, external legal specialists and property developers are involved often take many months to conclude.

Work on Phases 4 and 5 are on track and are scheduled to be completed within budget during the autumn of 2016.

Delivery of the remaining substantive phases of the scheme (6 and 7) is dependent on realising a capital receipt from the sale of the Public Offices or the identification of an alternative source of funding. It is now proposed to fund phase 8 (Car park & external works) from a combination of the annual car park capital budget and the landscaping element being undertaken by the in-house parks staff. All funding options continue to be considered by the cross-party Accommodation Working Group which monitors and manages this project. Regular update reports on the project will continue to be provided to Members. Virements from phase 7 totalling £354k and from phase 8 totalling £186k have previously been approved by Members to earlier phases of the project to allow the delivery of those earlier phases. The current budgets shown for these later phases (6, 7 and 8) therefore do not reflect the estimated cost of delivery. Updated costings for these phases are currently being prepared.

ii) Coast Protection Scheme

The Strategic Appraisal Report for the Fylde Shoreline Strategy was approved by the Environment Agency's Large Project Review Group (LRPG) in January 2014 and included the replacement of sea defences at Fairhaven and Church Scar. Following this approval further funding was released by DEFRA and Cabinet approved spend for a Coastal Headland Study Project Appraisal Report (PAR) in the sum of £175k with a further £95k awarded in August 2016, fully funded from DEFRA resources. The PAR report was submitted for approval by the

Environment Agency's LRPB on the 6th August 2015. Following a number of queries and points of clarification the Project Appraisal report has been approved.

The next stage is the preliminary detailed, customer led design of the new sea walls and involves gaining the necessary approval for the work to progress, planning permission, Marine Management Organisation licence, environmental impact assessment and appropriate assessment with regards to the potential to disturb overwintering birds during construction. Once these approval are obtained it will unlock funding for both Fairhaven Lake and Church Scar sea defence construction schemes.

The overall cost of the Fairhaven and Church Scar Coast Protection Scheme within the Capital Budget is £16.5m including a contribution from Fylde Council of £400k. The DEFRA funding spans the years 2016/17 to 2018/19. Fylde Council's contribution of £400k towards sea wall development works is fully-funded from the Capital Investment Reserve. Following annual review of the Environment Agency's Medium Term Plan (MTP) the project funding has been reviewed and re-phased as follows 2016/17 1m, 2017/18 13m, 2018/19 5.825m. The total project cost is now 19.825m including a contribution from Fylde Council of 400K. We are awaiting the formal confirmation letter from the environment agency that the MTP has been updated and once received this will be reflected in the revised MTFS. Further updates and any future changes to the scheme will be reported to members and the Capital Programme will be updated accordingly.

(iii) Disabled Facilities Grants (DFGs)

As 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).

As part of the 2013 Spending Round review the Government established the 'Better Care Fund', with the intention of "providing an opportunity to transform local services so that people are provided with better integrated care and support". Under these new arrangements from 2015/16 onwards the funding for Disabled Facilities Grants (DFGs) 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 will be 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.

This Council has previously made a decision to limit DFG expenditure to the level of the funding received for this purpose. In order to monitor the level of demand upon this resource the number of applications on the various categories of waiting lists and the periods of waiting time for DFG's are closely monitored and are reported to Members as appropriate.

The Capital Programme includes annual provision for DFG's at the level of the 2015/16 grant allocation from 2017/18 onwards - £468k. However for this year 2016/17 the allocation has been confirmed and a report was presented to Council 4th July 2016 due to a significant increased DFG allocation via the Better Care Fund totalling £849k. For 2017/18 onwards the figures in the programme are estimates and will only be confirmed in the year they are due. For as long as DFG works remains a statutory obligation the grant is unlikely to be withdrawn by the Government but could be reduced.

Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases.

Any changes in DFG income received by the Council will have a direct impact on the level of works that can be undertaken. There is also a direct revenue implication on DFG fees which would also have to be adjusted.

(iv) Project Slippage

Areas of slippage must be addressed in future years to ensure that no loss of external grant is imposed due to conditions associated within specified timescales.

(v) Other Capital Receipts

The approved programme for 2016/17 onwards assumes “Right to Buy” receipts of £25k per annum and “General Asset Sales” of £45k per annum. Future receipts are dependent on prevailing market conditions and values cannot be predicted with certainty. This will be monitored and reviewed during the year and adjusted accordingly in future monitoring reports, along with the impact this may have on the financing of the programme.

(vi) Capital Investment in St. Annes Pool

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k in 2016/17. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

3 Conclusions

- 3.1 Actual expenditure to 31st July 2016 is £658k against a full year budget of £8.622m. This equates to 7.6% of the latest budget. The expenditure on a number of schemes is phased later during the financial year.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2016/17 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 2017/18.
- 3.3 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2016 was £2.275m. However all of this is committed to deliver approved schemes in the years 2016/17 to 2019/20 and there is presently no funding available within this reserve for additional future projects. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme in future years, additional contributions to the reserve would be required in order to create such a funding source.

CAPITAL PROGRAMME - 2016/17 IN-YEAR SCHEME MONITORING REPORT - AS AT 31/07/16
Appendix A

	APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 31/07/16 £000	Variance £000	Comments
	<u>FINANCE & DEMOCRACY COMMITTEE</u>								
Z120 / Z121	Accommodation Project - Phase 3 & 4 - East Wing Inc. Lift & Chaseley Link Bridge	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	482	19		501	420	81	Phase 3 (east wing) is now completed whilst phases 4 and 5 of the scheme are currently underway and are scheduled to be completed within budget during the autumn of 2016.
Z122	Accommodation Project - Phase 5 - One Stop Shop		302			302		302	
Z123	Accommodation Project - Phase 6 - Council Chamber		296			296		296	Delivery of the remaining phases of the scheme (6, 7 and 8) is dependent on realising a capital receipt from the sale of the Public Offices or the identification of an alternative source of funding. All funding options continue to be considered by the cross-party Accommodation Working Group which monitors and manages this project. Regular update reports on the project will continue to be provided to Members. Virements from phase 7 totalling £354k and from phase 8 totalling £186k have previously been approved by Members to earlier phases of the project to allow the delivery of those earlier phases. The current budgets shown for these later phases (6 ,7 and 8) therefore do not reflect the estimated cost of delivery. Updated costings for these phases are currently being prepared.
Z124	Accommodation Project - Phase 7 - Internal Refurb / Services		348			348		348	
Z125	Accommodation Project - Phase 8 - Car Park & External Works		0			0		0	
	Sub total		1,428	19	0	1,447	420	1,027	
	<u>TOURISM & LEISURE COMMITTEE</u>								
Z102	Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63			63		63	The scheme is currently on hold pending the disposal of the Public offices site (the works will need to be completed prior to that disposal). The scheme was re-phased into 2016/17 as the disposal of that site is now not expected to take place until later in 2016/17.
Z076	St Annes Pool	No external finance - funded by borrowing/general asset disposal receipts	93			93		93	This represents the balance of the maintenance scheme resource which will be retained and drawn upon when required.
Z128	St Annes Pool - External Works	Capital Investment Reserve/ Arts Council Grant	120			120		120	A scheme has been proposed which will be designed in-house subject to the delivery of other priority projects. Once designed there will need to be consultation with stakeholders and then dialogue with the Arts Council over match funding. During 2015/16 this scheme was re-phased into 2016/17. A report will be presented to Committee prior to any spend.

Appendix A (Cont'd)

	APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 31/07/16 £000	Variance £000	Comments
	<u>TOURISM & LEISURE COMMITTEE (CONT)</u>								
Z112	Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	20			20		20	This scheme represented the match funding for the development of the Heritage Lottery Development Bid. Given that the first round bid was unsuccessful a report was presented in September 2015 to the Tourism & Leisure Committee outlining how the Fairhaven Masterplan can be delivered in the future and subsequently this scheme was re-phased into 2016/17. A report will be presented to Committee prior to any spend.
Z147	Promenade Gardens Water Play Facility	Capital Investment Reserve	0			0		0	This scheme is profiled to be delivered in 2017/18.
Z097	Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	7		47		47	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report will be presented to Committee in September to propose and seek authorisation of the expenditure works in 2016/17.
Z148	Hope Street Footways	Capital Investment Reserve	24			24	24	0	A report was presented to The Tourism and Leisure Committee to authorise the expenditure for resurfacing works to Hope Street Park footpaths in 2016/17. This scheme has been completed to budget.
Z141	Lowther Pavilion Roof	Capital Investment Reserve	115	3		118		118	The scheme is planned to be delivered during the summer of 2016 and is expected to be completed to budget during 2016/17.
Z143	Sand Dunes re-modelling at North Beach Car Park / Summerfields	Capital Investment Reserve	15	2		17		17	Surveys were completed in October 2015. The design works have also been commissioned. The scheme will require stakeholder engagement and the necessary approvals prior to commencement. A detailed proposal is currently being worked in consultation with Councillors and Residents. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016.
Z144	Freckleton Memorial Park	Capital Investment Reserve / S106 Monies / External grants and contributions	50		122	172		172	Finance & Democracy Committee in June 2016 approved the Council to act as accountable body and approved a fully funded capital budget increase to the 2016/17 capital programme of £122k to be fully funded from various external grants and Section 106 contributions to give a total capital budget of £172k. Letting of the contract was agreed and awarded to Wicksteed playgrounds and the scheme is expected to be completed to budget during 2016/17.
Z149	Warton-with-Westby Parish Council Play Area	Capital Investment Reserve	50			50		50	Officers are awaiting information on the status of the Friends group and the consultation results from the Town Council. Progress meeting are on going and a Report will be presented to Committee prior to any spend.
	Sub total		590	12	122	724	24	700	

Appendix A (Cont'd)

	APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 31/07/16 £000	Variance £000	Comments
	OPERATIONAL MANAGEMENT COMMITTEE								
Z038	Replacement Vehicles	Capital Investment Reserve / Borrowing	346	60	56	462		462	The budget for this scheme has been adjusted to reflect the slippage and fully funded capital budget increase for weed removal as approved by the Finance and Democracy Committee of 20th June 2016. All vehicle acquisitions are expected to be completed in line with the budget during 2016/17.
Z150	Vehicle Wash-down Facility - Snowdon Rd Depot	Capital Investment Reserve	25			25		25	A report will be presented to Committee to propose and seek authorisation of the expenditure works in 2016/17.
Z154	North Promenade Toilets Refurbishment	Capital Investment Reserve	84			84		84	A report has been presented to Committee to seek authorisation of the expenditure works in 2016/17.
Z151	Bus Shelter Replacement Programme	Capital Investment Reserve	30			30		30	A report will be presented to the Committee to propose and seek authorisation of the expenditure works in 2016/17.
Z049	Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	30			30	29	1	The scheme has been completed to budget in 2016/17.
Z116	Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	0	38	95	133	5	128	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016 and the addition to the scheme of £95,000, approved by Council on 4th July 2016, for further preliminary works to be undertaken which has been met by an additional grant from the Environment Agency in the same amount.
Z130	Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	3,600			3,600		3,600	Work is currently ongoing with Blackpool Council with regards to project delivery and a further report will be presented to Committee to update and propose the best options available for Fylde on the delivery of this scheme.
Z131	Repair & Renewal - Flood Defences	Specific Government Grant (Environment Agency)	0	33		33	1	32	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. Any unused grant will be returned to the Environment Agency.
	Sub total		4,115	131	151	4,397	35	4,362	

Appendix A (Cont'd)

	APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/06/16 £000	Variance £000	Comments
	ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Z1010	Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	468	46	381	895	175	720	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report was also approved by Council on 4th July 2016 for a £380,621 fully funded capital budget increase due to an increased DFG allocation via the Better Care Fund. A review of how DFGs are delivered has recently been agreed by the EH&H Committee. Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases.
Z152	93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	0	105		105	4	101	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A detailed scheme is currently being designed and costed and a report will be considered by the EH&H Committee.
Z155	Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	0		460	460	0	460	A report was approved by Council on 4th July 2016 for a £920,000 fully funded addition to the capital programme, phased over two financial years (£460,000 payable in 2016/17 and £460,000 payable in 2017/18) to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose totalling £865,155.44, and a further £54,844.56 when funds become available, totalling £920,000. The programme is expected to be completed in line with the budget during 2016/17.
Z107	Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	0	38		38		38	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The budget for CCTV camera replacement is planned to be spent on the revised CCTV project as approved by Council. Any remaining monies are to be earmarked and allocated to replacement cameras as and when they are required (subject to a community impact assessment and approval by committee) as also previously agreed by Council.
Z113	Cemetery and Crematorium - Infrastructure Works	Capital Investment Reserve	0			0		0	This part of the scheme is for the initial design phase of the of the substantial burial ground extension works programmed for 2017/18. The design work is currently being undertaken.
Z153	Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60			60		60	A report will be presented to Committee to propose and seek authorisation of the expenditure works in 2016/17.
Z134	New memorial garden - Lytham Park Cemetery	Capital Investment Reserve	33			33		33	A new boundary fence has been installed. A report was presented to the November 2015 meeting of the Environment, Health & Housing Committee approving the location, draw down of funding and the procurement route of the various elements of the scheme. The scheme was re-phased during 2015/16 and is expected to be completed to budget in 2016/17.
	Sub total		561	189	841	1,591	179	1,412	

Appendix A (Cont'd)

	APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 31/07/16 £000	Variance £000	Comments
	DEVELOPMENT MANAGEMENT COMMITTEE								
Z137	Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	0	19		19		19	A report was presented to Development Management Committee in November 2015 approving commencement of the works. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The scheme is expected to be completed to budget in 2016/17.
Z138	St Annes Regeneration Schemes	S106 Developer Contributions	274			274		274	This funding is earmarked for the next phase of St Annes Town Centre including St Andrews Road North/South and The Crescent. A draft plan has been prepared and discussions are underway with property owners in the locality. The first element of the scheme, relating to the new street lighting scheme for The Crescent and St Andrews Road North has been commissioned and will be completed by the end of the calendar year 2016. The timeframe for delivery of the remainder of the scheme is linked to the outcome of the Government Coastal Community Fund bid as a successful outcome would allow for a more expansive regeneration scheme to be achieved. It is currently anticipated that this particular scheme will commence in the spring of 2017 and that a portion of the scheme may be re-phased into the 2017/18 financial year.
Z139	Lytham Regeneration Schemes	S106 Developer Contributions	130			130		130	Design work on the scheme was planned to commence in April 2016 for delivery of the scheme being later in the 2016/17 financial year. However, local community groups have indicated that this funding could also be used to match fund further funding from other bodies. As a result, the scheme content is to be widened to incorporate a public art component and a project group established to work towards a fully integrated scheme. A revised scheme is to be developed over the next few months and it may be necessary to re-phase delivery of the project as a consequence. Any changes to the scheme and delivery timeframe will be reported to Members and the Capital Programme will be updated accordingly
Z140	Staining Regeneration Schemes	S106 Developer Contributions	0	40		40		40	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. This project is subject to ongoing discussions with Staining Parish Council. A draft scheme has been prepared based on the outcome of those discussions and the Parish Council has likewise suggested some features be included. The plans are to be amended and a further report to Members will follow.
	Sub total		404	59	0	463	0	463	
	Total Expenditure		7,098	410	1,114	8,622	658	7,964	

UPDATED 5 YEAR CAPITAL PROGRAMME 2015/16 TO 2019/20 - BY SCHEME

	Updated Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000
FINANCE & DEMOCRACY COMMITTEE					
Accommodation Project - Phase 4 - Chaseley Link Bridge	501				
Accommodation Project - Phase 5 - One Stop Shop	302				
Accommodation Project - Phase 6 - Council Chamber	296				
Accommodation Project - Phase 7 - Internal Refurb / Services	348				
Accommodation Project - Phase 8 - Car Park & External Works	0				
Sub total	1,447	0	0	0	0
TOURISM & LEISURE COMMITTEE					
Ashton Gardens Depot	63				
St Annes Pool	93				
St Annes Pool - External Works	120				
Fairhaven Lake & Promenade Gardens - First Round	20				
Promenade Gardens Water Play Facility	0	100			
Promenade Footways	47	40	40	40	40
Hope Street Footways	24				
Lowther Pavilion Roof	118				
Sand Dunes re-modelling at North Beach Car Park / Summerfields	17				
Freckleton Memorial Park	172				
Warton-with-Westby Parish Council Play Area	50				
Sub total	724	140	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
Replacement Vehicles	462	1,487	680	867	458
Vehicle Wash-down Facility - Snowdon Rd Depot	25				
North Promenade Toilets Refurbishment	84				
Bus Shelter Replacement Programme	30				
Car Park Improvements	30	30	30	30	30
Fylde Headlands Preliminary Work	133				
Fairhaven and Church Scar Coast Protection Scheme	3,600	7,300	5,600		
Repair & Renewal - Flood Defences	33				
Sub total	4,397	8,817	6,310	897	488
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
Disabled Facilities Programme	895	468	468	468	468
93 St Albans Road - Compulsory Purchase Order	105				
Affordable Housing Scheme Sunnybank Mill, Kirkham	460	460			
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	0	294			
Lytham Park Cemetery - Windbreak Canopy	60				
New memorial garden - Lytham Park Cemetery	33				
Sub total	1,591	1,222	468	468	468
DEVELOPMENT MANAGEMENT COMMITTEE					
Woodlands Road Regeneration Scheme - Town Centre Phase 3	19				
St Annes Regeneration Schemes	274				
Lytham Regeneration Schemes	130				
Staining Regeneration Schemes	40				
Sub total	463	0	0	0	0
Total Expenditure	8,622	10,179	6,818	1,405	996

UPDATED 5 YEAR CAPITAL PROGRAMME 2016/17 TO 2020/21 - FINANCING

	Updated Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000
FINANCING:					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	1,006				
Capital Receipts - Vehicle Sales					
Leasing					
Better Care Fund / Disabled Facilities Grant	895	468	468	468	468
Section 106 Monies - St Annes	274				
Section 106 Monies - Lytham	130				
Section 106 Monies - Staining	40				
Section 106 Monies - Freckleton Memorial Garden	15				
Section 106 Monies - 93 St Albans Road CPO	105				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460	460			
Capital Grant - Repayments					
Capital Investment Reserve	1,324	493	78	182	
Accommodation Project Reserve	504				
Other External Finance (see analysis below)	3,601	7,300	5,600		
Direct Revenue Finance	56				
Prudential Borrowing	142	1,388	602	685	458
Total Financing	8,622	10,179	6,818	1,405	996

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	38				
Environment Agency - Fylde Coastal Preliminaries	3,295	7,300	5,600		
Environment Agency - Flood Defence	71				
Arts Council - St Annes Pool	90				
Freckleton Parish Council	20				
British Aerospace	10				
Friends of Freckleton Memorial Garden	9				
Lancashire County Council	6				
Lancashire Environment Fund	30				
Veolia	32				
New Fylde Housing - DFG Contribution					
	3,601	7,300	5,600	0	0

INFORMATION ITEM



REPORT OF		MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE		OPERATIONAL MANAGEMENT COMMITTEE	13 SEPTEMBER 2016	13
OUTSIDE BODIES				

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 11 April 2016, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

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

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

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

LINK TO INFORMATION

[Outside Bodies Reports and Summary](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

FURTHER INFORMATION

Contact Tracy Morrison, tel: 658521

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	albert pounder Observer
Email	cllr.apounder@fylde.gov.uk
Period this report covers (date):	June 16 -Aug 16
Name of Outside Body:	fylde coastal peninsula
How often does the organisation meet? And how often have you attended?	Monthly
Key issues arising for Fylde Borough Council	Sea Defences
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	Paul Walker/Andrew Dickson
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr D Eaves Observer (Cllr A Pounder sub)
Email	cllr.deaves@fylde.gov.uk
Period this report covers (date):	March 2016 - September 2016
Name of Outside Body:	Lancashire Waste Partnership
How often does the organisation meet? And how often have you attended?	3 times per year (every 4 months) Cllr Eaves has attended twice in the past year and Cllr Pounder has substituted once.
Key issues arising for Fylde Borough Council	Current review of the delivery of LCC waste disposal services may impact on collection systems in Fylde (i.e. removal of food from green waste) in addition to the challenges facing the Authority from the loss of the cost sharing income (£777,000) from April 2018.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	Kathy Winstanley
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	The LWP incorporates 15 Lancashire waste authorities, at both officer and member level, in an active approach to integrated waste management across the whole county area including collection and disposal considerations

Outside Bodies Returned Forms – Operational Management Committee 13 September 2016

Outside Body	Councillor	Info First Requested	First Reminder	Second Reminder	Date Returned	Notes
Operational Management, 13/09/16 meeting Closing date for reports Wednesday 31 August 2016						
Fylde Peninsular Coastal Programme Board	Albert Pounder	13/4/16 by email	4 July 2016	8 Aug 2016	01/09/16	Received
Lancashire Waste Partnership	David Eaves	13/4/16 by email	4 July 2016		28/07/16	Received
PATROL	Albert Pounder	13/4/16 by email	4 July 2016	8 Aug 2016	30/08/16	Nil return – O/B not met
Sintropher Working Group	Albert Pounder	13/4/16 by email	4 July 2016	8 Aug 2016	30/08/16	Nil return – O/B not met