Agenda



COUNCIL

Date:	Thursday, 2 March 2017 at 5:00 pm
Venue:	Lowther Pavilion, West Beach, Lytham, FY8 5QQ
	Mayor : Councillor Christine Akeroyd Deputy Mayor : Councillor Angela Jacques
	Leader : Councillor Sue Fazackerley Deputy Leader : Councillor Karen Buckley
	Councillors Ben Aitken, Frank Andrews, Peter Anthony, Tim Ashton, Mark Bamforth, Jan Barker, Keith Beckett ISO, Brenda Blackshaw, Julie Brickles, Maxine Chew, Alan Clayton, Delma Collins, Peter Collins, Michael Cornah, David Donaldson, David Eaves, Trevor Fiddler, Tony Ford JP, Richard Fradley, Gail Goodman JP, Shirley Green, Peter Hardy, Neil Harvey, Paul Hayhurst, Karen Henshaw JP, Paul Hodgson, Cheryl Little, Roger Lloyd, Kiran Mulholland, Barbara Nash, Edward Nash, Graeme Neale, Linda Nulty, Liz Oades, Sandra Pitman, Albert Pounder, Richard Redcliffe, Louis Rigby, Vince Settle, Elaine Silverwood, John Singleton JP, Roger Small, Heather Speak, Richard Taylor, Raymond Thomas, Thomas Threlfall, Viv Willder.

	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	Budget Procedure Rules: Members are reminded that procedure rules for the budget council meeting differ to ordinary council meetings. The procedure rules are attached for members' information.	3 - 4	
3	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the Council meeting held on 6 February 2017 as a correct record.		
	ANNOUNCEMENTS:		
4	Mayor's Announcements	1	
5	Chief Executive's Communications	1	
	REPRESENTATIONS:		
6	Questions from Members of the Council	5	
7	Questions from Members of the Public For procedure to ask a question at a Council meeting see <u>Public Speaking at Council Meetings.</u>	6	

	DECISION ITEMS:	
8	Medium Term Financial Strategy Update, Including General Fund, Capital Programme and Treasury Management for 2016/17 to 2020/21	7 - 114
9	Saint Anne's on the Sea Neighbourhood Development Plan – Examiner's Report and Progression to Referendum	115 - 192

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: democracy@fylde.gov.uk

The code of conduct for members can be found in the council's constitution at

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

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APPENDIX 1 - Budget Council Procedure Rules

The following rules are to be used at Budget Council meetings and replace the usual procedure rules. A copy will be provided to each member before the start of the meeting, reading as follows:

Full Council Budget Meeting

- **1 The Leader of the Council** will make his budget presentation to the Council. There is no time limit on this presentation.
- 1 The Leader of the Council or the Chairman of the Finance and Democracy Committee will then Move a Motion (the Substantive Motion) to recommend all the Council Tax resolutions and speak to the same. There is no time limit on the moving and speaking to this motion by the Leader of the Council or the Chairman of the Finance and Democracy Committee.

Once this is seconded the following process will be followed:

- 3 The **Mayor** will at this point ask the Leader of the Opposition and non-aligned members to indicate whether they will be presenting an alternative budget or whether they will be moving any amendments (an indication will be given but the amendments (if any) will not be tabled until the moving, seconding and full debate on the budget proposals has run its course). Amendments from any other member will be heard after the debate on the substantive motion or amendments from the Leader of the Opposition and non aligned members have been concluded.
- **3.1** The **Substantive Motion** will then be debated when any member can indicate to speak on the Motion being put. No speech by a member may exceed 10 minutes and each speaker may speak only once (Part 4, 13.5).
- **3.2** If there is no Amendment moved then the mover of the original motion, will have a right to reply at the end of the debate immediately before the Motion is put to the vote (Part 4, 13.6). The vote will be recorded (Part 4, 15.5(ii))

3.3 However, if the Leader of the Opposition indicated that she would be presenting an alternative budget/moving an amendment she is invited to do so and there is no time limit.

- **3.4** No speech by any other member may exceed 5 minutes, and each speaker may speak only once (Part 4, 13.7.d). The mover of the original Motion, has the right of reply at the close of the debate on the Amendment, but may not otherwise speak on it (Part 4, 13.7.e). This applies to all further amendments
- **3.5** The Mover of an Amendment has no right of reply on his or her Amendment (Part 4, 13.9).
- **3.6** The Seconder of a Motion or Amendment can reserve the right to speak for a later period in the debate (Part 4, 13.3 and 13.7.b).
- **3.7** If the first Amendment is lost then subsequent Amendments may be moved to the original Motion firstly by any non-aligned members and then any other members (Part 4, 13.7.g).

- **3.8** If an Amendment is carried the Motion as amended takes the place of the original Motion. This becomes the substantive Motion to which any further amendments are moved (Part 4, 13.7.f).
- **3.9** The **Motion** must be **Seconded** and any **Amendments** must be **Moved, Seconded and voted upon.** The vote will be recorded (Part 4, 15.5(ii))
- **3.10** In the event of all the amendments being lost **the original Motion will be put.**

The rules of debate for moving and amending motions will be in line with those set out in paragraph 13 of Part 4 of the constitution (rules of debate procedure rules).

STANDING NOTE ON DISORDERLY CONDUCT

A. <u>BY A MEMBER OF THE COUNCIL</u>

In the event of disorderly conduct at the meeting by a member of the Council, the provisions of the Council Procedure Rules apply as follows:

MEMBER'S CONDUCT

Member not to be heard further

If a member persistently disregards the ruling of the [Mayor] by behaving improperly or offensively or deliberately obstructs business, the [Mayor] may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

Member to leave the meeting

If the member continues to behave improperly after such a motion is carried, the chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

B. BY MEMBERS OF THE PUBLIC

In the event of disorderly conduct at the meeting by a member of the public, the provisions of the Council Procedure Rules apply as follows:

- 1. If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room.
- 2. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared and may adjourn the meeting as felt necessary.



REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO			
RESOURCES DIRECTORATE	COUNCIL	2 MARCH 2017	6			
QUESTIONS FROM MEMBERS OF THE COUNCIL						

PUBLIC ITEM

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

SUMMARY

No questions have been received from Members of the Council before the requisite deadline, as outlined in Procedural Standing Orders for Council and Committees of Part 4 of the Council's Constitution, and before the statutory deadline for publication of the agenda.

If any questions are received before the constitutional deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 2 March 2017 and a response will be given by the Leader of the Council.



REPRESENTATIONS

REPORT OF	MEETING	DATE	ITEM NO		
RESOURCES DIRECTORATE	COUNCIL	2 MARCH 2017	7		
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PUBLIC ITEM

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SUMMARY

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If any further questions are received before the constitutional deadline, as outlined above, they will be circulated prior to the meeting for members' information, under separate cover.

Any question(s) will be heard during the Council meeting on 2 March 2017 and a response will be given by the Leader of the Council.

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO		
MANAGEMENT TEAM	COUNCIL	2 MARCH 2017	8		
MEDIUM TERM FINANCIAL STRATEGY UPDATE, INCLUDING					
GENERAL FUND, CAPITAL PROGRAMME AND TREASURY					
MANAGEMENT FOR 2016/17 TO 2020/21					

PUBLIC ITEM

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

SUMMARY

- 1.1 Attached is the Council's Medium Term Financial Strategy (MTFS) for the five years 2016/17 to 2020/21. The MTFS is designed to provide a strategic link between available financial resources and the Council's corporate policy priorities, and to ensure that the Council sets a budget which is robust and sustainable in order that it can deliver its strategic objectives.
- 1.2 The report details the estimated financial resources available to the Council and identifies how they will be utilised to support the achievement of the Council's priorities. The report also identifies the key financial risks facing the Council over the life of the forecast. The Council's Revenue Budget expenditure and Forecast, Capital Programme, Treasury Management Strategy and Useable Reserves and Balances Policy are also set out in the report.
- 1.3 The forecast includes the impact of the 2016 Local Government Finance Settlement, provisional details of which were announced on 15th December 2016. For Fylde Council the key factor in the settlement is the change in the calculation methodology in respect of New Homes Bonus and the consequential reductions in the level of New Homes Bonus income in future years under the revised arrangements, commencing with effect from 2017/18. Although a certain degree of reduced future funding had previously been anticipated and had already been reflected in the financial forecast that was approved by the Budget Council in March 2016, the scale of the funding reduction is greater than was expected and represents a renewed challenge to Fylde Council in the coming years.
- 1.4 Also of note is the confirmation by central government of the multi-year settlement offer following the acceptance of the Efficiency Plan that was submitted in the summer of 2016.
- 1.5 A link to the final draft budget book for 2017/18 is provided below. The budget book provides the detailed resource allocations for services provided by the Council for the coming year.

http://www.fylde.gov.uk/council/finance/finaldraftbudget1718/

A first draft of the 2017/18 budget has been presented to each of the programme committees for information and comment during the January cycle of meetings, as have the proposed fees and charges schedule shown at Appendix J to this report.

RECOMMENDATIONS

- 1. That the Council approve and adopt the recommendations of the Finance and Democracy Committee as follows:
 - (a) The revised estimates for 2016/17 and the revenue budget for 2017/18 as set out in Appendix E, which includes recommended transfers to the Capital Investment Reserve in 2017/18 and 2018/19 equivalent to the balance of the revenue surplus for those years after allowing for all approved transfers to other reserves, currently estimated at £441k in 2017/18 and £286k in 2018/19;
 - (b) The budget proposals and changes to Reserves and Balances as set out in Appendices F & H;
 - (c) The updated Five Year Capital Programme as set out in Appendix G;
 - (d) The updated Useable Reserves & Balances Policy as detailed in Appendix H;
 - (e) An average Band D Council Tax of £195.76 for 2017/18 (excluding Town and Parish precepts), which is a 2.62% increase from the 2016/17 average Band D charge;
 - (f) The Special Expenses policy as set out in Appendix I; which includes that:
 - for the purposes of charging special expenses, both the special expense costs and the tax bases relating to the areas of Lytham and St Annes will each be aggregated and the Council Tax charge per property at each band level will be the same across the whole area; and
 - the annual special expense charge per property will be set for 2017/18 at the 2016/17 level plus 2.76%, that being £71.77 per band D property; and
 - the annual borough wide charge per property will be set for 2017/18 at the 2016/17 level plus 2.76%, that being £152.98 per band D property; and
 - the budget resource to be allocated to delivering concurrent services and chargeable as special expenses for 2017/18 will be set at a sum equivalent to the annual special expense charge per property (band D equivalent) multiplied by the tax base for the special expense area;
 - (g) The schedule of fees and charges for 2017/18 as detailed in Appendix J;
 - (h) The Treasury Management Policy set out in Appendix K;
 - (i) The Treasury Management Strategy set out in Appendix L, which incorporates the Minimum Revenue Provision Statement, the Council's Borrowing Strategy, Investment Strategy, and Treasury Prudential Indicators and Limits.
- 2. That the Council note the Budget Consultation response received at Appendix M.

SUMMARY OF PREVIOUS DECISIONS

This report forms part of the Budget and Council Tax setting process considered annually by Members.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	٧
Delivering the services that customers expect of an excellent council (Clean and Green)	٧
Working with all partners (Vibrant Economy)	v
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	٧
Promoting Fylde as a great destination to visit (A Great Place to Visit)	V

REPORT

- 1. In March 2016 the Council agreed a five year financial strategy from 2015/16 to 2019/20. The Council acknowledges the need to continuously reduce costs and to seek efficiencies in order to meet the challenge of reduced public sector funding. The Council has successfully delivered this programme in year, and has delivered significant savings from its budget rightsizing programme across all years of the forecast. This leaves the Council well placed to address further pressures on funding and income.
- 2. The attached Medium Term Financial Strategy (MTFS) identifies the key financial risks for the Council moving forward. These are detailed in Section 11 (Revenue) and Section 14 (Capital) of the report.
- 3. On 15th December 2016 the Government published the Provisional Local Government Finance Settlement. Full details are contained within the attached MTFS.
- 4. The Council's MTFS and a summary of the budget proposals therein have been made available for consultation via the Council's website and have also been provided directly to a range of stakeholders during February 2017. The one response to the budget consultation that has been received is shown at Appendix M to this report.

IMPLICATIONS				
Finance	Detailed financial implications are contained in the body of the attached Medium Term Financial Strategy. Specific advice from the Council's Chief Financial Officer is contained within the overall conclusions to the report in Section 19.			
Legal	None arising directly from the report.			
Community Safety	None arising directly from the report.			
Human Rights and Equalities	None arising directly from the report.			
Sustainability and Environmental Impact	None arising directly from the report.			
Health & Safety and Risk Management	None arising directly from the report.			

REPORT AUTHOR	TEL	DATE	DOC ID
Paul O'Donoghue	01253	February 2017	
Chief Financial Officer	658566	February 2017	

LIST OF BACKGROUND PAPERS					
Name of document	Date	Where available for inspection			
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2015/16 – 2017/20	Budget Council meeting 2 nd March 2016	www.fylde.gov.uk			
MTFS – Outturn Position For 2015/16 (Including General Fund, Capital Programme & Treasury Management)	Finance and Democracy Committee meeting 20 th June 2016	www.fylde.gov.uk			
Revenue Budget Monitoring Report & Capital Programme Monitoring Report 2016/17 – to 31 st July 2016	Finance and Democracy Committee meeting 26 th September 2016	www.fylde.gov.uk			
Medium Term Financial Strategy (MTFS) Update, Including General Fund, Capital Programme and Treasury Management for 2016/17 – 2020/21	Finance and Democracy Committee meeting 21 st November 2016 and Council meeting 5 th December 2016	www.fylde.gov.uk			
Revenue Budget Monitoring Report & Capital Programme Monitoring Report – to Period 8 (31 st November 2016)	Finance and Democracy Committee meeting 23 rd January 2017	www.fylde.gov.uk			
Financial Forecast Update (Position as at January 2017)	Finance and Democracy Committee meeting 23 rd January 2017 and Council meeting 6 th February 2017	<u>www.fylde.gov.uk</u>			

Attached documents

1. Medium Term Financial Strategy 2016/17 to 2020/21

MEDIUM TERM FINANCIAL STRATEGY: 2016/17 – 2020/21



Page 11 of 192

Section 1: FOREWORD

- 1.1 Much work has been done in recent years to ensure that the Council's finances, as detailed in the Medium Term Financial Strategy (MTFS), remain robust. This current version of the MTFS shows an in-year revenue surplus for 2016/17 which reduces in scale in 2017/18 and further again in 2018/19, followed by modest budget deficits for 2019/20 onwards. This is a much improved position from earlier updates to the Financial Forecast which took account of the disadvantageous effects on the Councils finances of the 2015 Local Government Finance Settlement and the significant funding reductions contained therein. The improved current position has only been possible to achieve due to the decisions taken by the Council in the intervening period which are described within this report.
- 1.2 This MTFS includes the impact of the 2016 Local Government Finance Settlement, details of which were announced on 15th December 2016. For Fylde Council the key factor in the settlement is the change in the calculation methodology in respect of New Homes Bonus and the consequential reductions in the level of New Homes Bonus income in future years under the revised arrangements, commencing with effect from 2017/18. Although a certain degree of reduced future funding had previously been anticipated and had already been reflected in the MTFS that was approved by the Budget Council in March 2016, the scale of the funding reduction is greater than was expected and represents a renewed challenge to Fylde Council in the coming years.
- 1.3 Also of note is the confirmation by DCLG of the multi-year settlement offer following the acceptance of the Efficiency Plan that was submitted in the summer of 2016. As a result the central government funding sums that were shown within the illustrative four-year settlement as proposed in January 2016 (other than for New Homes Bonus) have now been confirmed.
- 1.4 In light of the additional challenges that are presented by the recent Finance Settlement and as detailed within this report, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to those continuing challenges.
- 1.5 Throughout 2016/17 much has already been done to address that objective. During the year Fylde Council has taken a number of decisions which have had a significant and positive effect on the financial forecast for future years, demonstrating a responsiveness to the current financial challenges that is vital if the Council is to continue to benefit from a robust financial position. These actions have resulted in a considerable reduction in the funding gap, particularly in the final years of the forecast, from that which the 2016/17 Finance Settlement initially created. Details of these actions are provided within section 8 of this MTFS and the effect of these changes are shown within in Appendices C and D to this report. Further work will be

necessary to address the remainder of the funding gap over the course of the coming years although the scale of the funding gap is now much reduced and the objective therefore more easily attainable.

- 1.6 As part of that continued approach the Council's priorities for improvement remain and the Council needs to continue with this overall strategy, making any changes it feels are relevant whilst recognising the future uncertainties that exist.
- 1.7 The assumptions that are contained within this MTFS are the latest best estimates and will be updated as and when further information is available. External pressures outside the Council's control are being experienced by many local authorities, and instructions remain in place that budget-holders should remain prudent and not commit to any unnecessary expenditure. This approach saves money and may result in an under-spend again for this financial year.

Section 2: CONTENTS

Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Section 11 Section 12 Section 13 Section 13 Section 14 Section 15 Section 16 Section 17 Section 18 Section 19	Purpose of the Medium Term Financial Strategy (MTFS) Vision for the Borough Strategic Planning Developing the MTFS Background to the Forecast The General Fund Revenue Forecast & New Forecast Changes Savings and Growth Proposals The Local Government Finance Settlement 2017/18 Key Areas of Financial Risk (Revenue) Capital Strategy & Asset Management Plan The Capital Programme Key Areas of Financial Risk (Capital) Reserves & Balances Provision Collection Fund Treasury Management Strategy Treasury Management Risks Summary and Conclusions
Appendix A Appendix B Appendix C Appendix E Appendix F Appendix Appendix Appendix I Appendix J Appendix K Appendix L Appendix L	Original General Fund Forecast General Base Budget Assumptions Forecast Changes since Budget Council 2016 Explanation of Forecast Changes in Appendix C Latest General Fund Forecast Position – Including Budget Proposals Budget Proposals - Revenue and Capital Updated Five Year Capital Programme Useable Reserves & Balances Policy and Summary Position Special Expenses Policy Proposed Fees and Charges 2017/18 Treasury Management Policy Treasury Management Strategy Budget Consultation Response Received

Section 3: THE PURPOSE OF THE MEDIUM TERM FINANCIAL STRATEGY

- 3.1 The purpose of the Medium Term Financial Strategy (MTFS) is to:
 - (i) Provide the framework for the development of a budget which is robust and sustainable;
 - (ii) Assist the Council in the delivery of the aspirations within its strategic plans;
 - (iii) Ensure the Council delivers essential services by the efficient and effective use of its financial resources; and,
 - (iv) Demonstrate commitment to transparency in its financial affairs by setting out what the Council is trying to achieve in an understandable format.
- 3.2 The MTFS is one of the Council's key enabling strategies. It sets out how the Council intends to manage its finances to help achieve the agreed objectives and priorities. The MTFS looks at the current year and ahead over the next four years to identify the resources likely to be required by the Council to finance service priorities and to meet spending pressures. It aims to:
 - Ensure the sustainability of the Council's budget;
 - Facilitate pro-active strategic management of the budget to ensure service investments and dis-investments flow from the Council's corporate and service planning frameworks;
 - Be responsive to a changing and uncertain financial climate in which existing funding streams cease and new opportunities arise; and,
 - Demonstrate clearly to stakeholders, both internal and external, what the Council's plans are for the use of its resources.

The need for a longer term view of the Council's financial position has always been important but as central government funding continues to reduce to a significant degree in the coming years this is increasingly so.

- 3.3 The Council has adopted a pro-active approach to financial management and a commitment to sound corporate governance, safeguarding public monies and ensuring accountability. Over recent years the Council has been recognised by its external auditors as making good progress with ongoing achievements and successes in priority service areas. It is recognised that whilst there continue to be challenges ahead, arrangements have been put in place to ensure that the priorities as set out in the Council's Corporate Plan are supported by a robust financial framework. In 2016 the Council's external auditors KPMG audited the Council and again gave an "unqualified opinion", which demonstrates satisfaction with the Council's financial and governance arrangements.
- 3.4 In formulating this strategy the Council has ensured that, within the resources available, it has taken account of:-
 - National priorities for public service investment and delivery;
 - Government efficiency targets and the priority given to deficit reduction;
 - Corporate priorities that reflect local circumstances and are in tune with the priorities of partner organisations, including Health, Police, local businesses, voluntary and community organisations; and,
 - Public consultation and feedback which has taken place.

Section 4: VISION FOR THE BOROUGH

- 4.1 The Council produces a Corporate Plan which outlines the key actions, targets and outcomes for the Authority and the wider community. The Corporate Plan is developed through consultation and feedback with stakeholders based on the key strategic responsibilities of the Council.
- 4.2 The Corporate Plan takes into consideration emerging legislation, policy and changes in resources and responsibilities informed the Local Government Association, the Department for Communities and Local Government, the Department for Work and Pensions and the various professional associations which provide support on policy, finance, governance, waste, planning, parks, public health and environmental health. The intention is to forecast the resources required to address the strategic issues the Council will need to deliver against over the next four years.
- 4.3 The current iteration of the Corporate Plan was updated during 2016, and was approved by Full Council at its meeting held on 8th February 2016. The new Corporate Plan covers the period 2016 to 2020 and contains the Council's vision, priorities, and specific actions over the period based on a realistic projection of the financial resources available to the Council. The Council's vision, as contained in the Corporate Plan, is "Let Fylde Prosper".
- 4.4 The Corporate Plan 2016-2020 is divided into five priorities listed below:



Section 5: STRATEGIC PLANNING

- 5.1 The Council has in place a corporate planning and performance management framework that includes an annual review of the Corporate Plan. The plan is reviewed in consultation with staff and councillors, partners in other public services, the community and voluntary sector, the local business community and local residents.
- 5.2 The Council regularly reviews progress against longer term plans and Members receive regular updates of the MTFS. It is recognised that despite robust action during recent financial years to produce a stable and sustainable financial position, the continuing reduction in the resources available to the public sector means that the Council needs to strive to continue to achieve a sustainable and robust budget.

Links to other Enabling Strategies

- 5.3 The Medium Term Financial Strategy is one of the Council's enabling strategies aimed at improving transparency and accountability in the way the Council delivers services and functions. Each enabling strategy is reviewed annually as part of the planning cycle and taken together drive innovation and efficiency to achieve continuous improvement. The other enabling strategies are:
 - ICT Strategy;
 - Procurement Strategy;
 - Asset Management Plan & Capital Strategy;
 - Communication Strategy, and
 - People and Workforce Development Strategy.
- 4.4 The MTFS takes account of the resources the Council requires to deliver the strategies. Where resources are limited the Council's overall objectives will be the same but the pace of achievement may be adjusted. This factor may become more significant as reductions in public sector funding are further revised and take greater effect.

External funding

- 5.5 The borough has been successful in the past in securing funding from a number of investment streams from external funds including Heritage Lottery Fund Grants, The Local Strategic Partnership (LSP), the Environment Agency, section 106 planning monies, Lancashire County Developments Ltd and the North West Development Agency.
- 5.6 Progress against some corporate priorities is reliant on the continuing availability of external funding. However, the abolition of Regional Development Agencies, the cessation of funding for the LSP, and the future restrictions on capital funding may compromise the ability to deliver some community infrastructure improvements and will require more collaborative working with partners through bodies such as the Lancashire Enterprise Partnership. The inability to access external funding in the future could restrict the Council's scope to deliver capital development and growth schemes.

Section 6: DEVELOPING THE MEDIUM TERM FINANCIAL STRATEGY

- 6.1 The MTFS sets out the Council's revenue budget allocations, the programme for capital investment, efficiency targets and forecasts for the period covered by the Strategy. The key influences on this strategy include:
 - The reductions in central government funding announced in recent Local Government Finance Settlements;
 - The consequent spending reductions as a result of reduced resources in the medium term;
 - Ensuring a robust and sustainable budget through the prudent use of reserves and balances and ensuring externally funded projects are facilitated;
 - Developing new ways of delivering services using modernisation techniques to achieve higher levels of customer satisfaction, efficiency, value for money, strategic partnerships, service commissioning, and enterprise;
 - The need to continuously review and maintain existing assets to a quality standard.
- 6.2 The MTFS looks at the current year and ahead over the next four years to identify the resources likely to be required by the Council to finance service priorities and to meet spending pressures. It aims to:
 - Ensure the sustainability of the Council's budget;
 - Facilitate pro-active strategic management of the budget to ensure service investments and dis-investments flow from the Council's corporate and service planning frameworks;
 - Be responsive to a changing and uncertain financial climate in which existing funding streams cease and new opportunities arise; and,
 - Demonstrate clearly to stakeholders, both internal and external, what the Council's plans are for the use of its resources.
- 6.3 The MTFS and forecast are supported by a number of monitoring procedures. These are as follows:
 - General Fund Revenue Budget Monitoring;
 - Capital Programme Monitoring;
 - Treasury Management Monitoring and Mid-Year Strategy Review, together with specialist external advice; and,
 - Annual Outturn reports on Capital, General Fund and Treasury Management.
- 6.4 Additional future spending reductions will require a further review of priorities and service delivery arrangements. Members will be engaged in this process as part of the service planning framework and through the revised committee arrangements that were implemented during 2015 as a consequence of the changes to the Council's system of governance.
- 6.5 One aspect of the revised governance arrangements was the formation of the Budget Working Group. The role of the Budget Working Group is defined as:

'To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of the overall financial position of the Council, capital bid expectations, fees and charges levels etc.'

In addition, all budget growth proposals, draft revenue budgets for 2017/18 and all proposed fees and charges for 2017/18 have been considered by each of the Council's programme committees with respect to proposals that fall within the remit of each committee and have provided comments and recommendations as appropriate.

The Budget Working Group has met a number of times to fulfil its role in the budget-setting process for 2017/18 and has carefully considered all budget proposals and the comments that each of the programme committees has made during their consideration of these matters in respect of services within their remit. The final decision with regard to the 2017/18 budget will be taken at the Budget Council meeting of 2nd March 2017.

- 6.6 In December 2016 the Council received details of the provisional 2017/18 financial settlement along with details of a revised New Homes Bonus scheme with reduced funding allocations from 2017/18 onwards. Further details of the impact of the financial settlement are provided within section 10 of this strategy document.
- 6.7 Given the further reductions in central government funding as recently announced, the Budget Working Group are proposing only a limited number of growth proposals to ensure that the Council continues to achieve a robust budget over the life of the forecast. In formulating the budget proposals, Members have been cognisant of the national economic context and the financial risks and uncertainties facing the Council. The budget proposals for 2017/18 onwards are detailed in Appendices E and F of this report.
- 6.8 The 2016 Local Government Finance Settlement offered a four-year settlement proposal, conditional upon the publication of an 'Efficiency Plan'. Fylde Council published its Efficiency Plan in the summer of 2016 and it has been confirmed by DCLG that the plan has been accepted and consequently the Council is eligible to receive the illustrative funding levels for the years 2017/18 to 2019/20 that were contained within the multi-year settlement offer.

The Fylde Council Efficiency Plan is accessible at the following link: <u>http://www.fylde.gov.uk/council/finance/efficiency-plan-2016/</u>

6.9 The Council's service planning and performance management framework is designed to ensure the continuous drive for improvement and ensure that Value for Money continues to be achieved.

Balancing the MTFS

- 6.10 The Council is primarily a service provider and employee costs are one of its largest areas of expenditure. The pay award that was agreed in respect of 2016/17 is for an increase of 1%. Provision has been made for pay increases in future years of 1% per annum.
- 6.11 Each year officers review the outturn position, with particular reference to budget underspend across services, to identify areas where budget adjustments might be possible with the intention of reducing the overall cost-base of the Council. This exercise has also been carried out several times during 2016/17 following in-year budget monitoring reviews, resulting in significant levels of favourable adjustments, the latest of which have been reflected in this revised forecast.

Developing the Budget Forecast

6.12 Fylde Council has a structured approach to financial management and corporate governance, safeguarding public monies and ensuring accountability. The starting point for developing the forecast for the forthcoming year is the forecast agreed by Full Council at the last Budget setting meeting. The forecast is reviewed in the light of the previous year's outturn information. Changes and risks based on the latest available information such as the statutory annual Council Tax Base calculations and the most recent Local Government Finance Settlement are incorporated. Original assumptions are reviewed; new spending pressures are assessed and evaluated with any in year budget decisions being taken into account. The need for spending and savings is assessed in the light of available resources. The process is summarised in the following diagram:

The Council's Budget Process Legislative changes Local Government Finance Forecast & Budget agreed at the previous Settlement – funding Virements and year Budget Council meeting allocations adjustments Pay & Price Inflation Full year effect of previous year's Forecast changes, outturn, savings and savings and growth Changes in demand for growth adjustments options services Savings and Investments/borrowing need efficiencies Updated forecast and budget Value for Money presented to Budget Council Impact of capital investment plans and priorities **Budget Right-sizing**

Throughout the process, all risks are analysed, assessed and reported as necessary and appropriate.

Section 7: BACKGROUND TO THE FORECAST

7.1 In order to 'scene set', the current financial position of the Council is summarised for Members as follows:

(i) Original Budget 2016/17

At the Council meeting on the 2nd March 2016 the budget for 2016/17 and the medium term financial forecast were agreed. The resolution included a 2.68% increase in the average Council Tax amounts and a total net budget requirement of £9.371m for 2016/17. The General Fund balance at that time was forecast at the end of 2019/20 to be £1.967m. In agreeing the Original Budget for 2016/17 a number of key high level financial risks and assumptions were highlighted.

(ii) <u>General Fund Revenue Outturn Position 2015/16</u>

The revenue outturn position for 2015/16 was reported to Members in June last year. The impact of the outturn position, including transfers to earmarked reserves and slippage items has been reflected in this updated forecast.

(iii) Budget Right-sizing Exercise

Throughout each year officers undertake a series of budget right-sizing exercises to identify any in-year budget variances and any future budget adjustments that might be made. The exercise includes an analysis of underspends which have occurred over the last 3 financial years in order to identify structural variances and trends in income and expenditure levels. This has become part of the annual budget process. As a result a number of budget adjustments are included within Appendix C of this report under the heading 'Budget Rightsizing'. The efficiencies and savings captured by the right-sizing exercise are a combination of one year only and recurring savings. It is anticipated that in future years the level of efficiencies and savings that are achievable through the right-sizing exercise will be more limited.

(iv) Capital Outturn Position 2015/16

The capital outturn position for 2015/16 was reported to Members in June last year. The impact of the outturn position, including slippage items has been reflected in this updated forecast.

(v) <u>General Fund Revenue Quarterly Budget Monitoring 2016/17</u>

Periodic revenue budget monitoring reports have been presented to each of the programme committees during the year. These reports identified a number of budget areas for further consideration. As a result a number of changes have already been included in this latest forecast. These include revised fee income estimates, updated employee cost assumptions, and the latest estimate of borrowing costs.

Section 8: THE GENERAL FUND REVENUE FORECAST & NEW FORECAST CHANGES

8.1 Appendix A sets out the Original Base Budget forecast, agreed at Budget Council in March 2016. In rolling forward the forecast general assumptions included in the Base Budget are set out in Appendix B, with detailed changes since the last approved budget was set detailed in Appendix C. Explanations in support of these budget changes are set out in Appendix D. A summary of the impact of these latest changes, including the proposals of the Budget Working Group, and the updated summary forecast position for the Council, is set out in Appendix E.

8.2 <u>Business Rate Pooling</u>

At the meeting of 28th October 2016 the Finance Committee considered a report detailing a number of revisions to the business rates income expectations. The report also proposed that as a consequence of the revised position in this regard that Fylde Council become a member of the Lancashire Business Rate Pool for 2017/18.

The report noted that the dismissal by the Valuation Office Tribunal of one of the highest value business rate appeals, together with a reassessment by the Councils external rating consultants of the required level of provision for other large appeals, has meant that a significant sum can be released from the total appeals provision.

A further benefit arising from the settlement of long-outstanding appeals is that it has the effect of making the underlying in-year Business Rates position clearer in terms of real growth as compared to earlier years. A number of known upward revaluations of existing businesses for Business Rates and a number of additions as a result of new developments in the borough have also been reflected on the rating list.

These changes resulted in a thorough review of in-year monitoring and the underlying assumptions and options in respect of pooling. This analysis showed that the potential one-off windfall from release of cumulative appeals provisions amounts to an estimated £1m (which is forecast to be realised in 2017/18), with an estimated additional recurring underlying growth of approximately £900k per annum from 2017/18 onwards.

Based upon this revised assessment the Finance and Democracy Committee approved membership of the Lancashire Business Rate Pool for 2017/18 in order to maximise the Councils share of this additional income. The Committee also approved that the initial gains from membership of the pool (in terms of business rate income retained over and above the baseline level) are utilised to create a "local safety net" to provide replacement funding in the event that actual income received fails to meet the baseline level. This is to be achieved through an additional contribution to the Funding Volatility Reserve in 2017/18.

The effect of the above changes to Business Rates income expectations for 2017/18 and beyond (including the 'one-off' further benefit for 2017/18) and the contribution to the Funding Volatility Reserve in 2017/18 have been reflected in a revised General Fund Budget Forecast at Appendix E to this report.

8.3 Other Significant Forecast Changes

Alongside the adjustments to the financial forecast that have been made as a consequence of the decision to participate in a Business Rate Pool for 2017/18, as outlined above, and the reduced levels of New Homes Bonus funding (as set out in section 10 of this report) the Council meeting of 5th December 2016 approved a number of proposals that are also of significant financial importance and which have also been reflected in this updated

financial forecast update. Additionally a further review of budgets and actual income and expenditure levels has been carried out based upon in-year budget monitoring and a number of budget adjustments for both the current and for future years have resulted from this analysis. Explanations of the most significant adjustments are summarised below, with further information being provided at Appendix D to this report.

i) The introduction of a year-round green waste subscription service

The introduction of a chargeable green waste collection service was approved in principle by the Council meeting in December 2016, and the details of how the scheme will be implemented were finalised at the Operational Management Committee at the meeting of 17th January 2017. The projected income levels that are included within this updated forecast are predicated upon the implementation details as agreed by that committee, the key details being:

- The implementation date of a subscription service of 1st June 2017;
- An annual subscription of £25 per bin in year 1 (reduced year service to March 31st 2018); and
- An increased subscription level to £30 from year 2 (full year service April 1st to March 31st).

Income levels arising from the scheme are calculated by reference to assumed participation rates of 50% in year 1, 60% in year 2 and 70% thereafter as detailed in the December report to Council. Actual take-up and the consequential income that this will generate is difficult to estimate ahead of implementation of the scheme. As the scheme commences and progresses it may be necessary to make changes to the estimated income levels within later updates to the financial forecast.

It is proposed that the upfront one-off costs associated with implementing the scheme will be met from existing revenue budgets wherever possible. However if this is not achievable any shortfall will be met from the income that is generated in year 1 of the scheme which may affect the income assumptions used at this stage.

ii) Car park tariffs

The Council meeting of 5th December 2016 approved an increase in car park tariffs by an average 5% with effect from 1 April 2017. It is estimated that this will generate additional income from charges of £26k per annum which has been reflected in this updated forecast.

iii) Grants to town and parish councils

The Council meeting of 5th December 2016 approved a reduction in the total value of grants to town and parish councils in relation to the Council Tax Reduction Scheme (CTRS) effective from 2017/18. The total grant amount that is distributed to town and parish councils will reduce from £66k per annum, as assumed within the December financial forecast, to £27k for 2017/18, £4k for 2018/19 and nil thereafter. The effect of this decision has also been reflected in this updated forecast. A possible alternative mechanism for the allocation of further funding to town and parish councils will be explored during 2017/18.

iv) Other budget adjustments

A number of further budget adjustments, mostly favourable variances arising from additional income that has been received, have been made to this updated financial forecast update. These are included within the variance analysis at Appendix C to this report and an explanation of each is provided at Appendix D. Council Tax income projections have also been updated from the December financial forecast to include the actual Council Tax base information for 2017/18 which was finalised in December 2016.

8.4 <u>Community Housing Fund</u>

In January 2017 the Council was notified of an allocation of funding in the sum of £440,381 for 2016/17 in relation to the Community Housing Fund, intended to address the impact of second homes within communities and the distortion of the housing market that may result from high numbers of such. The stated aim of the fund is to:

"Support communities to deliver affordable housing units of mixed tenure in response to the challenges created by a large number of second homes, thereby contributing to the overall national effort to boost housing supply over the next four years. In addition to this, the fund will help build collaboration, skills and supply chains at local level to promote sustainability and longer-term delivery. The fund will also provide capital investment, technical support and revenue to make more schemes viable and significantly increase community-led housing including through Community Land Trusts."

This allocation of funding was not anticipated and currently officers are exploring how the money may best be utilised to deliver the objectives of the fund and a report will be presented to Members in due course.

Section 9: SAVINGS & GROWTH PROPOSALS

- 9.1 In order to prepare for the funding uncertainties of future years only a limited number of revenue growth proposals have been identified and the Council continues to look for further efficiencies. In identifying the growth items now proposed (detailed in Appendix F) and exploring opportunities for future savings, the following criteria has been considered:-
 - The impact on the Council's corporate priorities;
 - The impact on front line service provision to residents:
 - The sustainability of proposed savings;
 - Value for Money and efficiency implications; and,
 - The potential for further cost reductions both in back-office and service delivery costs, in particular, to be achieved via a mix of more shared services and partnering arrangements.

There are no new capital schemes proposed for 2017/18.

9.2 Although there are no proposed budget reductions as part of this MTFS, the impact of any such future proposed budget reductions would be assessed by way of an equality impact assessment. Any reduction in Council expenditure that leads to a reduction in services will inevitably have an impact on the wider community served. However, in carrying out a high level equality impact assessment on savings options it is necessary to look at two specific issues:

- The effect on persons who share a protected characteristic in relation to the wider community; and,
- If and how one group is disproportionately disadvantaged by the cuts in relation to other groups.
- 9.3 The Council has consulted with a wide range of stakeholders, including the general public, local business groups, Town and Parish Councils, business rate payers, partners, and other local authorities on the proposed budget for 2017/18.
- 9.4 In putting together the budget proposals due consideration is given to the consultation and feedback which is collated on an ongoing basis through the various service providers as well as bespoke research aimed at specific initiatives. This includes customer satisfaction surveys, suggested service delivery improvements obtained through feedback and an analysis of the complaint and service failure data collated by the Council each month.

Section 10: THE LOCAL GOVERNMENT FINANCE SETTLEMENT 2017/18

The main document detailing the Local Government Finance Settlement is entitled 'Provisional local government finance settlement: England, 2017 to 2018'. Full details of the settlement can be found at the following link: <u>https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2017-to-2018</u>

10.1 Background: The December 2015 Settlement and New Homes Bonus Consultation

The December 2015 Local Government Financial Settlement proposed a four-year settlement for local authority funding covering the years 2015/16 to 2019/20. Giving councils the option of longer-term funding settlements was a significant development compared to previous one and two year allocations. The "offer" (of a four year settlement) was conditional upon councils publishing an efficiency plan which Fylde Council did in the summer of 2016. Consequently Fylde's efficiency plan was accepted and it has been confirmed that the Council is eligible for the four-year funding offer. The budget for 2016/17 that was approved by Council on 2nd March 2016 assumed that central government funding for future years would be in line with that shown in the four-year funding proposal.

Alongside the December 2015 funding settlement the government also published a consultation document relating to New Homes Bonus, including a preferred option to achieve savings of £800m by 2020 which would reduce the funding that is receivable by councils through the scheme.

Key options discussed within the consultation included:

- A reduction in the overall costs of the scheme by moving from 6 years of payments to 4 years of payments;
- A proposal from 2017/18 to reduce payments from 6 to 4 years, or to go further and to reduce payments to 3 or 2 years;
- A possible transition period to pay 5 years in 2017/18 then 4 years from 2018/19.

To further reform the scheme in order to better reflect authority's performance on housing growth, additional options that were proposed included:

- Withholding the bonus in areas where no local plan has been produced;
- Reducing payments for homes built on appeal; and
- Only making payments for delivery above a baseline representing deadweight.

The impact of these proposed changes to the scheme, whichever options were adopted, would result in a much-reduced income projection for Fylde Council, as compared to earlier forecasts.

An estimate of the likely impact, as far as they could be predicted given the range of proposals contained within the consultation, were included within the 2016/17 budget that was approved in March 2016.

10.2 The December 2016 Settlement and New Homes Bonus Consultation Response

In respect of Revenue Support Grant and Retained Business Rates, the December 2016 financial settlement broadly confirmed the funding totals for the four year period ending 2019/20 that had been provided earlier and which had been reflected in the 2016/17 budget that was approved by Council in March 2016.

The scale of the overall reduction in central government funding to local authorities and the change in the composition of that funding is demonstrated in the following charts. The first chart shows the reduction in **total** local government funding levels over the period from 2012/13 to 2020/21.



The next chart illustrates the change in composition of **total** local government funding over the same period. It shows the move from 2012/13 when funding was largely based upon central government allocations of Revenue Support Grant (RSG) to the current position where RSG is being phased out and being replaced by Business Rate Retention (BRR), New Homes Bonus (NHB) and other Specific Grants.





For New Homes Bonus a response to the consultation was announced alongside the 2017/18 finance settlement on 15th December 2016.

The response takes the form of a revised scheme, effective from 2017/18, which incorporates some of the proposals as contained within the consultation, namely:

- a. A move to a scheme incorporating 5 years allocations for 2017/18 and 4 years from 2018/19 onwards (funding was previously based upon 6 year allocations);
- b. Not to remove New Homes Bonus payments for those homes granted following a planning appeal or to those authorities who had not yet agreed a Local Plan (though this will be kept under review);
- c. No change to the 80:20 allocation between District and County Councils; and

d. The implementation of a baseline level of expected housing growth for each council area, equivalent to 0.4% of current housing stock, with New Homes Bonus being receivable only in respect of housing growth above that baseline level. For Fylde Council the baseline is around 146 houses at Council Tax Band D equivalent property level for 2017/18. Therefore no New Homes Bonus will be 'earned' for the first 146 (Band D equivalent) properties that are completed in Fylde Council area in 2017/18. Only after that number has been reached will New Homes Bonus be receivable for each additional property that is completed.

Nationally these changes amount to a £75 million reduction of NHB allocations for district councils in 2017/18 alone (when compared to last year forecasts), £45 million of which will be due to the new deadweight baseline.

The impact of these changes for Fylde Council is greater than was anticipated and is shown in the table below.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
December Financial Forecast Update – Estimated NHB Amount	1,863	2,153	1,351	1,296	1,296
Estimated NHB receivable per Funding Settlement Dec 2016	1,863	1,661	1,176	994	996
Reduction in estimated New Homes Bonus funding receivable	0	492	175	302	300

Table 1: Forecast New Homes Bonus - Funding Settlement impact

The cumulative adverse impact on the forecast is therefore £1.269m over the next four years. The forecast has been updated to reflect the latest estimates above based upon the consultation response announcement in December 2016. Actual income receivable by the Council is subject to fluctuation based upon actual house completions in the borough each year, and as a consequence these figures are subject to change.

10.3 <u>Council Tax</u>

For shire district councils (including Fylde Council) the referendum principles for 2017/18 retain an upper limit of either 2 per cent or £5 (on a Band D council tax bill).

In addition, social care authorities (which do not include Fylde Council but do include Lancashire County Council) will be able to increase their council tax by an additional 3% in 2017-18 or 2018-19, but still cannot exceed 6% in total over the 3 year period 2016-17 to 2018-19.

Referendum principles will not be extended to town and parish councils for 2017/18, but could be applied to these councils in the future.

Section 11: KEY AREAS OF FINANCIAL RISK (REVENUE)

11.1 In considering this forecast Members should note that there are a number of significant risks. In the context of the Council's financial forecast a risk can be defined as a change with an unknown or uncertain impact on the financial position of the Council that can be favourable or adverse. In assessing each risk the following has been taken into account:-

High Level Financial Impact Risk

- Potentially a significant sum, with the potential for impact over a number of years
- Relatively little mitigation available to spread or defer the impact
- The possibility of a significant financial impact on the Council if the risk materialises
- Probable need for change to the forecast if it materialises

Medium Level Financial Impact Risk

- Potentially a large sum, with the potential for impact over a number of years
- Some mitigation may be possible to spread or defer the impact
- The possibility of a sizeable financial impact on the Council if the risk materialises
- Possible need for change to the forecast if it materialises

Low Level Financial Impact Risk

- Potentially a less significant sum
- Some mitigation may be possible to spread or defer the impact
- Impact should be capable of being absorbed without major forecast changes

11.2 High Level Financial Impact Risks

i) Future Central Government Funding

The central government funding figures currently shown within the General Fund Forecast at Appendix E comprise the funding allocations as contained within the 2017/18 Local Government Finance Settlement. It is expected that funding levels for later years will only be confirmed prior to the commencement of each year. Consequently theses sums must be regarded as indicative at this point in time and subject to possible change.

There is also uncertainty about the level and makeup of central government funding beyond 2019/20. The government have announced the introduction of a revised business rate retention scheme from 2020/21 which, although referred to as a '100% Business Rate Retention Scheme', will undoubtedly retain a balancing mechanism between authorities (similar to the present 'tariff and top-up' adjustments) which will not in fact result in Fylde Council retaining 100% of its proportionate share of all business rates that are collected.

The reformed New Homes Bonus scheme that comes into effect from April 2017 (as described in detail in section 10) included significantly reduced funding allocations to Fylde Council as compared to the scheme as previously constructed. The government has chosen at this point not to introduce further restrictions or changes to the New Homes Bonus scheme that were part of the 2016 consultation, namely:

- To exclude New Homes Bonus payments for those homes granted following a planning appeal or to those authorities who had not yet agreed a Local Plan; and
- To amend the 80:20 allocation between District and County Councils.

However the DCLG has confirmed that each of the above further changes to the operation of the scheme will be kept under review. Consequently it is possible that future reform of the New Homes Bonus could further reduce the income to the Council in future years to a significant extent. Consequently this represents a major financial risk to the Council.

Any amendments to the levels of central government funding levels within the Financial Forecast will be made as and when any revised allocations are provided and will be reflected in future updates to the Financial Forecast.

11.3 Medium Level Financial Impact Risks

i) Retained Business Rates - Pooling

One of the impacts of the decision to join a Business Rate pool for 2017/18 as detailed in Section 8.2 of this report is the loss of the protection of a 'Safety Net' payment in the event of a significant reduction in Business Rate income below a defined level.

As part of the decision to join a Business Rate pool it was also determined that this risk would be mitigated by the setting-aside (within the Funding Volatility Reserve) of the initial gains from membership of the pool in terms of business rate income retained over and above the baseline level. This would effectively create a 'local safety net' to provide replacement funding in the event that actual income received fails to meet the baseline level.

Due to the importance of retained Business Rates income to Fylde Council and the uncertainty surrounding future arrangements this remains a financial risk.

ii) Borrowing Cost Assumptions

In light of the current level of reserves and balances held by the Council, the forecast has been updated during the year to reflect an expectation that additional external borrowing will not be required during the life of the Financial Forecast and that internal cash balances will be utilised to fund capital expenditure. This means that the base forecast no longer contains any budget cover for external borrowing beyond the level currently held by the Council, on the assumption that the Council's underlying need to borrow will be funded through the life of the current forecast from internal borrowing.

There is a risk therefore that if circumstances change over the forecast period and it is necessary to take out further external borrowing to fund existing capital commitments, there is no budget cover for such an eventuality. It is not currently envisaged that such circumstances will occur during the life of the forecast, and the position will be monitored carefully on an ongoing basis.

iii) Reduction in Housing Benefit Administration Grant

The Council receives an annual grant to support the cost of the administration of Housing Benefit and Council Tax. The grant that the Council receives for these purposes has reduced in recent years, particularly in respect of the Housing Benefit element, as the government moves away from a system of Housing Benefit payments and towards a Universal Credit Scheme. This financial forecast reflects the latest estimates of reduced grant levels for

2016/17 and for subsequent years. As updated grant notifications are received in respect of future years it may be necessary to update the forecast accordingly.

iv) Universal Credit

The Government has commenced the consolidation of a number of welfare benefit allowances into a revised Universal Credit Scheme. One of these is Housing Benefit which is currently administered by the Council through the shared service with Blackpool Council. The intention is that the new Universal Credit Scheme will be provided on-line and will be administered by Department of Work and Pensions. The roll-out of the new arrangements are gradual and began in Fylde in respect of a small number of the less-complex cases in November 2014. The timing and financial implications of future developments of the scheme remain uncertain.

(v) <u>Grounds Maintenance – External Contracts</u>

Throughout the future life of the forecast a number of grounds maintenance contracts with external parties will come to an end or will be due for renewal/re-tender. At the same time other opportunities will arise for additional contract work and these will be actively pursued as appropriate. Income from contracts supports the work of the Parks and Leisure Service teams by way of a contribution to management costs and corporate overheads. Officers will endeavour to seek extensions to contracts as they become due for renewal/expiry and will continue to seek suitable alternative new work. Should this not be possible there may be an adverse impact on the forecast.

11.4 Low Level Financial Impact Risks

i) The Living Wage

In March 2015 the Council agreed a policy to adopt the Living Wage Foundation pay rates for all employees, excluding apprentices, with effect from 2015/16, such that the Council became a 'Living Wage Employer' from that point forward. Additionally, in the autumn of 2015, the government announced the introduction of a statutory National Living Wage to apply from April 2016 for all employees over the age of 25.

The revenue estimates include annual amounts for the estimated impact of the annual increases in the hourly rates for the Foundation Living Wage and the National Living Wage. In the event that actual future year increases are higher than the estimated levels such that the increases cannot be contained within the approved budgets future adjustments to the Financial Forecast may be necessary.

ii) Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) which came into operation nationally in April 2011 is intended to assume the role of the traditional Section 106 Agreement. However Section 106 Agreements will continue to have a role to play on site specific development proposals. For the CIL to become operational within the borough the Local Plan will need to be in place. Officers will be exploring infrastructure requirements as part of the work on the Local Plan with the aim of producing, for public consultation, an Infrastructure Delivery Plan which will help inform a CIL charging schedule. At this moment in time the financial implications are unknown.

Section 12: CAPITAL STRATEGY AND ASSET MANAGEMENT PLAN

- 12.1 The Council owns a number of operational properties and assets and has developed a Capital Strategy and Asset Management Plan. Operational properties include office accommodation, depots, yards and venues such as the Town Hall and other offices, the crematorium, open space facilities, and various car parks. The Council has a five-year rolling programme of maintenance for its assets which is factored into the Medium Term Financial Strategy.
- 12.2 A small investment property portfolio is managed to generate income to support the revenue budget and maximise any opportunities for regeneration. This position is reviewed regularly by the Asset Management Group in order that income can be maximised and timely decisions made on the disposal of poorly performing or surplus assets.
- 12.3 The Asset Management Plan includes a stock condition survey to establish the rolling programme of repair and maintenance, which takes account of the need for efficiency and environmental impact.
- 12.4 The increasing pressure on the revenue budget impacts on the capacity of the Council to borrow. Asset holdings are therefore reviewed as part of the annual planning cycle to ensure the capital programme is matched with the funds available. This could lead to the disposal of some assets to maintain the remaining estate to the desired standard.
- 12.5 A key factor in recent years has been the Council's Accommodation Project. Funding is now in place to allow for the remaining works to be undertaken and the project is due to be completed during 2017. The project has spanned a number of years and will, when complete, provide modern fit-for-purpose office accommodation along with a new Council chamber.
- 12.6 Furthermore a review of all heritage assets including furniture and art-work, last undertaken in 2012, will be commissioned during 2017 as required by the Councils adopted accounting policy in order to ensure that valuations remain current.

Section 13: THE CAPITAL PROGRAMME

- 13.1 Capital Expenditure is defined as expenditure on the acquisition of a fixed asset and/or expenditure which adds value to (not merely maintains) the value of an existing fixed asset. Examples of fixed assets are; land, building, plant and vehicles. Capital expenditure also includes the making of an advance, grant or other financial assistance towards expenditure which would, if incurred by the Council, be classed as capital expenditure.
- 13.2 The Capital Programme is updated continually for agreed changes and reported in periodic monitoring reports to each Programme Committee.
- 13.3 **The latest updated Capital Programme is shown at Appendix G.** This has been updated to reflect the latest position. A prudent approach is taken in preparing the programme to ensure that financing resources are only recognised when there is relative certainty that they will be received. Cost efficiencies achieved in respect of vehicle fleet modernisation, waste collection service development and lease rationalisation have been incorporated.
- 13.4 Capital schemes are directly linked with the Council's priorities and delivered through a series of key programmes through detailed Service Delivery Plans. Major items of enhancement or renewal are identified through the Council's Asset Management Plan.

13.5 **Financing the Capital Programme**

The Council finances the Capital Programme from a variety of sources. These include:-

- (i) Specific Capital Grant Allocations;
- (ii) Disabled Facilities Grant / Better Care Fund (from central government);
- (iii) Capital Receipts;
- (iv) External Funding (such as Heritage Lottery / Environment Agency Funding);
- (v) Prudential Borrowing / Leasing;
- (vi) Revenue Funding; and
- (vii) Earmarked reserves such as the Capital Investment Reserve and Accommodation Project Reserve.
- 13.6 The Revenue Budget includes provision for total borrowing repayments based on the current level of borrowing only, as shown in the updated Capital Programme.
- 13.7 In updating the Capital Programme a number of schemes have been re-phased into later years to reflect the latest estimated delivery timescales.
- 13.8 Given the significant financial resources directed towards delivery of the Capital Programme, and the consequential revenue implications of some of the financing options, it is necessary for the Council to carefully consider the most appropriate mechanism for ensuring that the programme is delivered in the most cost effective manner.

Section 14: KEY AREAS OF FINANCIAL RISK (CAPITAL)

14.1 Members should be aware that the following financial risk areas remain relevant on the Capital Programme:

14.2 Medium Level Financial Impact Risks

(i) 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 LRPG 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.

Following an annual review of the Environment Agency's Medium Term Plan (MTP) the project funding has been reviewed and re-phased as follows 2017/18 £14.4m, 2018/19 £5.825m. The total project cost is now calculated as £20.225m, including the contribution from Fylde Council of £400k funded from the Capital Investment Reserve. We have now received confirmation of these revised scheme costings and consequently this has now been reflected in this MTFS. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported to members.

Due to the scale and value of this scheme, the project is regarded as a medium level financial risk.

(ii) Vehicle Replacement

The estimated vehicle replacement budget to replace existing fleet at the end of its useful economic life from 2016/17 to 2020/21 within the Capital Programme totals £3.954m. Within the forecast it is assumed that the majority of this future cost will be financed from borrowing.

It is important to note that purchase prices will fluctuate with new models and technological/legislative changes and it is therefore necessary to review the costs associated with new vehicles on an annual basis and make any necessary adjustments to the capital program to ensure that ongoing fleet replacement is accurately budgeted for in future years. The introduction of the Euro VII engine requirements in future years is in line with stringent environmental regulations. There is no current timeline for this at present however it may fall within the next 5 years. This may have significant financial consequences for future fleet procurement the extent of which is currently unknown as was the case for the introduction of the Euro VI engine with reduced emissions for light passenger and commercial vehicles in 2014 which has resulted in higher purchase prices and resultant increased costs which have been reflected in the additional fleet replacement costs within this financial forecast.

The scheme remains a risk due to the potential volatility in the cost of vehicles in future years.

14.3 Low Level Financial Impact Risks

(i) Project Slippage

Any areas of slippage in the Capital Programme must be addressed in future years to ensure that there is no loss of external grant arising due to conditions associated with specific grant awards within specified timescales.

(ii) 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.

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

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 under the Better Care Fund. For 2016/17 the Council received a grant allocation of £849k, a significant increase on the level of grant in earlier years (in 2015/16 the allocation was £468k). This increased funding level has allowed the council to clear all of the backlog of schemes which were waiting to be completed and there is now no waiting list for disabled adaptations.

The level of the grant allocation for 2017/18 has not yet been announced. There is a risk that if future funding is reduced to the pre 2016/17 levels that over time a waiting list may once again develop as the demand for disabled adaptations exceeds the amount of funding available. The position will be kept under review and is reported annually to the Environment, Health and Housing Committee in the form of an annual report.

(iv) 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 which has been re-phased in the programme into 2017/18. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

Section 15: RESERVES AND BALANCES PROVISION

- 15.1 The Council carries a number of reserves, balances and other provisions which are held for three main purposes:
 - To maintain a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing. This forms part of what is commonly referred to as 'general fund balances';
 - A contingency to cushion the impact of unexpected events or emergencies; and
 - A means of building up funds to meet known or predicted liabilities commonly referred to as "earmarked reserves".
- 15.2 The Council's General Fund Reserve Balance at 31st March 2016 was £3.48m.
- 15.3 Within the existing statutory and regulatory framework, it is the responsibility of the Chief Financial Officer to advise local authorities about the level of reserves that they should hold and to ensure clear protocols for their establishment and use. Accordingly an updated Useable Reserves and Balances Policy is appended at Appendix H and approval of this updated policy is sought as part of this report. In line with the policy the current level of useable reserves and balances has been reviewed.
- 15.4 In October 2016 the Council approved the transfer into the Accommodation Project Reserve of the sum of £151k, this to be funded from favourable in-year revenue budget variances in 2015/16 to provide the required funding for the delivery of the Accommodation Project up to phase 5. Subsequently in December 2016 the Council approved a further transfer into the Accommodation Project Reserve of the sum of £320k to be funded from favourable in-year revenue budget variances in 2016/17. This provided the necessary funding for completion of the remaining phases of the Accommodation Project, final completion now expected to be around the middle of 2017.
- 15.5 In December 2016 the Council approved transfers into the M55 Link Road Reserve totalling £804k split between 2016/17 and 2017/18, to be funded from forecast favourable in-year revenue budget variances in the respective years, such that the balance on the reserve would then total £1m in line with Council's previous recommendation as an "in-principle" contribution to the Link Road project.
- 15.6 Having reviewed the current useable reserves and balances position, the budget proposals include the following in respect of reserves:
 - To approve transfers to the Capital Investment Reserve in 2017/18 and 2018/19 equivalent to the balance of the revenue surplus for those years,

after allowing for all approved transfers to other reserves, currently estimated at £513k in 2017/18 and £274k in 2018/19, in order to set aside sufficient funds to provide for the delivery of additional capital schemes from 2018/19 onwards, no new capital schemes having been proposed within this MTFS Update for delivery in 2017/18.

15.7 To maintain a future stable financial environment for the Council and in light of the current economic climate and risks, a minimum level of General Fund reserves of £750k remains the recommendation of the Chief Financial Officer.
Section 16: THE COLLECTION FUND

- 16.1 As a Council Tax and National Non-Domestic Rates (NNDR) Billing Authority, the Council is required by legislation to maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and NNDR, and to calculate the surplus or deficit for each financial year on the Collection Fund. Prior to 2013/14 the requirement was to maintain this for Council Tax only, however, as part of the Local Government Finance Act 2012 the Government implemented a Business Rates Retention Scheme from April 2013, whereby the collection and distribution of NNDR is also collected and distributed via the Collection Fund (the distribution of NNDR had previously been managed nationally).
- 16.2 For Council Tax only, there was a cumulative surplus on the Collection Fund as at 31st March 2016 of £513k. This was shared between the Borough Council, the County Council, the Police Authority and the Fire & Rescue Authority with the Borough Council's share being £70k. An estimate of the current years Council Tax Collection Fund position has been undertaken and this will form part of the 2017/18 Council Tax Calculation. The Council's share of the estimated surplus is £50k, and both figures are shown in Appendix E of this Report.
- 16.3 For Non-Domestic Rates only, there was a deficit on the fund as at 31st March 2016 of £5.286m. This will be shared between Central Government, the Borough Council, the County Council and the Fire & Rescue Authority in 2016/17 & 2017/18. The Borough Council's share of the deficit is £2.114m, and the Council has previously set aside an equivalent sum in the Collection Fund Deficit Reserve to cover this deficit when it becomes due. An estimate of the current years Non-Domestic Rates Collection Fund position has been undertaken and has been included within the Business Rates Funding section of Appendix E of this Report.

Section 17: TREASURY MANAGEMENT STRATEGY

- 17.1 Treasury Management is defined as the management of cash flow, banking monies, money market and capital market transactions and the control of the risks associated with these activities. Prudential Indicators provide the framework within which these transactions should be monitored.
- 17.2 The objective of the Prudential Code for Capital Finance in Local Authorities (the Code) is to provide a framework to ensure that the Council's Capital and Revenue Budget Plans are affordable, prudent and sustainable. **The Council's Treasury Management Policy is set out at Appendix K.**
- 17.3 The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management requires the Council to review and approve a Treasury Management Strategy. The Strategy covers the operation of the treasury function, its expected activities for the forthcoming year and also includes a number of Prudential Indicators. **The Treasury Management Strategy is included at Appendix L.**
- 17.4 The Prudential Code requires the Council to approve, revise and monitor a number of mandatory Prudential Indicators covering the forthcoming three years. These are included in the Treasury Management Strategy at Appendix L.

Section 18: TREASURY MANAGEMENT RISKS

18.1 There are a number of potential areas of significant risk associated with Treasury Management activities.

The main risks to the Medium Term Financial Strategy as a result of Treasury Management activity are:

- (i) Unexpected movement in cash flow;
- (ii) Difference between actual interest rates and rates used in the forecast; and
- (iii) The security of monies invested with counterparties.

Section 19: SUMMARY AND CONCLUSIONS

The General Fund Revenue Forecast

- 19.1 The overall position on the Council's financial forecast, as summarised in Appendix E of this report, is an improvement since Budget Council in March 2016. The current position is a forecast surplus in the current year and in 2017/18 and 2018/19, with deficits in 2019/20 and beyond, albeit at a reduced level since the budget was set. The improved financial forecast position reflects the net impact of a number of significant changes during the year, with the negative impact of reduced New Homes Bonus allocations being offset by the forecast increase in funding receivable from the Business Rate Retention Scheme, including the impact of joining the Lancashire Business Rate Pool, and additional income receivable as a result of implementing charges for green waste.
- 19.2 In light of the potential for future reductions in central government funding and uncertainties around 100% business rate retention from 2020/21 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to significantly reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain high quality frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach is re-doubled and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this council can best respond to the increased challenges.
- 19.3 Throughout 2016/17 much has already been done to address the financial challenges. As detailed within this report (see section 8) a number of important decisions have already been made with regard to income generation and expenditure reduction that will have a significant and positive effect on the financial forecast for future years, demonstrating a responsiveness to the current financial challenges which is essential for the Council to continue to benefit from a robust financial position.

These decisions have had the effect of going some way towards reducing the funding gap, particularly in the final years of the forecast, from that which previously existed. The effect of these changes are shown within in Appendices C and D to this report. Additional actions will be necessary to further address the remainder of the funding gap over the course of the coming years.

19.4 The assumptions that are contained within the Forecast Update are the latest best estimates and will be updated as and when further information is available. External pressures outside the Council's control are being experienced by many local authorities, and instructions remain in place that budget-holders should remain prudent and not commit to any unnecessary expenditure. This approach saves money and may result in an underspend for the 2016/17 financial year.

The Capital Programme

- 19.5 The current Capital Programme as updated is showing a balanced position.
- 19.6 There are a number of priority areas beginning to emerge across the Council's property asset portfolio that may require further investment in the medium term.
- 19.7 Any additional expenditure which is not fully funded by either external finance, revenue contributions, or from existing earmarked reserves would require the generation of capital receipts or further borrowing. The latter would place additional pressure on the Revenue Budget from the consequent financing costs.
- 19.8 Due to the ongoing risks faced by the Council, the Programme will continue to be closely monitored and reviewed on a regular basis throughout each year.

Overall Conclusions

- 19.9 The forecast financial position of the Council has improved since the budget was set in March 2016, and the finances of the Council remain robust. Whilst challenges remain, and will no doubt continue to be present given the reduction in central government funding for future years, prudent financial management has provided a relatively stable financial environment which allows the necessary time to determine how this Council can best respond to the challenges it faces.
- 19.10 The Council has set out its response to the financial challenges within its published Efficiency Plan. The actions that are contained within the Efficiency Plan will remain at the forefront of future service planning. The key elements of the Efficiency Plan are:
 - 1. To redouble the challenges to existing expenditure budgets through the regular budget right-sizing exercises which have produced significant levels of savings in recent years in order to seek to further reduce total expenditure;
 - 2. To seek to maximise existing income streams and explore new sources of income generation and to review existing services for opportunities to generate new forms of income or increased levels of income;
 - 3. To ensure that the Councils staffing structure is appropriate to the needs of the services that are delivered and to take advantage of opportunities to review establishment structures;
 - 4. To transfer a significant sum from General Fund balances to the Funding Volatility Reserve in 2015/16 to set-aside resources that can be used to support the revenue budget in future years, as and when that becomes necessary.

- 19.11 At a strategic level, activity and resources are focussed on the delivery of the key objectives of the Council as set out within the Councils approved Corporate Plan. Given the level of reserves that has been generated in recent years the budget deficits in the final years of the forecast appear to be at manageable levels. However in an uncertain financial environment the position can change in unexpected ways. It is important that the Council continues to operate in a sound and prudent manner in order to maintain a stable financial position and to explore further means by which the financial position can be further strengthened, whilst continuing to provide high quality services to residents and to deliver the priorities set out in the Corporate Plan.
- 19.12 Under section 151 of the Local Government Act 2003, the Council's Chief Financial Officer is required to comment on the robustness of the Council's financial position.

Having considered the major items of expenditure and income and their sensitivity to change, together with the savings and growth proposals and their impact on the Council's future forecasts and level of reserves, it is the Chief Financial Officer's opinion:

- that the estimates have been prepared and reviewed utilising the most up to date and accurate information available;
- that the recommendations contained in this report provide the Council with a robust financial position at least for a number of years on the basis of the assumptions set out in this report, and is of the view that:
 - the Council has the processes and procedures in place to continue to develop further savings and income generation proposals as necessary to ensure that the minimum revenue balances are maintained over the medium term in light of the financial uncertainty regarding the future impact of the reforms to Local Government Finance in future years; and,
 - the Council has the processes and procedures in place to monitor the strategy and its risks in order to take effective remedial action should the need arise.

In forming this view on the Council's financial position the Chief Financial Officer would remind Members of the risks outlined in sections 16 and 19 of the report and, in particular, the current uncertainties surrounding the assumptions upon which the forecast is based. These will be monitored closely and advice provided to Members accordingly over the coming months.

In making any final recommendations both the Finance and Democracy Committee and Council must carefully consider and monitor the risks set out in sections 11 and 14 of this report and note that action will be necessary to find means of further reducing the gap between in-year income and expenditure in later years of the forecast as shown in Appendix E of this report. The level of reserves that has been generated in recent years provide an important 'window of opportunity' during which the Council can consider how it can best address the budgeted gap from 2018/19 onwards in a controlled and measured way.

Appendix A

General Fund Budget Forecast 2015/16 to 2019/20 - Approved at Budget Council March 2016

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	Adverse / Favourable
Forecast approved at Council on 3rd March 2015	9,991	9,979	10,007	11,029	11,029	
Forecast changes - per Appendix C of March 2016 report	- 1,318	- 638	- 648	- 689	- 251	Favourable
Budget Proposals - per Appendix F of March 2016 report		30	38	47	47	Adverse
Forecast Budget Requirement	8,673	9,371	9,397	10,387	10,825	
Financed by:						
Revenue Support Grant	1,443	861	354	47		
Business Rates Funding - BASELINE	1,625	1,771	1,806	1,859	1,623	
Transition Grant		56	56			
Council Tax Freeze Grant relating to 2015/16 freeze	59					
Less - Parish Element of Council Tax Support Funding	- 69	- 66	- 66	- 66	- 66	
Sub Total	3,058	2,622	2,150	1,840	1,557	
Council Tax (including Collection Fund Surplus/Deficit)	5,248	5,484	5,667	5,851	6,038	
Other grants						
New Homes Bonus	1,660	1,859	1,873	1,177	1,129	
Forecast Financing	9,966	9,965	9,690	8,868	8,724	
Forecast surplus(-)/deficit for year	- 1,293	- 594	- 293	1,519	2,101	
Reserves						
Forecast surplus/deficit(-) for year from above:	1,293	594	293	- 1,519	- 2,101	
Less: Contribution to Accommodation Project Reserve	- 504					
Less: Contribution to Capital Investment Reserve	- 32					
Balance of surplus/deficit(-) remaining:	757	594	293	- 1,519	- 2,101	
Balance of General Fund Reserves b/f	5,443	3,200	3,794	4,087	2,568	
Less: Contribution to/from Funding Volatility Reserve	- 3,000				1,500	
Less transfer to/from(-) General Fund Reserves in year	757	594	293	- 1,519	- 2,101	
Forecast Reserves at Year End	3,200	3,794	4,087	2,568	1,967	
Band D Council Tax (Excl Parish Precepts)	£185.79	£190.77	£195.76	£200.75	£205.74	
Band D Average Council Tax Increase		£4.98	£4.99	£4.99	£4.99	
Band D Average Council Tax Increase	0.00%	2.68%	2.62%	2.55%	2.49%	

General Base Budget Assumptions

The forecast has been prepared on the basis of the following assumptions:

- General Prices Inflation a freeze or cash-limiting of all general revenue expenditure budgets with the exception of pay, fuel & utility budgets;
- Slippage underspend items from 2015/16 agreed by the Finance and Democracy Committee in June 2016 have been slipped into 2016/17;
- Pay award assumed to be 1% per annum from 2016/17 onwards throughout the forecast;
- Employers Pension Contributions the Council's contribution to the Lancashire pension fund scheme is set in accordance with the estimated outcome of the 2016 Triennial Pension Review at 15.2% plus 9% deficit recovery lump sum payment for the period to 2019/20; any amendments resulting from the final review will be reflected in later updates to the Financial Forecast;
- Employer's National Insurance contributions the forecast reflects the statutory contribution rates currently in place, including a reduced contribution rate as a result of the Council being part of the pension scheme. This reduced rate increased due to the introduction of a Single Tier Flat Rate State Pension from April 2016, and the impact of this has been reflected in the forecast;
- Council tax increases £4.99 increase per annum from 2017/18 onwards in line with latest government announcement on the threshold for referendums;
- Government Grant Support the forecast assumes central government funding is as notified in the illustrative four-year funding settlement announced in January 2016, amended for known changes in respect of retained Business Rates and New Homes Bonus for 2016/17 onwards;
- Fees and Charges The forecast takes account of the 5% increase in car parking fees from April 2017 and of the planned increases in cemetery and crematorium fees. In respect of other services budget-holders have reviewed fee levels as appropriate and any proposed changes to fees & charges will be considered at the Budget Council in March 2017 following consideration by the appropriate programme committee;
- Vacancy Savings the forecast assumes £310k savings target for 2016/17, and £200k per annum from 2017/18 onwards;
- Localisation of Council Tax Benefit Scheme the forecast assumes a fully funded scheme with no cost to the Council from 2016/17 onwards following a decision on the 2017/18 scheme that was agreed at the Council meeting in December 2016.

Appendix C

Forecast changes since Budget Council March 2016

1 CHANGES AS A RESULT OF MEMBER APPROVALS:	16/17 £000	17/18 £000	18/19 £000	19/20 £000	20/21 £000	ADVERSE / FAVOURABLE / NEUTRAL
F&D Committee - 20/06/16 - Slippage	282	0	0	0	0	ADVERSE
F&D Committee - 20/06/16 - Weed Treatment - Mechanical Removal	-9	2	2	3	2	NEUTRAL
Disposal of Kirkham Car Parks - approved by Operational Management Committee in November 2016	0	-12	-12	-12	-12	FAVOURABLE
Income/savings from introduction of green waste charges - approved by Council 5th December 2016	0	-300	-440	-500	-500	FAVOURABLE
Increase in car parking income - 5% increase - approved by Council 5th December 2016	0	-26	-26	-26	-26	FAVOURABLE
2 BUDGET RIGHTSIZING EXERCISE:						
Revenue impact of budget right-sizing across all budget areas of the Council	-96	-68	-78	-71	-16	FAVOURABLE
3 UPDATED ESTIMATES OF INCOME BUDGETS:						
Increase in Crematorium Income forecasts	-50	-25	-32	-40	60	FAVOURABLE
Increase in Cemetery Income forecasts	0	-4	-9	-16	-22	FAVOURABLE
Parks Contracts - Contribution to Overheads	-28	-21	-21	0	0	FAVOURABLE
CAMEO Income - Lytham Crematorium	-15	0	0	0	0	FAVOURABLE
Council Tax - Additional income from court costs	-40	0	0	0	0	FAVOURABLE
Increase in car parking income forecasts - based on useage over the last two years	-65	-30	-30	-30	-30	FAVOURABLE
4 STAFFING COSTS:						
Updated estimate for future years pay award and on-costs	0	0	0	0	94	ADVERSE
Additional in-year vacancy savings target	-110	0	0	0	0	FAVOURABLE
Apprenticeship Levy - introduced April 2017	0	18	18	18	19	ADVERSE
5 OTHER FORECAST CHANGES						
Removal of Borough Elections budget included in base for 2019/20	0	0	0	0	-80	FAVOURABLE
Reduction in Planning Appeals budget provision	-52	0	0	0	0	FAVOURABLE
Reduction in Enforcement costs - Travellers	-40	0	0	0	0	FAVOURABLE
Photocopier contract savings (one-off, future years still to be identified)	-18	0	0	0	0	FAVOURABLE
Rephase of car park closures (Coastal defence works)	-20	0	20	0	0	NEUTRAL
Art Collection valuation costs	0	6	0	0	0	ADVERSE
Rephasing of budgets for Neighbourhood Plan Referenda - St Annes / Warton	-36	36	0	0	0	NEUTRAL
6 Revised borrowing assumptions:						
Interest Charges - Receivable	-12	83	63	43	43	ADVERSE
Interest Charges - Payable	-13	-133	-168	-149	-133	FAVOURABLE
TOTAL	-322	-474	-713	-780	-601	FAVOURABLE

Explanations of Forecast Changes set out in Appendix C

The following notes relate to specific adjustments made to the Forecast set out in Appendix C

(1) <u>Changes as a Result of Member Approvals</u>

The forecast that was approved at the Council meeting in March 2016 has been updated to reflect the financial impact of Member decisions made since then. The significant decisions in financial terms of their effect are detailed within the body of the report.

(2) <u>Recurring savings from right-sizing exercise across all budget areas of the Council</u>

Each year officers carry-out a budget right-sizing exercise focussing on a review of underspends across all budget areas. This exercise has, as always, yielded in a significant level of favourable adjustments which have been reflected in the revised forecast.

(3) <u>Revised Crematorium and Crematorium income forecasts</u>

The forecast has been updated to reflect additional income generated in-year at the Cemetery and Crematorium. The budgets for the years to 2019/20 have also been revised upwards. For 2020/21 there are planned re-lining works to the cremators which are expected to require a certain closure period which will impact on income levels at the crematorium. The timing and length of the expected closure period will be kept under review and any necessary amendments will be reflected in future updates to the Financial Forecast.

(4) <u>Extension of Parks Contracts – contribution to overheads</u>

A number of Parks contracts with external parties have been renewed. The additional profit on the contract works, which contributes towards the central overhead costs, has now been reflected in the budgets for the appropriate years.

(5) <u>Cameo Income – Lytham Crematorium</u>

The Environment Agency national Cameo scheme for redistributing income to those authorities that have undergone crematoria replacement under the mercury abatement regulations (including Fylde Council) has not operated as intended and income to the council under the scheme is erratic and largely unpredictable. In December 2016 the Council was notified of a payment under the scheme in the current year which was unbudgeted and has resulted in this favourable variance.

(6) <u>Council Tax – Additional income from Court Costs</u>

Income for the year is in excess of the budget due to additional court summonses being issued in the first part of the year in respect of Council Tax debts. In 2015/16 there was a reduction in the number of such cases whilst a legal challenge (to Haringey Council specifically but by extension to all councils in this matter) was resolved.

(7) <u>Car Parking – Additional Income</u>

Income levels across most car parks are in excess of the budget for 2016/17 and are also higher than in previous years, as a result of mostly favourable weather during key periods of the season. A favourable outturn variance is anticipated and the budgets in respect of the current and future years have been adjusted to reflect increased income expectations.

(8) <u>Extension of Parks Contracts – contribution to overheads</u>

A number of Parks contracts with external parties have been renewed. The additional profit on the contract works, which contributes towards the central overhead costs, has now been reflected in the budgets for the appropriate years.

(9) <u>Staffing Costs</u>

The forecast assumes an estimated 1% pay award per annum from 2016/17 onwards. Salary estimates are based upon a revised assessment of the base level of salary costs to reflect any staffing changes that have occurred since the last point of calculation. The effect of adding the year 2020/21 within this Financial Forecast necessitates an additional sum being reflected in this update for the pay award for that year.

The forecast that was approved by Council in March 2016 has an assumed level of 'turnover savings' (delays in the recruitment to vacant posts) of £200,000 per annum from 2016/17 onwards. Actual savings to date are already in excess of this target. Accordingly, the turnover savings targets for the current year has been updated to reflect a revised estimate of the level of savings.

(10) <u>Removal of Borough Election Costs 2020/21</u>

Fylde Borough is next due to hold a Council election in 2019/20 and the estimated costs are already included within the base budget for that year. The forecast has been updated to remove the costs of the election from the base budget in the year 2020/21.

(11) <u>Reductions in budget requirements: Planning Appeals and Planning Enforcement</u>

The budgets for both Planning Appeals and Planning Enforcement costs in 2016/17 have been revised to reflect the latest estimates of the required resource for the year.

(12) <u>Reductions in Photocopier budget requirement</u>

The budget for the costs of the photocopier contract in 2016/17 has been revised to reflect the achievement of savings on the contract price.

(13) <u>Re-phasing of car park closure (loss of income)</u>

The car park closures that are required due to the impact of the Coastal Defence Works are now expected to occur in 2018/19 and not in 2016/17 as previously anticipated. The consequential loss of income has therefore now been reflected in the appropriate year.

(14) <u>Art Collection – Valuation Costs</u>

The Councils accounting policy in respect of asset valuations requires that the art collection is professionally valued at intervals of not more than five years. The previous valuation was carried out during 2012/13 and therefore the next valuation will be necessary during 2017/18.

(15) <u>Re-phasing of Neighbourhood Plan Referenda</u>

The referenda that are required as part of the approval of the Neighbourhood Plans in respect of Warton and St Annes are now not expected to be held in 2016/17 and consequently the anticipated cost has been re-phased into 2017/18.

(16) <u>Net savings from revised borrowing assumptions and interest rate forecasts</u>

The forecast has been updated to reflect both:

- the latest estimated cost of borrowing required in order to fund expenditure approved within the capital programme. The savings reflect an expectation that external borrowing will not be required during the life of the Financial Forecast and that internal cash balances will be utilised to fund capital expenditure; and
- the latest estimate of investment interest estimated to be received on cash balances and reserves which the Council invests as part of daily treasury management activities. Interest earnings are significantly reduced due to the continuing expectation of a low bank base rate in the coming years and the negative effect this has on investment returns.

Appendix E

Latest General Fund Budget Forecast 2016/17 to 2020/21

	2016/17 2017/18		2018/19	2019/20	2020/21	Advers
	£000	£000	£000	£000	£000	Favour
Forecast approved at Council on 2nd March 2016	9,371	9,397	10,387	10,825	10,825	
Forecast Changes - per Appendix C	- 322	- 474	- 713	- 780	- 601	Favou
Budget Proposals - per Appendix F	0	57	32	32	32	Adve
Forecast Budget Requirement	9,049	8,980	9,706	10,077	10,256	
Financed by:						
Council Tax Funding:						
Council Tax - Precept	5,484	5,733	5,954	6,181	6,413	
Council Tax - Share of Previous Years Surplus/(Deficit)	70	50				
Sub Total - Council Tax Funding	5,554	5,783	5,954	6, 181	6,413	
Business Rates Funding:			-		-	
Retained Rates (including pooling benefit & contbtn from CF deficit reserve)	1,771	3,879	2,819	2,611	2,633	
Approved Contribution to Funding Volatility Reserve	·	- 2,000				
Sub Total - Business Rates net of reserve transfers	1,771	1,879	2,819	2,611	2,633	
Other Funding:				,		
New Homes Bonus	1,863	1,661	1,176	994	996	
Revenue Support Grant	861	354	47			
Transition Grant	56	56				
Less - Parish Element of Council Tax Support Funding	- 66	- 27	- 4			
Sub Total - Other Funding	2,714	2,044	1,219	994	996	
Forecast Financing	10,039	9,706	9,992	9,786	10,042	
Forecast surplus(-)/deficit for year	- 990	- 726	- 286	291	214	
Reserves						
Forecast surplus/deficit(-) for year from above:	990	726	286	- 291	- 214	
Less: Approved Contribution to Accommodation Project Reserve	- 151					
Less: Approved Contribution to Accommodation Project Reserve	- 320					
Less: Approved Contribution to M55 Link Road Reserve	- 519	- 285				
Less: Proposed Transfer to Capital Investment Reserve		- 441	- 286			
Balance of surplus/deficit(-) remaining:	0	0	0	- 291	- 214	
Balance of General Fund Reserves b/f	3,481	3,481	3,481	3,481	3,190	
Less transfer to/from(-) General Fund Reserves in year	0,701	0,-01	0,101	- 291	- 214	
		• • • •				
Forecast Reserves at Year End	3,481	3,481	3,481	3,190	2,976	
Band D Council Tax (Excl Parish Precepts)	£190.77	£195.76	£200.75	£205.74	£210.73	
Band D Average Council Tax Increase	£4.98	£4.99	£4.99	£4.99	£4.99	
Band D Average Council Tax Increase	2.68% e 47 of 192	2.62%	2.55%	2.49%	2.43%	

REVENUE BUDGET GROWTH ITEMS 2016/17 ONWARDS:

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	Description
Lowther Trust - Grant Support	0	32	32	32	32	Revenue budget increase of £31,667 to provide a continuing annual subsidy to Lowther Gardens Trust in the years 2017/18, 2018/19, 2019/20, 2020/21 and 2021/22, and continuation of the Service Level Agreement regarding the provision of services at Lowther Pavilion, as recommended by Tourism & Leisure Committee on 3rd November 2016.
Community Projects Funding	0	25	0	0	0	£25,000 revenue funding allocation to the Community Projects fund in 2017/18, as recommended by Finance and Democracy Committe on 21st November 2016. It is proposed that three bidding rounds are held throughout the financial year with £20,000 allocated to the larger Community Project Fund and the remaining £5,000 allocated to the smaller Discretionary Fund with a ceiling of £300 set for this fund, as opposed to the previous £500, to allow the smaller fund to be dispersed amongst a wider number of community groups. Any funds available at the conclusion of the financial year, will be made available through slippage into the next financial year. In addition, an evaluation of the effectiveness of the fund will take place at the conclusion of 2017/18.
TOTAL OF GROWTH	0	57	32	32	32	

Appendix G

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

	Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/20 £000	Estimate 2020/21 £000
Committee:					
Finance & Democracy Committee	1,641	О	О	О	О
Tourism & Leisure Committee	414	486	40	40	40
Operational Management Committee	762	15,697	7,117	501	577
Environment, Health & Housing Committee	1,564	2,738	468	468	468
Planning Committee	571	407	0	0	0
Total Expenditure	4,952	19,328	7,625	1,009	1,085
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)	299	63	0	0	0
Better Care Fund / Disabled Facilities Grant	895	468	468	468	468
Section 106 Monies - St Annes	37	237	0	0	0
Section 106 Monies - Lytham	0	130	0	0	0
Section 106 Monies - Staining	0	40	0	0	0
Section 106 Monies - Kirkham	90				
Section 106 Monies - Freckleton Memorial Garden	15	0	0	0	0
Section 106 Monies - Play Area - Derby Road, Wesham	24				
Section 106 Monies - 93 St Albans Road CPO	105	0	0	0	0
Section 106 Monies - Afordable Housing, Sunnybank Mill	460	460			
Section 106 Monies - M55 Link-Road	425				
Capital Grant - Repayments	3	0	0	0	0
Capital Investment Reserve	764	1,053	78	182	0
Accommodation Project Reserve	1,342	0	0	0	0
Other External Finance (see analysis below)	353	14,156	5,825	0	0
Direct Revenue Finance	50	6	0	0	0
Prudential Borrowing	0	1,255	1,184	289	547
Total Financing	4,952	19,328	7,625	1,009	1,085
Total surplus (-) / shortfall in year	О	О	О	О	О
Cumulative surplus (-) / shortfall	0	0	0	0	0

Appendix G (continued)

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

		Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000
FINANCE & DEMOCRACY COMMITTEE		2000	2000	2000	2000	2000
Accommodation Project - Phase 4 - Chaseley Link Bridge		501				
Accommodation Project - Phase 5 - One Stop Shop		302				
Accommodation Project - Phase 6 - Council Chamber		363				
Accommodation Project - Phase 7 - Internal Refurb / Services		475				
Accommodation Project - Phase 8 - Car Park & External Works		0				
	Sub total	1,641	0	0	0	0
TOURISM & LEISURE COMMITTEE						
Ashton Gardens Depot		0	63			
St Annes Pool		0	93			
St Annes Pool - External Works		0	120			
Fairhaven Lake & Promenade Gardens - First Round		0	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				
Bryning-with-Warton Parish Council Play Area		0	50			
Improvements to Children's Play Area - Derby Road, Wesham		24				
Implementation of a Health Walk on Blackpool Road North Playing	g Fields, St Annes	12				
	Sub total	414	486	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE						
Replacement Vehicles		407	1,267	1,262	471	547
Vehicle Wash-down Facility - Snowdon Rd Depot		25				
North Promenade Toilets Refurbishment		84				
Bus Shelter Replacement Programme		50				
Car Park Improvements		30	30	30	30	30
Fylde Headlands Preliminary Work		133				
Fairhaven and Church Scar Coast Protection Scheme		0	14,400	5,825		
Repair & Renewal - Flood Defences		33				
	Sub total	762	15,697	7,117	501	577
ENVIRONMENT, HEALTH & HOUSING COMMITTEE						
Disabled Facilities Programme		938	468	468	468	468
93 St Albans Road - Compulsory Purchase Order		105				
Affordable Housing Scheme - Sunnybank Mill, Kirkham		460	460			
Affordable Housing Scheme - Keenan Mill			840			
Church Road Methodist Church, St Annes			550			
Affordable Warmth Scheme		28	28			
Rapid Deployment CCTV Replacement Projects		0	38			
Cemetery and Crematorium - Infrastructure Works		0	294			
Lytham Park Cemetery - Windbreak Canopy		0	60			
New memorial garden - Lytham Park Cemetery		33				
	Sub total	1,564	2,738	468	468	468
Woodlands Road Regeneration Scheme - Town Centre Phase 3		19				
St Annes Regeneration Schemes		37	237			
Lytham Regeneration Schemes		0	130			
Staining Regeneration Schemes		0	40			
Kirkham Public Realm Improvements		90				
M55 Link Road - S106 monies for design work	_	425				
	Sub total	571	407	0	0	0
-	Total Expenditure	4,952	19,328	7,625	1,009	1,085

Appendix G (continued)

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

	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)	299	63			
Better Care Fund / Disabled Facilities Grant	895	468	468	468	468
Section 106 Monies - St Annes	37	237			
Section 106 Monies - Lytham	0	130			
Section 106 Monies - Staining	0	40			
Section 106 Monies - Kirkham	90				
Section 106 Monies - Freckleton Memorial Garden	15				
Section 106 Monies - Play Area - Derby Road, Wesham	24				
Section 106 Monies - 93 St Albans Road CPO	105				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460	460			
Section 106 Monies - Church Road Methodist Church, St Annes		550			
Section 106 Monies - M55 Link-Road	425				
Section 106 Monies - Bus Shelters	20				
Section 106 Monies - Affordable Housing, Keenans Mill		840			
Capital Grant - Repayments	3	0.0			
Capital Investment Reserve	764	1,053	78	182	
Accommodation Project Reserve	1,342	2,000			
Other External Finance (see analysis below)	353	14,156	5,825		
Direct Revenue Finance	50	6	0,010		
Prudential Borrowing	0	1,255	1,184	289	547
Total Financing	4,952	19,328	7,625	1,009	1,085
	.,		1)010	_,	
Total surplus (-) / shortfall in year	0	0	0	0	0
Cumulative surplus (-) / shortfall	0	0	0	0	0
See note below for external funding available to finance the above	e schemes:				
Other External Finance: Analysis					
LSP Performance Reward Grant	0	38			
Environment Agency - Fylde Coastal Preliminaries	95	14,000	5,825		
Environment Agency - Flood Defence	71	1,000	0,010		
Arts Council - St Annes Pool	0	90			
Freckleton Parish Council	20	50			
British Aerospace	10				
Friends of Freckleton Memorial Garden	9				
Lancashire County Council	6				
Lancashire County Council - Affordable Warmth Scheme	28	28			
Lancashire Environment Fund	28 30	20			
Veolia	30				
Tesco Capital Grant	32 12				
New Fylde Housing - DFG Contribution	40				
	353	1/ 150	E 07F	0	
-	303	14,156	5,825	0	0

Fylde Borough Council

Useable Reserves and Balances Policy

Policy on Useable Reserves and Balances

1 The Useable Reserves and Balances Policy

- 1.1 Setting the level of useable reserves and balances is just one of several related decisions in the formulation of the Council's Medium Term Financial Strategy.
- 1.2 In establishing and approving the Medium Term Financial Strategy, "the Council will ensure that it maintains a prudent level of reserves in line with best practice and relevant guidelines".
- 1.3 Any surplus balances will be considered in the light of the budget forecast and the risks associated with that forecast. Any changes to this Policy will require approval by Members.

2 Integrated Financial Planning

- 2.1 Under section 114 of the Local Government Finance Act 1988 the Chief Financial Officer is required to report to all Councillors if there is or is likely to be unlawful expenditure or an unbalanced budget. This would include situations where reserves have become seriously depleted and it is forecast that the authority will not have the resources to meet its expenditure in a particular financial year.
- 2.2 There are no statutory minimum levels of general reserves but in line with best practice and CIPFA advice it is suggested that 5% of the total net budget requirement is set as the minimum for the reserve balances. For Fylde this equates to approximately £500k based on a net budget requirement for 2017/18 of around £10m.

However, during 2008/09, due to the downturn in the economy, the Council had to take urgent in year action to make further service cuts in order to maintain minimum balances at that time. In order to remain financially robust over the medium term, Budget Council in February 2009, based on the advice of the Chief Financial Officer, agreed to increase the minimum level of balances to £750k. This recommendation remains in place in order for the Council to maintain a future stable financial environment for the Council in light of the current economic climate and risks.

In making a recommendation as to the level of balances which should be maintained, the Chief Financial Officer will pay particular attention to:-

- The overall financial standing of the authority (level of borrowing, debt outstanding, council tax collection rates, etc.)
- The authority's track record in budget and financial management including the robustness of the Council's Medium Term Financial Strategy
- The authority's capacity to manage in-year budget pressures
- The strength of the financial information and reporting arrangements
- The authority's virement and end of year procedures in relation to revised budget and cash limit under/over spends at authority and departmental level
- The adequacy of the authority's insurance arrangements to cover major unforeseen risks.
- 2.3 The level of earmarked reserves will be reviewed in the preparation of each update to the Medium Term Financial Strategy and annually as part of the closure of accounts process. The creation of any new Earmarked Reserves will be subject to Member approval.
- 2.4 The Council's General Fund balances at 31st March 2016 was £3.48m.

3 Reporting Framework

- 3.1 Any recommended changes to the level of useable reserves held will be reported within the Medium Term Financial Strategy or in the consideration of the Annual Accounts and will take account of the strategic, operational and financial risks facing the authority at that time.
- 3.2 In making any recommendation the Chief Financial Officer will provide Members, (in line with the requirements of the Local Government Act 2003) with an opinion on the robustness of the budget estimates and on the adequacy of the Council's useable reserves.

4 Earmarked General Fund Reserves

4.1 Earmarked general fund reserves are a means of voluntary and prudently building up funds to meet known future or predicted liabilities. When establishing reserves the Council must adhere to the International Financial Reporting Standards (IFRS) and in particular the need to distinguish between reserves (set aside for future liabilities) and provisions (mandatory set asides for actual liabilities existing).

In approving any new earmarked reserves the Council needs to identify the purpose of the reserve, the protocol for its use and the procedures for its management and control. The earmarked reserves as at 31st March 2016 and expected as at 31st March 2017 are set out in a note at the end of this Appendix. The note identifies any earmarked reserves that can be released to revenue if required.

5 Presentation of the Reserves & Balances

5.1 These have been presented in a way which is hopefully in an easy to follow and useful summary format. These Reserves & Balances are also fully detailed in the Annual Statement of Accounts, but are presented in a more technical format to ensure that the Council comply with the new International Financial Reporting Standards (IFRS).

6 Earmarked Reserves – Proposals for 2017/18

6.1 Having reviewed the current useable reserves and balances it is now proposed for 2017/18:

i. In order to minimise the need for additional borrowing in the future, a transfer be made to the Capital Investment Reserve in 2017/18 and 2018/19 equivalent to the balance of the revenue surplus for those years, after allowing for all approved transfers to other reserves, currently estimated at £441k in 2017/18 and £286k in 2018/19 to provide sufficient resource for any capital projects that may arise.

6.2 The capital schemes that remain to be funded from the Capital Investment Reserve and the forecast balance at the end of each year throughout the forecast are set out in the table below.

Capital Investment Reserve position

Capital Investment Reserve - Analysis of forecast balances, contributions and expenditure

		2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/2
		£000	£000	£000	£000	£000	£000	£00
Opening balance at start of year		521	1,652	2,775	2,274	1,313	701	909
Transferred in at financial outturn 2012/13		319						
	b -total	840						
Schemes approved at Budget Council 4th March 2013								
Fairhaven lake and prom gardens - HLF bid		- 35	- 35			- 20		
Contribution to Kirkham Public Realm Scheme Cemetary and Crematorium Infrastructure Works		- 35	- 35					
Schemes approved at Budget Council 3rd March 2014		- 80						
Hope Street Pavilion Refurbishment				- 20				
St Annes Pool External Works				20		- 30		
Snowdon Road Depot Improvements				- 320				
Lytham Park Cemetery Infrastructure				- 6		- 294		
Coastal Protection Schemes						- 400		
Budgeted transfer in at financial outturn 2013/14		455						
PLUS additional transfer in at year end 13/14 from underspend		472						
Budgeted transfer in at financial outturn 2014/15			850					
Budgeted transfer in from additional sandwinning and crem fee income Additional transfer in at financial outturn 2014/15			61 247					
			247					
Fairhaven boat replacement - approved at Council 1st December 2014				- 55				
Schemes approved at Budget Council 3rd March 2015								
Fleet replacement schedule - updated estimate of replacement costs					- 23	- 99	- 78	- 182
Vehicle Fleet - switching from hire to direct purchase				- 122	- 334			
Fairhaven footway improvements				- 8	- 7			
Sand dunes re-modelling at North Beach car park / Summerfields				- 3	- 17			
New Memorial Garden Lytham Park Cemetery				- 8	- 33			
Fairhaven Toddlers Play Area				- 67	110			
Lowther Pavilion Roof				- 4	- 119			
Kirkham Regeneration Scheme - Town Centre Phase 4 Woodland Road Regeneration Scheme - Town Centre Phase 3				- 50 - 66	- 19			
Freckleton Memorial Park				- 00	- 50			
Proposed transfer at Budget Council 2nd March 2016				32	50			
Proposed transier at Budget Council 2nd March 2016				32				
Schemes approved at Budget Council 2nd March 2016								
Promenade Gardens Water Play Facility						- 100		
Hope Street Footways					- 24			
Vehicle Wash-down Facility - Snowdon Rd Depot					- 25			
North Promenade Toilets Refurbishment					- 84			
Bus Shelter Replacement Programme					- 30	- 60		
Lytham Park Cemetery - Windbreak Canopy						- 60 - 50		
Bryning-with-Warton Parish Council Play Area						- 50		
Additional transfer in at financial outturn 2015/16				196				
Transfer to M55 Link-road Reserve					- 196			
Proposed transfer in - Budget Council March 2017						441	286	
		1,652	2,775	2,274	1,313	701	909	727
Forecast balance at end of year		1,052	2,775	2,214	1,313	701	909	(2)

Useable Reserves and Balances position

1. Earmarked Reserves

Reserve	S Purpose	How and When Used	Actual Balance 31/03/16 £000	Estimated Transfers in in 2016/17 £000	Estimated Use/ Transfers out 2016/17 £000	Estimated Balance 31/03/17 £000	Comments
Land Charges - New Burdens Reserve	Created in 2010/11, this is a voluntary set- aside of grant received in 2010/11 towards potential third party claims in relation to historic Land Charge enquiries. Topped up at outturn 11/12.	Reserve to be maintained until the ongoing legal cases are	46	0	-46	0	Balance of £28k transferred to Accommodation Project Reserve during 2016/17
Vehicle Maintenance Reserve	Voluntary set aside created in 2008/09 to contribute towards the cost of vehicle maintenance repairs. Topped up at outturn 11/12.	To support any additional vehicle maintenance repairs.	127	0	-127	0	Balance of £127k transferred to Accommodation Project Reserve during 2016/17
ICT Investment Reserve	Voluntary set aside for the funding of new IT initiatives and development of IT systems - this fund was established from savings in revenue ICT expenditure .	To be used to fully fund ICT developments and investment in moving this important support function forward.	90	0	-29	61	Not available for release - balance to be retained for future IT development requirements including needs following refurbishment of the Town Hall.
Performance Reward Grant Reserve	Created in 2009/10, this is a voluntary set aside of performance reward grant (PRG). Although Fylde Borough Council is the Accountable Body for the Fylde PRG, The Fylde Local Strategic Partnership (LSP) are the appointed decision making body in relation to the allocation of the PRG.	Used to set aside Performance Reward Grant funding in order to support LSP approved project bids.	38	0	0	38	Not available for release - The LSP approved some legacy funding for projects prior to it's wind-up in March 2013. The remaining scheme relates to CCTV replacement. It is anticipated that the CCTV replacement will be delivered in 2017/18 and subsequent years.
Capital Investment Reserve	Created in 2012/13, this is a voluntary revenue set aside established to fund capital expenditure and thus minimise the future need to borrow.	As required to meet the cost of capital expenditure.	2,275	0	-961	1,314	After taking account of the previously-approved schemes to be funded from this reserve the un-committed balance stands at nil. There is therefore no available balance for release.
Accomodation Project Reserve	Created in 2015/16, this is a voluntary set- aside of funds to provide for the continued delivery of the accommodation project.	To be used to fund the accommodation project works.	504	838	-1,342	0	Expected to be required in 2016/17 to fund remaining elements of phase 7 to complete the scheme.
Vehicle Replacement Financing Reserve	Created in 2010/11. This is a voluntary set aside established to meet the cost of future debt repayments in respect of the replacement & purchase of vehicles.	Used to meet the cost of future debt repayments in respect of the replacement & purchase of vehicles	212	0	-212	0	Balance of £212k transferred to Accommodation Project Reserve during 2016/17.
MMI Insurance Reserve	Created in 2011/12, this is a set aside to cover the likely liability in respect of the MMI scheme of arrangement.	Used to meet the cost of future scheme run off.	81	0	0	81	Not available for release as to be fully utilised to fund the scheme run-off.

Earmarked Reserves (cont'd)

Community Right to Bid/Challenge Reserve	Created in 2012/13, this is a set aside of grant awarded to fund costs involved in potential future community right to bid.	Used to meet any potential costs arising from the community right to bid/challenge initiatives.	46	0	0	1 46	Not available for release as the monies are ear-marked for meeting community right to bid/challenge costs.
Collection Fund Deficit Reserve	Created in 2013/14, this is a voluntary set- aside of funds to meet the Council's share of the collection fund deficit, which was created as a result of the doubling of Small Business Rate Relief.	Used to meet the current deficit on the collection fund.	2,115	0	-2,115	1 0	Not available for release as the reserve is ear-marked for offsetting the current collection fund deficit.
Funding Volatility Reserve	Created in 2013/14 from additional Business Rates received under the Business Rate Retention Scheme, this is a voluntary set-aside established to provide a degree of protection to the Council's finances against future volatility in central government funding allocations and to fund investment in activity to stimulate Economic Development in the Borough.	Used to cushion the impact of future funding reductions and to fund investment in activity to stimulate Economic Development in the Borough.	3,221	0	0	3,221	For release to support the revenue budget as and when necessary to cushion the impact of future funding reductions and to fund investment in activity to stimulate Economic Development in the Borough, with the first call on this reserve being as match funding for the Fairhaven lottery bid should this be successful in the maximum sum of £400k.
M55 Link Road Reserve	Established at Council in July 2016 to fund a contribution of up to £1m towards the accelerated delivery of the link road.	To be used by 2019 in line with ongoing negotiations with delivery partners for the road.	0	715	0	1 715	Not available for release as the reserve is ear-marked for a contribution to the link road scheme.
Total Earmarked Reserves	-		8,755	1,553	-4,832	5,476	

2. General Fund Reserve

General Fund	An unallocated general working balance reserve fund to help cushion the impact of uneven costs of running council's day to day services or the impact of unexpected	In line with the annual budget and medium term forecast as approved by Council, taking in to account strategic, operational and financial risks facing the council over the medium term.	3,481	0	0	3 4 8 1	This is the position in line with the Council's current financial forecast.
Total General Fund Reserve	s		3,481	0	0	3,481	

Total

12,236 1,553 -4,832 8,957

SPECIAL EXPENSES POLICY

At its meeting of 3rd March 2008, the Council implemented a differential taxation policy by introducing special expense charges as set out in the following recommendations:

- i) That the resolutions of the former Policy and Resources Committee of 15 January 2001, relating to special expenses (minute 13), be rescinded in relation to categories (a) and (b) as set out in the minute, so that items falling within those categories (parks, gardens, open spaces and games sites) or within this resolution but outside those categories (Christmas lights/trees) will become the council's special expenses under section 35(2)(d) of the Local Government Finance Act 1992 and that the items of Special Expenses as listed in paragraph 9.4 be approved.
- *ii)* That the principle of differential taxation be agreed and the impact is set out in Table A of Appendix E.

For clarification purposes the special expense charge relates to costs incurred in respect of the provision of recreational resources on parks, playing fields, open spaces and gardens located within Lytham and St Annes, together with the costs of Christmas lights and/or trees in those same locations.

Until the Special Expenses Policy applicable to 2013/14 was approved by Council, annual fluctuations in the cost of concurrent services charged as special expenses resulted in corresponding fluctuations in amounts payable by residents. The 2013/14 Special Expenses Policy set the charge for 2013/14 at the same level as for 2012/13. Up until 2015/16 each element of the Council Tax remained at the same level. For 2016/17 a 2% increase was applied to each of the individual elements of the Council Tax charge i.e. the borough-wide charge and the special expense charge, in order that both elements were increased to an equivalent extent.

For 2017/18 an average Band D Council Tax of £195.76 is proposed (an increase of £4.99 as compared to the 2016/17 charge). This equates to a proposed 2.76% increase in respect of each of the individual elements of the Council Tax charge.

Therefore, the special expenses policy for 2016/17 shall be:

• the annual special expense charge per property will be set for 2017/18 at the 2016/17 level plus 2.76%, that being £71.77 per band D property;

• the annual borough wide charge per property will be set for 2017/18 at the 2016/17 level plus 2.76%, that being £152.98 per band D property; and

• the budget resource to be allocated to delivering concurrent services and chargeable as special expenses for 2017/18 will be set at a sum equivalent to the annual special expense charge per property (band D equivalent) multiplied by the tax base for the special expense area.

For the purposes of charging special expenses, both the special expense costs and the tax bases relating to the areas of Lytham and St Annes will each be aggregated and the Council Tax charge per property at each band level will be the same across the whole area.

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
OPERATIONAL MANAGEMENT COMMITTEE					
Waste Operations					
Bulky Household Waste Collections - Up to 3 Items	d	Up to 3 Items	D	19.65	19.65
- 4 to 10 Items	d	4 to 10 Items	D	39.30	39.30
- Over 10 Items (Charge per hour)	d	Over 10 Items (Per hour)	D	73.60	73.60
- Collection of fridge	d	Per fridge	D	39.30	39.30
Commercial Waste: - Grey Sacks	d	Per 50 Sacks	D	71.15	74.70
- 660L Bulk Bin (Disposal Charges)	d	Per Empty	D	3.36	3.43
- 660L Bulk Bin (Disposal Charges)	d	Per Empty	D	6.12	6.65
- 1100L Bulk Bin (Collection Charge)	d	Per Empty	D	5.30	5.41
- 1100L Bulk Bin (Disposal Charge)	d	Per Empty	D	10.21	11.08
- Bulk Bin Lease	d	Per Year	D	125.12	125.12
- Bulk Bin Sale	d	Per Bulk Bin	D	460.00	500.00
Commercial Waste Replacement Bin Parts (if purchased bin)					
- Lid	d	Per lid	D	81.58	88.11
- Lock	d	Per lock	D	45.63	49.28
- Wheels X 1	d	Per 1 x wheel	D	56.17	60.66
- Wheels X 2	d	Per 2 x wheel	D	72.34	78.13
- Wheels X 3	d	Per 3 x wheel	D	88.51	95.59
- Wheels X 4	d	Per 4 x wheel	D	104.58	112.95

		VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Schedule 2 Was	te					
-	Grey Sacks	d	Per 50 Sacks	D	38.67	39.44
-	660L Bulk Bin	d	Per Empty	D	3.36	3.43
-	1100L Bulk Bin	d	Per Empty	D	5.30	5.41
-	Bulk Bin Lease	d	Per Year	D	125.12	125.12
-	Bulk Bin Sale	d	Per Bulk Bin	D	460.00	500.00
Recycling 4 Busi	ness:					
-	Blue Sacks –Paper/Card	d	Per 50 Sacks	D	43.14	44.00
Wheeled Bin Ra	tes:					
-	Provision of Green Box to household still on original recycling scheme	N/A		D	Free	Free
-	Provision of Blue Bag to household still on original recycling scheme	N/A		D	Free	Free
-	Provision of one Wheeled bin (grey, green, blue or brown) at new build properties	d	Per Bin	D	32.50	32.50
-	Provision of full set of wheeled bins (grey, blue and brown) at a new build property	d	Per Set	D	100.00	100.00
-	Provision of full set of three wheeled bins (grey, green, blue and brown) at a new build property	d	Per Set	D	75.00	75.00
-	Provision of lost, stolen, damaged or additional (if eligible) wheeled bin including delivery	d	Per Bin	D	32.50	32.50
-	Provision of lost, stolen, damaged grey and green wheeled bins lid or wheels (including delivery and fitting)	d	Per Bin	D	13.00	13.00
-	Provision of second hand replacement bin (grey, green, blue or brown) where available	d	Per Bin	D	13.00	16:25
-	Provision of a bulk bin to multiple-occupancy properties for recycling	d	Per bin	D	460.00	500.00
-	Provision of a bulk bin to multiple-occupancy properties for the collection of residual waste	d	Per bin	D	460.00	500.00
-	Provision of two black sacks per week to properties unsuitable for wheeled bins for collection of residual waste.	N/A	Per 2 Sacks	D	Free	Free

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Green Waste Subscription Service:					
Annual Subscription Fee	N/A	Per 240L bin	D	N/A	30.00*
[*] An annual subscription of £30 per bin per annum was agreed by Council on the 5 th December 2016, for implementation in 2017, with the operational detail of the scheme to be agreed by the Operational Management Committee.					
Fleet Management Services:					
- MOT Class 1 – One off customer	d	Per MOT	Р	25.00	£25.00
- MOT Class 1 - Motor Trade Customers	d	Per MOT	Р	£25.00	£25.00
- MOT Class 1 - FBC Staff, relatives, members	d	Per MOT	Р	£25.00	£25.00
- MOT Class 2 – One off customer	d	Per MOT	Р	£25.00	£25.00
- MOT Class 2 - Motor Trade Customers	d	Per MOT	Р	£25.00	£25.00
- MOT Class 2 - FBC Staff, relatives, members	d	Per MOT	Р	£25.00	£25.00
- MOT Class 3 - One off customer	d	Per MOT	Р	£35.00	£35.00
- MOT Class 3 - Motor Trade Customers	d	Per MOT	Р	£35.00	£35.00
- MOT Class 3 - FBC Staff, relatives, members	d	Per MOT	Р	£35.00	£35.00
- MOT Class 4 – One off Customer	d	Per MOT	р	£40.00	£40.00
- MOT Class 4 – Motor Trade Customers	d	Per MOT	р	£35.00	£35.00
- MOT Class 4 – FBC Staff, relatives, members	d	Per MOT	р	£35.00	£35.00
- MOT Class 4 – Repeat customers (5 or more tests in 12 months)	d	Per MOT	р	£35.00	£35.00
- MOT Class 4 – Fylde Licenced Taxi-drivers (must be FBC registered)	d	Per MOT	р	£35.00	£35.00
- MOT Class 5 – One off customer	d	Per MOT	Р	£55.00	£55.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
MOT Class 5 – Motor Trade Customers	d	Per MOT	Р	£50.00	£50.00
MOT Class 5 – FBC Staff, relatives, members	d	Per MOT	Р	£50.00	£50.00
MOT Class 5 – Repeat customers (5 or more tests in 12 months)	d	Per MOT	Ρ	£50.00	£50.00
MOT Class 7 – One off customer	d	Per MOT	Ρ	£55.00	£55.00
MOT Class 7 – Motor Trade Customer	d	Per MOT	Ρ	£50.00	£50.00
MOT Class 7 – FBC Staff, relatives, members	d	Per MOT	Р	£50.00	£50.00
MOT Class 7 – Repeat Customers	d	Per MOT	Р	£50.00	£50.00
Taxi Test – Retest (If applicable)	d	Per MOT	D	£17.50	£17.50
Minor Repairs – Labour Per 30 Minutes (Plus parts)	а	Per half hour labour	D	£35.00	£35.00
Use of Diagnostics	а	Per Use	D	£40.00	£40.00
Dog Control Charges:					
Cost of collection and kennelling – per day	а	Per Day	D	18.50	19.00
Cost to collect stray dog from Kennels	а	Per Collection of Stray	D	67.50	69.00
Cost of return of stray dog by dog warden	а	Per Return of Stray	D	30.00	30.00
Fixed Penalty Notice for Dog Fouling (Statutory Fee)	d	Per Fixed Penalty Notice	Р	50.00	50.00/100.00
Land Charges Note: Land Charges Fees will be in accordance with the Fylde Borough Council scheme for the Recovery of Land Charges fees 2010 which came into force on the 1 st January 2010 <u>http://www.fylde.gov.uk/business/landcharges/</u>					

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Car Parks					
<u>St Annes</u>					
St. Annes Square: 9:00 a.m. to 6:00 p.m. (All Days)					
	_	Den Coorier	D	0.00	0.00
- Cars etc. – up to 0.5 Hours	а	Per Session	U	0.80	0.80
- Cars etc. – 0.5 to 1 hour	а	Per Session	D	1.30	1.40
- Cars etc. – 1 to 2 hours	а	Per session	D	2.40	2.50
- Car etc. – 2 to 3 hours	а	Per session	D	3.60	3.80
- At other times	N/A	Free	D	Free	Free
St. Annes Swimming Pool: 9:00 a.m. to 6:00 p.m.					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc over 4 hours	а	Per Session	D	4.30	4.50
- At Other times for passenger vehicles:	N/A	Free	D	Free	Free
- Overnight Motorhome Parking (per vehicle 6 p.m. to 10 a.m. following day)	а	Per Session	D	5.00	5.30
- Motorhome 1 day tariff (up to 10 a.m. following day)	а	Per Session	D	8.00	8.40
- Motorhome 2 day tariff	а	Per Session	D	15.00	15.80
- Motorhome 3 day tariff	а	Per Session	D	21.00	22.00
- YMCA staff permit	а	Annual	D	-	100.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Wood Street:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc. –up to 0.5 hour	а	Per Session	D	0.80	0.80
- Cars etc 0.5 to 1 hour	а	Per Session	D	1.30	1.40
- Cars etc. – 1 to 2 hours	а	Per Session	D	2.40	2.50
- Cars etc. – 2 to 3 hours	а	Per Session	D	3.60	3.80
- At Other times	а	Free	D	Free	Free
North Beach:					
9:00 a.m. to 6 p.m. (All Days)					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free
North Promenade:					
9:00 a.m. to 6:00 p.m.					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Fairhaven Road:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free
- Coaches	N/A	Free	D	Free	Free
St. Albans Road	N/A	Free	D	Free	Free
Fairhaven					
St. Pauls Avenue: 9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free
Fairhaven Lake	N/A	Free	D	Free	Free

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Stanner Bank:					
9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc Over 4 hour	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free
- Business Permit	а	Annual	D	100.00	100.00
<u>Lytham</u>					
Pleasant Street:					
0:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc up to 0.5 hour	а	Per Session	D	0.80	0.80
- Cars etc 0.5 to 1 hour	а	Per Session	D	1.30	1.40
- Cars etc 1 to 2 hours	а	Per Session	D	2.40	2.50
- Cars etc 2 to 3 hours	а	Per Session	D	3.60	3.80
- Cars etc 3 to 5 hours	а	Per Session	D	6.00	6.30
- Cars etc 5 to 7 hours	а	Per Session	D	8.00	8.40
- Cars etc. – 7-9 hours	а	Per Session	D	10.00	10.50
- At other times	N/A	Free	D	Free	Free
- Business Permit	а	Annual	D	335.00	335.00
- Resident Permit	а	Annual	D	285.00	285.00
- North Clifton Street Restricted Residents Permit (1995)	а	Annual	D	20.00	20.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Lytham Station: 9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc up to 1 hour	а	Per Session	D	0.90	0.90
- Cars etc 1 to 2 hours	а	Per Session	D	1.40	1.50
- Cars etc 2 to 4 hours	а	Per Session	D	2.20	2.30
- Cars etc Over 4 hours up to 6 p.m.	а	Per Session	D	2.70	2.90
- At other times	N/A	Free	D	Free	Free
- Cars etc. – 1 to 2 days	а	Per Session	D	5.00	5.30
- Cars etc. – 2 to 3 days	а	Per Session	D	7.50	7.90
- Cars etc. – 3 to 4 days	а	Per Session	D	10.00	10.50
- Cars etc. – 5 to 7 days	а	Per Session	D	12.00	12.60
- Annual Permits (All)	а	Annual	D	160.00	160.00
Lytham Green (Bath Street & Dicconson Terrace): 9:00 a.m. to 6:00 p.m. (All Days)					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Kirkham					
Mill Street	N/A	Free	D	Free	Free
Eagles Court	N/A	Free	D	Free	Free
Orders Lane	N/A	Free	D	Free	Free
Administrative Buildings					
Town Hall, St.Annes:					
9:00 a.m. to 6:00 p.m. (Sat – Sun and Bank holidays)			_		
- Cars etc. – up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc. – 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc. – 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc. – 3to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc. – Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free
Public Offices, St.Annes:					
9:00 a.m. to 6:00 p.m. (All days)					
- Cars etc up to 1 hour	а	Per Session	D	1.20	1.20
- Cars etc. – 1 to 2 hours	а	Per Session	D	2.10	2.20
- Cars etc. – 2 to 3 hours	а	Per Session	D	2.70	2.90
- Cars etc. – 3 to 4 hours	а	Per Session	D	3.20	3.40
- Cars etc. – Over 4 hours	а	Per Session	D	4.30	4.50
- At other times	N/A	Free	D	Free	Free
General					
Fylde Resident's Permit Scheme - Restricted to certain car parks	а	Annual	D	25.00	25.00
Horse Box Permit (North Beach and Fairhaven Road)	а	Annual	D	15.00	15.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
General Continued:					
Any Permit Replacement	а	As Required	D	15.00	15.00
Parking Dispensation	а	Per Agreed Period	D	As Negotiated Max £16/day	As Negotiated Max £16/day
Penalty Charge Notices (PCNs) PCNs are issued for a variety of contraventions. Contraventions are divided into less serious (Lower Rate) and more serious (Higher Rate) with amounts set by Central Government. A full list of the various contraventions and whether they are lower or higher rate can be viewed at <u>www.patrol- uk.info/contravention-codes-list</u> . This list is subject to minor periodic variation. Only Off Street Parking (Car Parks) contravention codes apply to Fylde Council.					
- Lower Rate PCN	d	Per Offence	Ρ	50.00 (14 day discount 25.00)	50.00 (14 day discount 25.00)
- Higher Rate PCN	d	Per Offence	Ρ	70.00 (14 day discount 35.00)	70.00 (14 day discount 35.00)
Additional Charge to PCN if Charge Certificate Issued	d	Per Offence	Р	50% of PCN	50% of PCN
Additional Charge to PCN if registered with court as debt	d	Per Offence	Р	7.00	8.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
PLANNING COMMITTEE					
Planning					
Pre-application Advice:					
Large Scale Major Development	а	Per Enquiry	D	1,000.00	1,000.00
Significant Major Development	а	Per Enquiry	D	750.00	750.00
Small Scale Major Development	а	Per Enquiry	D	500.00	500.00
Minor Development (A)	а	Per Enquiry	D	350.00	350.00
Minor Development (B)	а	Per Enquiry	D	250.00	250.00
Householder Meeting	а	Per Enquiry	D	100.00	100.00
Householder Written Only	а	Per Enquiry	D	50.00	50.00
(N.B the above charges relate to a revised scheme of charging introduced for 2016/17. Accordingly there are no comparative charges for 2015/16).					
Printing Charges:					
A4 Documents including Decision Notes, Completion Certificates and Plans:					
Up to 14 Copies	N/A	Up to 14 Copies	D	No Charge	No Charge
15 Copies	а	15 Copies	D	2.00	2.00
Further copies	а	Per Copy	D	15p	15p
A3 Documents including Plans:					
Up to 7 Copies	N/A	Up to 7 Copies	D	No Charge	No Charge
8 Copies	а	8 Copies	D	2.00	2.00
Further Copies	а	Per Copy	D	25p	25p
A combination of the above shall be treated on the basis of 10p per copy for A4 and 20p per copy for A3. When the trigger of £1.50 is reached in any combination charging should commence.					

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
A2 Plans:					
		st -			
1 st Copy	а	1 st Copy	D	4.30	4.30
Additional Copies	а	Per Additional Copy	D	3.00	3.00
A1 Plans:					
1 st Copy	а	1 st Copy	D	8.50	8.50
Additional Copies	а	Per Additional Copy	D	5.75	5.75
Publications:					
Fylde Borough Local Plan to 2032 Revised Preferred Option	е	Per document	D	50.00	50.00
Fylde Borough Local Plan As Altered 2005	е	Per document	D	46.00	46.00
Postage	с	Per document		0.50	0.50
Housing Land Availability	е	Per document	D	15.50	15.50
Postage	с	Per document		1.00	1.00
2002 Housing Needs Survey	е	Per document	D	51.00	51.00
Postage	с	Per document		3.00	3.00
Interim Housing Policy	е	Per document	D	-	-
Postage	с	Per document		-	-
House Extending Your Home	е	Per document	D	30.00	30.00
Postage	с	Per document		0.50	0.50
Strategic Housing Land Availability Assessment	е	Per document	D	3.30	3.30
Postage	с	Per document		0.50	0.50

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Land at Wesham Hospital	e	Per document	D	2.20	2.20
Postage	с	Per document		0.50	0.50
Land at Queensway	e	Per document	D	2.20	2.20
Postage	с	Per document		0.50	0.50
Queen Mary School	e	Per document	D	5.50	5.50
Postage	e	Per document		0.50	0.50
Windows Doors and Architectural Joinery	e	Per document	D	5.50	5.50
Postage	с	Per document		0.50	0.50
Wimbourne Stables	e	Per document	D	2.20	2.20
Postage	с	Per document		0.50	0.50
Policy for Shop Front Design Guide	e	Per document	D	3.30	3.30
Postage	с	Per document		0.50	0.50
606 Clifton Drive North (Revised Development Brief)	e	Per document	D	2.20	2.20
Postage	с	Per document		0.50	0.50
Land at Weeton Road, Wesham	e	Per document	D	2.20	2.20
Postage	с	Per document		0.50	0.50
The Conversion of Fylde's Traditional Farm Buildings	e	Per document	D	3.30	3.30
Postage	с	Per document		0.50	0.50
Any document not included in the above list will be charged at the relevant charge per page as set out above					
	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
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Planning Fees					
Planning fees are charged at the national rates which are established and set by the Government.					
http://www.fylde.gov.uk/assets/files/3475/PlanningAppFees.pdf					
Building Control					
Standard charge for erection or conversion of dwelling houses up to 300m2 and up to 3 storeys					
1 dwelling	а	Per application	D	690.00	690.00
2 dwellings	а	Per application	D	930.00	930.00
3 dwellings	а	Per application	D	1,170.00	1,170.00
4 dwellings	а	Per application	D	1,410.00	1,410.00
5 dwellings	а	Per application	D	1,650.00	1,650.00
Erection or conversion of 6 or more dwellings or flats	а	Per application	D	Negotiated fee	Negotiated fee
Erection of dwellings or flats where the total floor area exceeds 300m2	а	Per application	D	Negotiated fee	Negotiated fee
Standard charges for extensions to existing dwellings					
Extension with floor area not exceeding 10m2	а	Per application	D	375.00	375.00
Extension with floor area exceeding 10m2, but not exceeding 40m2	а	Per application	D	475.00	475.00
Extension with floor area exceeding 40m2, but not exceeding 80m2	а	Per application	D	650.00	650.00
Loft conversion up to 40m2 that does not include a dormer window	а	Per application	D	375.00	375.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Standard charges for extensions to existing dwellings continued:					
Loft conversion up to 40m2 that includes a dormer window	а	Per application	D	475.00	475.00
Erection or extension of a detached or attached domestic garage not exceeding 40m2	а	Per application	D	275.00	275.00
Erection or extension of a detached or attached domestic garage or carport with floor area exceeding 40m2, but not exceeding 80m2	а	Per application	D	375.00	375.00
Conversion of domestic garage to habitable room	а	Per application	D	325.00	325.00
Notifiable electrical work carried out by a non-competent person (i.e. not Part P registered)	а	Per application	D	250.00	250.00
Reversion work from an approved inspector	а	Per application	D	Negotiated Fee	Negotiated Fee
Building work in relation to more than one building	а	Per application	D	Negotiated Fee	Negotiated Fee
Extension to a dwelling where floor area exceeds 80m2	а	Per application	D	Negotiated Fee	Negotiated Fee
Loft conversion (with or without a dormer) to a dwelling where floor area exceeds 40m2	а	Per application	D	Negotiated Fee	Negotiated Fee
Garage or carport where floor area exceeds 60m2	а	Per application	D	Negotiated Fee	Negotiated Fee
Regularisation of any work which would normally be subject to an individual charge/negotiated fee	e	Per application	D	Minimum 120%	Minimum 120%
Standard charges to other works to dwellings:					
Renovation of a thermal element of a single dwelling or flat	а	Per application	D	150.00	150.00
Renovation of a thermal element to more than one dwelling or flat	а	Per application	D	Negotiated Fee	Negotiated Fee
Replacement windows (multi flat or single dwelling , up to 20 windows)	а	Per application	D	100.00	100.00
Replacement of more than 20 windows	а	Per application	D	Negotiated Fee	Negotiated Fee
Internal alterations (Incl. structural) and installation of fittings other than electrical work	а	Per application	D	Negotiated Fee	Negotiated Fee

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Standard charges to other works to dwellings continued					
Fixed price based on cost of work:					
Up to £5,000	а	Per application	D	200.00	200.00
£5,000 to £10,000	а	Per application	D	300.00	300.00
£10,000 to £20,000	а	Per application	D	400.00	400.00
£20,000 to £30,000	а	Per application	D	500.00	500.00
£30,000 to £40,000	а	Per application	D	600.00	600.00
£41,000 to £100,000	а	Per application	D	72.00 per £10k	72.00 per £10k
£101,000 to £1,000,000	а	Per application	D	48.00 per £10k	48.00 per £10k
Electrical Work					
Electrical work other than a rewire	а	Per application	D	Negotiated fee	Negotiated fee
Rewire of a dwelling including new consumer unit	а	Per application	D	Negotiated fee	Negotiated fee
Standard charges for work to non-domestic buildings:					
Extensions and new buildings (commercial)					
Not Exceeding 10m2 (industrial and storage)	а	Per application	D	300.00	300.00
Not exceeding 10m2 (other use classes)	а	Per application	D	350.00	350.00
Between 10m2 and 40m2 (industrial and storage)	а	Per application	D	400.00	400.00
Between 10m2 and 40m2 (other use classes)	а	Per application	D	500.00	500.00
Exceeding 40m2	а	Per application	D	Negotiated fee	Negotiated fee

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Standard charges for work to non-domestic buildings continued					
All other work and alterations to non-domestic buildings					
Window replacement (up to 20 windows)	а	Per application	D	150.00	150.00
Window replacement (over 20 windows)	а	Per application	D	Negotiated fee	Negotiated fee
Renovation of a thermal element (cost up to £20,000)	а	Per application	D	150.00	150.00
Renovation of a thermal element (cost over £20,000)	а	Per application	D	Negotiated fee	Negotiated fee
Alterations and works not described elsewhere, including structural, shop and office fit-out and installation of controlled fittings. Based on cost of works:					
Up to £5,000	а	Per application	D	250.00	250.00
£5,000 to £10,000	а	Per application	D	300.00	300.00
£10,000 to £20,000	а	Per application	D	360.00	360.00
£20,000 to £30,000	а	Per application	D	450.00	450.00
£30,000 to £40,000	а	Per application	D	600.00	600.00
£41,000 to £100,000	а	Per application	D	72.00 per £10k	72.00 per £10k
£101,000 to £1,000,000	а	Per application	D	48.00 per £10k	48.00 per £10k
Miscellaneous Charges					
Re-open an archive file	а	Per file	D	60.00	60.00
Research and retrieval of manual records (other than for search records)	а	Per file	D	36.00	36.00
Copy Decision Notices and Completion certificates	а	Per Notice	D	20.00	20.00

		VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
2) 3)	Where a negotiated fee is indicated factors such as design brief, competency, build duration, service level agreement, number of units/dwellings and type of construction are factored in to provide the individual charge. Where works are of estimated cost value and are being carried out simultaneously as a standard charge item for extensions to an existing dwelling the fee shall be reduced by 50%. Where a person is registered disabled and the proposals are for the benefit of that person the application is exempt from charge.					

		VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
	TOURISM AND LEISURE COMMITTEE					
Fairhaven Lake						
Motor Boat Hire	-					
-	Passengers 1/2	а	Per 20 min	D	7.00	7.50
Rowing Boat Hir	e: Passengers 1/2	а	Per 30 min	D	5.50	5.50
Pedalo Hire:	Passengers 1/2	а	Per 30 min	D	5.50	5.50
Canoe Hire:	Passengers 1/2	а	Per 30 min	D	5.50	5.50
Motor Launch						
-	Adult 16+	а	Per Trip	D	3.50	3.00
-	Senior Citizen / Junior	а	Per Trip	D	1.80	1.50
-	Child 5-15	а	Per Trip	D	1.80	1.50
-	Under 5 years	а	Per Trip	D	Free	Free
Private Use: Windsurfing/Dir	nghy/Canoe:					
-	2 hr. period	а	Per 2 hr.	D	6.00	6.00
-	Day	а	Per Day	D	12.00	12.00
-	Season	а	Per Season	D	75.00	75.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Game Sites					
Bowling (Crown & Flat):					
- Adult Bowls	а	Per Hour	D	5.00	5.20
- Senior Citizen/Junior Bowls	а	Per Hour	D	4.00	4.20
- Junior Bowls	а	Per Hour	D	2.00	2.20
- Hire of Bowls – deposit	а		D	5.00	5.00
- Adult Contract	а	Annual	D	75.00	80.00
- Senior Citizen Contract	а	Annual	D	57.00	60.00
- Junior Contract	а	Annual	D	28.00	30.00
- Winter Contract only	а	Winter	D	13.00	15.00
Green Reservation per hour	а	Per Hour	D	25.00	30.00
Tennis:					
- Adult / Family court hire per hour	а	Per Hour	D	7.20	7.50
- Junior / Senior Citizen court hire per hour	а	Per Hour	D	4.20	4.50
- Hire of Rackets – deposit	а		D	5.00	5.00
Club Reservation April – September					
(1 Court for one 3 hr. session per week)					
- Adult	а	Per Season	D	110.00	115.00
Junior	а	Per Season	D	65.00	70.00
Club Reservation October – March	а	Per Season	d	70.00	75.00
(1 Court for one 3 hr. session both Sat & Sun)					

VAT Codes: a = Standard Rate **c** = Exempt **d** = Outside Scope **e** = Zero R

= Outside Scope	e = Zero Rated

Page 8	0 of 192
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Page	22	of	43
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	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Golf:					
- Adult Mini Golf – 18 holes	а	Per Round	D	5.00	5.00
- Junior / Senior Citizen Mini Golf – 18 holes	а	Per Round	D	3.00	3.00
- Adult Mini Golf – 9 hole	а	Per Half Round	D	3.00	-
- Junior / Senior Citizen Mini Golf – 9 holes	а	Per Half Round	D	2.00	-
Family Ticket Mini Golf Only (2 adults, 2 children) – 18 holes	а	Per Round	D	13.00	13.00
Family Ticket Mini Golf Only (2 adults, 2 Children) – 9 holes	а	Per Round	D	8.00	-
- Lost Ball	а	Per Ball	D	1.00	1.00
- Adult Putting	а	Per Round	D	3.70	4.00
- Junior / Senior Citizen Putting	а	Per Round	D	2.20	2.50
Family Ticket Putting Only (2 adults, 2 children)	а	Per Round	D	9.60	10.00
- Adult Crazy Golf	а	Per Round	D	3.00	3.00
- Junior / Senior Citizen Crazy Golf	а	Per Round	D	2.00	2.00
Family Ticket Crazy Golf only (2 adults, 2 children)	а	Per Round	D	8.00	8.00
<u>Sports Facilities</u> (Park View Rd, Blackpool Rd)					
Football:					
- Occasional Match (approx 2 hours)	а	Per 2 hours	D	50.00	55.00
- Additional pitch maintenance schedule (annual single payment)	а	Single Payment	D	-	-
Season Booking:					
One match each week of the season					
- Adult	с	Per Season	D	400.00	-
- Junior	с	Per Season	D	210.00	-

Proposed Fees and Charges 2017/18

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Sports Facilities (Park View Rd, Blackpool Rd) Football Season Bookings Continued:					
One match every other week per team:					
- Adult	с	Per Season	D	220.00	230.00
- Junior	с	Per Season	D	120.00	125.00
Tournaments					
- Adult	с	Per Season	D	-	30.00
- Junior	с	Per Season	D	-	25.00
Use of changing facilities & showers when hired separately from pitch use:					
- Weekly Per Season					
- Adult	с	Per Season	D	-	-
Junior	с	Per Season	D	-	-
- Fortnightly Per Season					
- Adult	с	Per Season	D	-	-
Junior	с	Per Season	D	-	-
- Casual					
- Adult	а	Per Season	D	-	-
- Junior	а	Per Season	D	-	-

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Hewitt Lecture Room:					
Per hour or part there of:					
Monday to Friday	с	Per Hour*	D	16.00	16.00
Saturdays & Bank Holidays	с	Per Hour*	D	22.00	22.00
Commercial Hire	с	Per Hour*	D	45.00	45.00
Share Room (Room 2)	с	Per Hour*	D	13.00	13.00
*Rate per hour in half hour periods					
Allotment Plots:					
- Full plot yearly rent	d	Per Plot	D	40.00	50.00
- Full plot yearly water charge	d	Per Plot	D	5.00	-
- Half plot yearly rent	d	Per Plot	D	20.00	25.00
- Half plot yearly water charge	d	Per Plot	D	2.50	-
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	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
ENVIRONMENT, HEALTH AND HOUSING COMMITTEE					
Cemetery & Crematorium					
The fees for a 'resident' apply where the deceased, immediately before their death was an inhabitant of the Borough					
of Fylde or a parishioner of any Parish comprised therein.					
Interments:					
For the Interment of:					
 The body of a stillborn child, or a child whose age at the time of death did not exceed 17 years. In a child's grave allocated by the Authority 	d	Per Interment	D	0.00	0.00
- The body of a non-resident whose age exceeded 17 years at the time of death	d	Per Interment	D	777.00	816.00
- The body of a resident whose age exceeded 17 years at the time of death	d	Per Interment	D	518.00	544.00
- For interment in a vault of a non-resident (exclusive of the charges for brickwork)	d	Per Interment	D	777.00	816.00
 For the interment in a vault of a resident (exclusive of the charges for brickwork) 	d	Per Interment	D	518.00	544.00
- Construction of a vault	d	Per Vault	D	Cost + 10%	Cost + 10%
- For the interment of cremated remains in a grave for a non-resident	d	Per Interment	D	198.00	207.00
- For the interment of cremated remains in a grave for a resident	d	Per Interment	D	132.00	138.00
For the purchase of exclusive right of burial in:					
- An earth grave, for 100 years for a non-resident	d	Per Grave	D	1026.00	1077.00
 An earth grave, for 100 years for a resident An earth grave non-standard size for cremated remains, for 100 years for a non-resident 	d d	Per Grave Per Grave	D D	684.00 726.00	718.00 763.00
 An earth grave non-standard size for cremated remains, for 100 years for a non-resident An earth grave non-standard size for cremated remains, for 100 years for a resident 	d	Per Grave	D	484.00	408.00
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	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Cemetery & Crematorium Continued:					
Removal & Re-fix of Memorials:					
- For removal and re-fix of memorials	d	Per Memorial	D	Cost + 10%	Cost + 10%
Memorials					
For the right to erect:					
- A headstone not exceeding 3ft	с	Per Memorial	D	74.00	79.00
- A headstone on Foundation	с	Per Memorial	D	134.00	141.00
- Kerbings on permitted graves	с	Per Memorial	D	65.00	68.00
- For each extra inscription (Inc. VAT)	а	Per Inscription	D	32.00	34.00
Cremations:					
For the cremation:					
- Of the body of a stillborn child or of a child whose age at the time of death exceeded one month but did not exceed 17 years.	с	Per Cremation	D	0.00	0.00
- Of the body of a person whose age at the time of death exceeded 17 years	с	Per Cremation	D	625.00	656.00
- Early morning & adult simplicity cremations by appointment with the Crematorium Registrar	с	Per Cremation	D	420.00	440.00
- Saturday morning service traditional cremations	С	Per Cremation	D	937.50	984.00
Memorial Wall Plaques:					
- Single wall plaque including inscription to 70 characters.	а	Per Plaque	D	217.00	224.00
- Double wall plaque including 2 inscriptions to 140 characters.	а	Per Plaque	D	434.00	448.00
- Double wall plaque including reserved section to 70 characters.	а	Per Plaque	D	319.50	330.00
- Second inscription on existing plaque	а	Per Plaque	D	114.50	118.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Cremations Continued:					
Memorial Niche:					
- For a purchase of a new niche to include interment of first casket.	с	Per Niche	D	375.00	386.00
- For the purchase of a refurbished niche to include first casket.	с	Per Niche	D	215.00	221.50
- For the interment of a second casket in an existing niche.	с	Per Internment	D	48.00	49.50
- Single inscription on niche cover	а	Per Inscription	D	93.00	96.00
Extra Letters on Existing Memorial Stone: - Extra Lettering on existing kerbstones	а	Per Inscription	D	114.50	118.00
 For cleaning and re-blacking original inscription (per section) 	a	Per Section	D	47.00	48.50
- For other types of memorial works	а	Per Occasion	D	Cost + 50%	Cost + 50%
Book of Remembrance:					
- For a two line entry	а	Per entry	D	44.00	45.00
- For an entry up to five lines	а	Per entry	D	88.00	90.00
- For an entry up to eight lines	а	Per entry	D	132.00	135.00
- For an entry up to five lines to include a floral emblem, badge, crest or other design	а	Per entry	D	155.00	160.00
- For an entry up to eight lines to include a floral emblem, badge, crest or other design	а	Per entry	D	199.00	204.00
Copies of Book Entries on Folded Memorial Card:					
- For a two line entry	а	Per Card	D	28.50	29.00
- For an entry up to five lines	а	Per Card	D	42.00	43.00
- For an entry up to eight lines	а	Per Card	D	68.50	70.00
- For an entry up to five lines to include a floral emblem, badge, crest, or other design	а	Per Card	D	112.00	115.00
- For an entry up to eight lines to include a floral emblem, badge, crest, or other design	а	Per Card	D	139.50	144.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Resources					
Private Sector Housing					
- Enforcement Notice (Housing Act 204)	d	Per Notice	D	419.00	419.00
- HMO Licence (Housing Act 204)	d	Per Application	D	919.00	919.00
- HMO Licence Renewal (Housing Act 2004)	d	Per Application	D	303.00	303.00
- Immigration housing inspection	d	Per Inspection	D	130.00	130.00
Environmental Health, Rodent & Pest Control Charges					
Domestic Premises:					
- Rodents and insects which present a risk to public health: (Mice, Rats, Cockroaches and bed bugs). (The fee includes up to 2 revisits if needed.)	а	Up to 3 visits	D	45.00	45.00
 Pests (Excluding Wasps) which do not present a risk to public health. (The fee is per treatment although includes a revisit within 1 month if needed.) 	а	Per Treatment	D	70.00	70.00
 Pests (Including Wasps) which do not present a risk to public health (The Fee is per treatment although includes a revisit within 1 month if needed.) 	а	Per Treatment	D	65.00	65.00
Call out fee – if Officer visits but no treatment required	а	Per Visit	D	20.00	20.00
Non Domestic Premises: All Pests					
- Call out and treatment minimum charge	а	Per Visit	D	90.00	90.00
- Subsequent visits	а	Per Visit	D	45.00	45.00
- Advisory visit to customers premises	а	Per Visit	D	20.00	20.00
- Contract Work		Individual Price Per Contract			
- Moles – Up to 3 visits (Domestic and non-domestic)	а	Per Treatment	D	60.00	60.00
- Subsequent visits	а	Per Additional Visit	D	30.00	30.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Drainage Services					
- Clearance of blocked drain	а	Per Clearance	D	110.00	110.00
- CCTV drain investigation	а	Per investigations	D	110.00	110.00
- Combined clearance and CCTV investigation	а	Per Clearance / Investigation	D	210.00	210.00
Removal of Illegal Traveller Encampments:					
- Work associated with illegal encampments up to removal order stage	а	Per Encampment	D	350.00	350.00
- Should the encampment remain, then work associated with execution of removal order – per hour	а	Per hour	D	120.00	120.00
- Legal costs and removal to be charged in addition to the above		Per Encampment	D	At Cost	At Cost
Air Pollution Control (Environment Protection Act 1990) – Fees are set by Statute Application Fees:					
- Standard Process	d	Per Application	Р	1579.00	1579.00
- Additional fee for the operating without a permit	d	Per Application	Р	1137.00	1137.00
 Reduced fee activities: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW 	d	Per Application	Р	148.00	148.00
- PVR I & II	d	Per Application	Р	246.00	246.00
- Vehicle Refinishers	d	Per Application	Р	346.00	346.00
- Reduced Fee activities: Additional Fee for operating without a permit	d	Per Application	Р	68.00	68.00
- Mobile Screening & Crushing Plants	d	Per Application	Ρ	1579.00	1579.00
- For 3 rd to 7 th applications	d	Per Application	Р	943.00	943.00
- For 8 th and subsequent applications	d	Per Application	Р	477.00	477.00
Note: Where the application for any of the above is for combined Part B and waste application add £297 to the amounts above.					

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Annual Subsistence Charge:					
- Standard Process LOW risk	d	Per Process	Р	739 (+99)*	739 (+99)*
- Standard LOW risk (including £36 fee for payment by instalments)	d	Per Process	Р	775 (+99)*	775 (+99)*
- Standard Process MEDIUM risk	d	Per Process	Р	1,111 (+149)*	1,111 (+149)*
- Standard Process MEDIUM risk (including £36 fee for payments by instalments)	d	Per Process	Р	1,147 (+149)*	1,147 (+149)*
- Standard Process HIGH risk	d	Per Process	Р	1,672 (+198)*	1,672 (+198)*
- Standard Process HIGH risk (including £36 fee for payment by instalments)	d	Per Process	Р	1,708 (+198)	1,708 (+198)
*Note: Additional amount in brackets is charge where permit is for combined Part B and waste installation. Where a Part B installation is subject to reporting under the E-PRTR add an extra £99 to the above amounts					
- Reduced fee activities: LOW risk	d	Per Process	Ρ	76.00	76.00
- Reduced fee activities: LOW risk (including £36 fee for payment by instalments)	d	Per Process	Р	112.00	112.00
- Reduced fee activities: MEDIUM risk	d	Per Process	Р	151.00	151.00
- Reduced fee activities: MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	Р	187.00	187.00
- Reduced fee activities: HIGH risk	d	Per Process	Р	227.00	227.00
- Reduced fee activities: HIGH risk (Including £36 fee for payment by instalments)	d	Per Process	Р	450.00	450.00
- PVR I & II combined LOW risk	d	Per Process	Р	108.00	108.00
- PVR I & II combined LOW risk (including £36 fee for payment by instalments)	d	Per Process	Р	144.00	144.00
- PVR I & II combined MEDIUM risk	d	Per Process	Р	216.00	216.00
- PVR I & II combined MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	Р	252.00	252.00
- PVR I& II combined HIGH risk	d	Per Process	Р	326.00	326.00
- PVR I& II combined HIGH risk (including £36 fee for payment by instalments)	d	Per Process	Р	362.00	362.00

		VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
- Vehicle Refinishers LOW risk		d	Per Process	Р	218.00	218.00
- Vehicle Refinishers LOW risk (including	£36 fee for payment by instalments)	d	Per Process	Р	254.00	254.00
- Vehicle Refinishers MEDIUM risk		d	Per Process	Ρ	349.00	349.00
- Vehicle Refinishers MEDIUM risk (inclu	ding £36 fee for payment by instalments)	d	Per Process	Р	385.00	385.00
- Vehicle Refinishers HIGH risk		d	Per Process	Р	524.00	524.00
- Vehicle Refinishers HIGH risk (including	£36 fee for payment by instalments)	d	Per Process	Р	560.00	560.00
- Mobile Screen & Crushing Plants LOW	risk	d	Per Process	Р	618.00	618.00
- Mobile Screen & Crushing Plants LOW	risk (including £36 fee for payment by instalments)	d	Per Process	Р	1,025.00	1,025.00
- Mobile Screen & Crushing Plants MEDI	UM	d	Per Process	Р	654.00	654.00
- Mobile Screen & Crushing Plants MED	IUM risk (including £36 fee for payment by instalments)	d	Per Process	Р	1,484.00	1,484.00
- Mobile Screen & Crushing Plants HIGH		d	Per Process	Р	989.00	989.00
- Mobile Screen & Crushing Plants HIGH	risk (including £36 fee for payment by instalments)	d	Per Process	Р	1,520.00	1,520.00
For 3 rd to 7 th Authorisations						
- Mobile Screening & Crushing Plants LO	W risk	d	Per Process	Р	368.00	368.00
- Mobile Screening & Crushing Plants M	EDIUM risk	d	Per Process	Ρ	590.00	590.00
- Mobile Screening & Crushing Plants H	GH risk	d	Per Process	Ρ	884.00	884.00
For 3^{rd} to 7^{th} Authorisations (Including £36 fee for paym	ent by instalments)					
- Mobile Screening & Crushing Plants LO	W risk (including £36 fee for payment by instalments)	d	Per Process	Р	404.00	404.00
- Mobile Screening & Crushing Plants M	EDIUM risk (including £36 fee for payment by instalments)	d	Per Process	Р	626.00	626.00
- Mobile Screening & Crushing Plants Hi	GH risk (including £36 fee for payment by instalments)	d	Per Process	Р	920.00	920.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
For 8 th and subsequent Authorisations					
- Mobile Screening & Crushing Plants LOW risk	d	Per Process	Ρ	189.00	189.00
- Mobile Screening & Crushing Plants MEDIUM risk	d	Per Process	Р	302.00	302.00
- Mobile Screening & Crushing Plants HIGH risk	d	Per Process	Р	453.00	453.00
For 8 th and Subsequent Authorisations (Including £36 fee for payment by instalments)					
- Mobile Screening & Crushing Plants LOW risk (including £36 fee for payment by instalments)	d	Per Process	Р	225.00	225.00
- Mobile Screening & Crushing Plants MEDIUM risk (including £36 fee for payment by instalments)	d	Per Process	Р	338.00	338.00
- Mobile Screening & Crushing Plants HIGH risk (including £36 fee for payment by instalments)	d	Per Process	р	489.00	489.00
Transfer & Surrender:					
- Standard Process Transfer	d	Per Process	Р	162.00	162.00
- Standard Process Partial Transfer	d	Per Process	Р	476.00	476.00
- New Operator at Low Risk reduced fee activity	d	Per Process	Ρ	75.00	75.00
- Surrender (all Part B activities)	d	Per Process	Ρ	0.00	0.00
- Reduced fee activities: Transfer	d	Per Process	Р	0.00	0.00
- Reduced fee activities: Partial Transfer	d	Per Process	Р	45.00	45.00
Temporary Transfer for mobile					
- First Transfer	d	Per Process	Р	51.00	51.00
- Repeat Transfer following enforcement or warning	d	Per Process	р	51.00	51.00
Substantial Changes (s10 & s11): - Standard Process	d	Per Process	Р	1,005.00	1,005.00
- Standard Process where substantial change results in a new PPC activity	d	Per Process	Р	1,579.00	1,579.00
- Reduced Fee activities	d	Per Process	Р	98.00	98.00
Note: All the prescribed licensing fees above are awaiting DEFRA notification of the new prescribed charges for 2017/18					

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
List of Authorised Processes:					
- Commercial Interest	а	Per Property / Site Per Hour	D	75.00	75.00
- Fylde Residents / Students (Academic Research)	d	Per Property / Site Per Hour	D	Free	Free
Public Register Entries:					
- Commercial Interest – per hour	а	Per Property / Site Per Hour	D	110.00	110.00
- Fylde Residents / students (Academic Research)	d	Per Property / Site Per Hour	D	Free	Free
Contaminated Land Enquiries:					
 Contaminated Land Enquires: Desk top study – records /search and basic written response where no more than one site identified - per hour 	а	Per Property / Site Per Hour	D	110.00	110.00
 Contaminated Land Enquiries: Where in addition to above, basic written response detailed landfill gas or chemical data is requested or the enquiry covers more than one site. 	d	Per Property / Site Per Hour	D	Individual Costs to be negotiated	Individual Costs to be negotiated
Other Environmental Information:					
- Commercial Interest – Per Hour	а	Per Hour	D	110.00	110.00
- Fylde Residents / Students (Academic Research)	d	Per Session	D	Free	Free
Street Trading Consents:					
- Class 1: Commercial – Annual	d	Per Application	D	440.00	440.00
- Class 1: Commercial – Renewal	d	Per Application	D	410.00	410.00
- Class 2 : Charitable Organisations (no more than one day duration)	d	Per Application	D	0.00	0.00
Volunteer Surrender of food: - Documentation / Certification (Per Hour – minimum 1 hour)	d	Per Application	D	105.00	105.00
Food Hygiene Rating Scheme: - FBO Request for Food Hygiene Rating Revisit	d	Per Revisit	D	-	120.00
Export Certificates: - Export Certificate	d	Per Certificate	D	60.00	60.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
General Fees & Charges:					
 Work carried out in default of a notice (Initial Costs) 	а	Per Investigation	D	120.00	120.00
- Plus cost per premises / Site Visit	а	Per Site / Premises	D	65.00	65.00
Private Water Supplies Regulations 2009					
- Risk Assessment	а	Per Assessment	Ρ	500.00 (MAX)	500.00 (MAX)
- Sampling	а	Each Visit	Р	100.00 (MAX)	100.00 (MAX)
- Investigation	а	Each Investigation	Ρ	100.00 (MAX)	100.00 (MAX)
- Granting an authorisation	а	Each Authorisation	Р	100.00 (MAX)	100.00 (MAX)
- Analysing a sample (reg 10)	а	Each Sample	Ρ	25.00 (Max)	25.00 (Max)
- Analysing a sample taken during check monitoring	а	Each Sample	Ρ	100.00 (Max)	100.00 (Max)
- Analysing a sample taken during audit monitoring	а	Each Sample	Ρ	500.00 (Max)	500.00 (Max)

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Licenses					
Site Licensing Fees – The Mobiles Homes Act 2013:					
- New Site Application	d	Per Application	D	320.00	320.00
- Transfer Existing Site Licence	d	Per Application	D	190.00	190.00
- Alteration of Conditions	d	Per Application	D	375.00	375.00
- Depositing Site Rules	d	Per Application	D	80.00	80.00
- Annual Licence Fee – Per Site	d	Per Site	D	250.00	250.00
- Annual Licence Fee - Pitch Fee	d	Per Pitch	D	5.00	5.00
Street Café:					
- Grant	d	Per Application	D	300.00	300.00
- Renewal	d	Per Application	D	220.00	220.00
Sex Shop:					
- Grant	d	Per Application	D	1,640.00	1,640.00
Public/Private Hire:					
- Vehicle	d	Per Application	D	180.00	180.00
- Hackney Carriage Vehicle Licences	d	Per Application	D	180.00	180.00
- Hackney Carriage Drivers Licences	d	Per Application	D	90.00	90.00

		VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Plate Charges						
-	Full Set	d	Per Application	D	18.50	18.50
-	Rear Plate & Mount	d	Per Application	D	10.25	10.25
-	Rear Plate Only	d	Per Application	D	5.00	5.00
-	Rear Mount Only	d	Per Application	D	5.25	5.25
-	Front Plate & Mount	d	Per Application	D	5.25	5.25
-	Front Plate Only	d	Per Application	D	2.50	2.50
-	Front Mount Only	d	Per Application	D	2.75	2.75
-	Button & Keys	d	Per Application	D	1.25	1.25
-	Pouch	d	Per Application	D	1.25	1.25
-	Private Hire Door Stickers	d	Per Pair	D	6.15	6.15
Drivers						
-	New (annual)	d	Per Application	D	90.00	90.00
-	New (3 yearly)	d	Per Application	D	225.00	225.00
-	Private Hire Operators 1-5 Vehicles (5 yearly)	d	Per Application	D	300.00	300.00
-	Private Hire Operators 6-10 Vehicles (5 yearly)	d	Per Application	D	320.00	320.00
-	Private Hire Operators 11 Vehicles (5 yearly)	d	Per Application	D	345.00	345.00
-	Replacement Driver Badges	d	Per Application	D	10.50	10.50
-	Driver Licence Renewals (Private Hire or Hackney)	d	Per Application	D	75.00	75.00
-	Driver Licence Renewals (Private Hire or Hackney 3 yearly)	d	Per Application	D	175.00	175.00
-	Drivers Combined New	d	Per Application	D	125.00	125.00
-	Drivers Combined New (3 yearly)	d	Per Application	D	225.00	225.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
- Driver Combined Existing	d	Per Application	D	80.00	80.00
- Driver Combined Existing (3 yearly)	d	Per Application	D	175.00	175.00
- Transfer Licence Fee	d	Per Application	D	35.25	35.25
Notes: We do not issue refunds with respect to Taxi/PHV Licences					
- Fare Cards	d	Per Application	D	2.60	2.60
- Knowledge Test	d	Per Test	D	18.20	18.20
Licensing & Registration:					
- Animal Boarding Establishment	d	Per Application	D	125.00	125.00
- Dog Breeding Establishment Licence	d	Per Application	D	125.00	125.00
- Dangerous Wild animal Licence	d	Per Application	D	220.00	220.00
- Pet Shop Licence	d	Per Application	D	125.00	125.00
- Riding Establishment Licence	d	Per Application	D	220.00	220.00
- Riding Establishment Licence Renewal	d	Per Application	D	195.00	195.00
- Scrap Metal Collectors	d	Per Application	D	330.00	330.00
- Scrap Metal Site	d	Per Application	D	335.00	335.00
- Second Hand Dealer Registration	d	Per Application	D	120.00	120.00
- Skin Piercing Registration – Premises	d	Per Application	D	160.00	160.00
- Skin Piercing Registration - Persons	d	Per Application	D	160.00	160.00
Notes: Skin piercers include acupuncturists, tattooists, ear piercers and electrologists'. Both skin piercers and their premises have to be registered with an Authority. Normally there is one registered proprietor for each premises, although there may be a number of practitioners. Each and every additional practitioner will be required to register.					

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
 General: Alterations or additions to the above licences, registrations and consents, which result in the need to visit premises and issue documentation will be charged at half the standard fee. Many of the Licences are issued from the 1st January each year. Where application is made part way through a year, 1/12 of the standard fee will be charged for each full month remaining plus an administration fee of £54.00					
Gambling Act 2005 – Premises Licence Fees					
Casino Premises Licence:					
- Annual Fee	d	Per Application	D to P max	260.00	260.00
- Variation Fee	d	Per Application	D to P max	185.00	185.00
- Transfer Fee	d	Per Application	D to P max	150.00	150.00
- Reinstatement of Licence	d	Per Application	D to P max	150.00	150.00
Bingo Premises Licence:					
- New Application	d	Per Application	D to P max	190.00	190.00
- Annual Fee	d	Per Application	D to P max	235.00	235.00
- Provisional Statement Fee	d	Per Application	D to P max	150.00	150.00
- Premises Licence fee holder of provisional statements	d	Per Application	D to P max	30.00	30.00
- Variation Fee	d	Per Application	D to P max	180.00	180.00
- Transfer Fee	d	Per Application	D to P max	150.00	150.00
- Reinstatement of Licence	d	Per Application	D to P max	150.00	150.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Bingo Premises (Other) Licence:					
- New Application	d	Per Application	D to P max	185.00	185.00
- Annual Fee	d	Per Application	D to P max	235.00	235.00
- Provisional Statement Fee	d	Per Application	D to P max	150.00	150.00
- Provisional Licence fee for holders of provisional statements	d	Per Application	D to P max	30.00	30.00
- Variation Fee	d	Per Application	D to P max	185.00	185.00
- Transfer Fee	d	Per Application	D to P max	150.00	150.00
- Reinstatement of Licence	d	Per Application	D to P max	150.00	150.00
Adult Gaming Centre Premises Licences:					
- New Application	d	Per Application	D to P max	190.00	190.00
- Annual Fee	d	Per Application	D to P max	235.00	235.00
- Provisional Statement Fee	d	Per Application	D to P max	150.00	150.00
- Premises Licence fee for holders of provisional statements	d	Per Application	D to P max	30.00	30.00
- Variation Fee	d	Per Application	D to P max	185.00	185.00
- Transfer Fee	d	Per Application	D to P max	150.00	150.00
- Reinstatement of Licence	d	Per Application	D to P max	150.00	150.00
Family Entertainment Centre Premises Licence:					
- New Application	d	Per Application	D to P max	190.00	190.00
- Annual Fee	d	Per Application	D to P max	235.00	235.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Family Entertainment Centre Premises Licence Continued:					
- Provisional Statement Fee	d	Per Application	D to P max	150.00	150.00
- Premises Licence fee for holders of provisional Statement	d	Per Application	D to P max	30.00	30.00
- Variation Fee	d	Per Application	D to P max	185.00	185.00
- Transfer Fee	d	Per Application	D to P max	150.00	150.00
- Reinstatement of Licence	d	Per Application	D to P max	150.00	150.00
Tracks:					
- New Application	d	Per Application	D to P max	190.00	190.00
- Annual Fee	d	Per Application	D to P max	235.00	235.00
- Provisional Statement fee	d	Per Application	D to P max	150.00	150.00
- Premises licence fee for holder of provisional Statement	d	Per Application	D to P max	30.00	30.00
- Variation Fee	d	Per Application	D to P max	185.00	185.00
- Transfer Fee	d	Per Application	D to P max	140.00	140.00
- Reinstatement of licence	d	Per Application	D to P max	150.00	150.00
- Fee for notification of change of circumstance	d	Per Application	Р	50.00	50.00
- Fee for copy of licence	d	Per Application	Р	25.00	25.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Licensing Act Charges Licensed Premises Fees: Non-Domestic Rateable Value Application / Initial Fee Band A: 0 - 4300 Band B: 4301 - 3300	d	Per Application Per Application	P	100.00 190.00	100.00 190.00
Band C: 33001 - 87000	d	Per Application	Р	315.00	315.00
Band D: 87001 - 125000	d	Per Application	Ρ	450.00	450.00
Band E: 125001 and Over	d	Per Application	Р	635.00	635.00
Annual / Renewal Charge					
Band A: 0 - 4300	d	Per Application	Ρ	70.00	70.00
Band B: 4301 - 3300	d	Per Application	Ρ	180.00	180.00
Band C: 33001 - 87000	d	Per Application	Ρ	295.00	295.00
Band D: 87001 - 125000	d	Per Application	Ρ	320.00	320.00
Band E: 125001 and Over	d	Per Application	Ρ	350.00	350.00
Note: Where the premises are in Band D or Band E, and where the primary or exclusive function is to supply alcohol for consumption on the premises the fees will be as follows.					
Annual / Renewal Charge Band D: 87001 - 125000	d	Per Application	Р	640.00	640.00
Band E: 125000 and Over	d	Per Application	Ρ	1,050.00	1,050.00
Personal Licence: Renewable after 10 years	d	Per Application	Ρ	37.00	37.00

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
Other Fees & Charges: Application for copy of licence or summary on theft, loss etc. of premises licence or summary	d	Per Application	Р	10.50	10.50
Notification of Change of name or address (holder of premises licence)	d	Per Application	Р	10.50	10.50
Application to vary to specify individual as premises supervisor	d	Per Application	Р	10.50	10.50
Application to transfer premises licence	d	Per Application	Р	23.00	23.00
Interim authority notice	d	Per Application	Р	23.00	23.00
Application for making a provisional licence	d	Per Application	Р	23.00	23.00
Application for a copy certificate or summary on theft, loss of certificate or summary	d	Per Application	Р	315.00	315.00
Notification of change of name or alteration of club rules	d	Per Application	Р	10.50	10.50
Change of relevant registered address of club	d	Per Application	Р	10.50	10.50
Temporary event notices	d	Per Application	Р	10.50	10.50
Application of copy of notice on theft, loss etc. of temporary event notice	d	Per Application	Р	21.00	21.00
Application for copy of licence on theft, loss etc. of personal licence	d	Per Application	Р	10.50	10.50
Notification of change of name or address (personal licence)	d	Per Application	Р	10.50	10.50
Notice of interest in any premises	d	Per Application	Р	21.00	21.00
Note: All the prescribed Licensing Act 2003 fees are currently prescribed in regulations to the act. New legislation is					
anticipated whereby such fees shall be locally set but the date for this currently unknown.					

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2016/17 Fees & Charges £	Proposed 2017/18 Fees & Charges £
FINANCE AND DEMOCRACY COMMITTEE					
Revenues & Benefits Service					
Council Tax Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	75.00	75.00
Business Rates (NNDR) Administration					
Recovery of admin costs in issuing summonses & liability orders	d	Each	D	75.00	75.00
Electoral Services					
Register of Electors Sale of copies :- (a) Data Format	d	Each	P	20.00 plus £1.50 per 1000 names (or part)	20.00 plus £1.50 per 1000 names (or part)
- (b) Printed Format	d	Each	Ρ	10.00 plus £5.00 per 1000 names (or part)	10.00 plus £5.00 per 1000 names (or part)
Price of a copy of return or declaration of election expenses (or accompanying document)	d	Each side	р	0.20	0.20
Sale of marked copies of Register / Absent Voters List - (a) Printed Format	d	Each	Ρ	10.00 plus £2.00 per 1000 names (or part)	10.00 plus £2.00 per 1000 names (or part)
- (b) Data Format	d	Each	р	10.00 plus £1.00 per 1000 names (or part)	10.00 plus £1.00 per 1000 names (or part)

Appendix K

Treasury Management Policy Statement

Fylde Borough Council defines its treasury management activities as:

The management of the Council's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks.

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.

The Council will create and maintain, as the cornerstones for effective treasury management:

• A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities;

• Suitable treasury management practices, setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

Council Members will receive reports on its treasury management policies, practices and activities, including as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after the close of the financial year.

The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices and the execution and administration of treasury management decisions to the Chief Financial Officer (who is also the Section 151 Officer), who will act in accordance with the Council's policy statement and treasury management practices and CIPFA's Standard of Professional Practice on Treasury Management.

The Council has nominated the Audit and Standards Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

Treasury Management Strategy and Prudential Indicators 2017/18 to 2019/20

1. Introduction

- 1.1 The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code and produce Prudential Indicators. This report updates existing approved indicators and introduces indicators for an additional year to 2019/20.
- 1.2 The Council is required to receive and approve the Treasury Management Strategy including the Investment Strategy before the start of each financial year. The treasury management function includes responsibility to ensure that the Council's cash is managed in accordance with the relevant professional codes and that sufficient cash is available to meet the capital plans. This will involve both management of the cash flow position and, where capital plans require, the arrangement of appropriate borrowing facilities. The Strategy includes the relevant treasury and prudential indicators, the current and projected debt position and the annual borrowing and investment strategy.
- 1.3 The Audit Committee considered the Council's Mid-Year Prudential Indicators and Treasury Management monitoring report for 2016/17 on 17th November 2016. The Council also considered the Mid-Year Prudential Indicators and Treasury Management monitoring report 2016/17 at the meeting of 5th December 2016 and approved the revised Prudential Indicators and Limits as detailed within the report.
- 1.4 The Council's capital expenditure plans are a key driver of treasury management activity and these are summarised in Appendix G.
- 1.5 In the highly unlikely event of it being necessary, due to unprecedented external circumstances occurring during the year, the Council will consider updating the Treasury Management Strategy as appropriate. If these circumstances arise a revised Treasury Management Strategy will be prepared and presented for approval at the next available Council meeting. Otherwise the Strategy will be updated annually for approval at Budget Council.

2. Economic Background

- 2.1 There was a sharp decline in household, business and investor sentiment following the outcome of the referendum on EU membership in June 2016. The value of sterling has fallen by around 20% with the impact on prices expected to follow as the cost of imported goods increases as a consequence. Consumer Price Inflation (CPI) fell to 0.9% in October but rose to 1.2% in November, predominantly driven by clothing, fuel and hotel prices.
- 2.2 The Authority's Treasury Advisor's, Arlingclose, forecast the Bank Rate to remain at 0.25% throughout the forecast (see Table 1).

Quarter	Bank	Investme	Investment Rates		orrowing Rat	es
Ending	Rate %	3 month %	1 year %	5 year %	20 year %	50 year %
Mar 2017	0.25	0.25	0.50	1.30	2.30	2.20
Jun 2017	0.25	0.25	0.50	1.25	2.25	2.15
Sep 2017	0.25	0.30	0.50	1.25	2.25	2.15
Dec 2017	0.25	0.30	0.50	1.25	2.25	2.15
Mar 2018	0.25	0.30	0.50	1.30	2.30	2.20

Table 1: Arlingclose Interest Rate Forecast

Jun 2018	0.25	0.30	0.50	1.30	2.30	2.20
Sep 2018	0.25	0.30	0.60	1.30	2.30	2.20
Dec 2018	0.25	0.30	0.70	1.35	2.35	2.25
Mar 2019	0.25	0.30	0.85	1.40	2.40	2.30
Jun 2019	0.25	0.30	0.90	1.45	2.45	2.35
Sep 2019	0.25	0.30	0.90	1.50	2.50	2.40
Dec 2019	0.25	0.30	0.90	1.55	2.55	2.45
Mar 2020	0.25	0.30	0.95	1.60	2.60	2.50

3. Treasury Balances Forecast

3.1 At the 31st March 2017, the Authority is forecast to have £1m of borrowing and £15.6m of investments. The forecast changes to these balances are shown in Table 2 below.

Table 2: Treasury Balances Forecast

	31.03.17 Forecast	31.03.18 Forecast	31.03.19 Forecast	31.03.20 Forecast	31.03.21 Forecast	Notes
	ÉM	ÉM	ÉM	ÉM	ÉM	Notes
- Capital Financing Requirement (CFR)	5.4	5.9	6.5	5.9	6.5	1
 Less: Long Term Borrowing already taken 	(1.0)	(1.0)	(1.0)	-	-	2
- Cumulative Borrowing Requirement	4.4	4.9	5.5	5.9	6.5	3
- Useable Reserves and Provisions at 31 st March	10.7	12.8	12.8	12.1	11.4	4
- Working Capital	5.5	-	-	-	-	5
- Less: Internal Borrowing	-0.6	-0.6	-0.5	-0.4	-1.0	6
- Cash available for Investments	15.6	12.2	12.3	11.7	10.4	7

Notes to Table 2

- 1. The CFR is the amount the Council needs to borrow for a capital purpose. The CFR increases when Prudential Borrowing is used to finance the capital programme.
- 2. This is the balance of existing debt that the Council is forecast to hold at the end of each year taking account of scheduled repayments throughout the period shown. The Council is due to repay £1m of Public Works Loans Board debt in 2019/20 and thereafter is forecast to become debt free.
- 3. This is the cumulative amount of new borrowing that is required to finance the Capital Programme. The timing of new borrowing is determined in part by the amount of Internal Borrowing. Internal Borrowing occurs when the Council temporarily uses its own cash resources to finance capital expenditure rather than arranging new external borrowing. This is a prudent approach when investment returns are low and counterparty risk is high.
- 4. This represents the amount of usable reserves, balances and provisions which are available to the Council. The forecast changes to the amount of usable reserves and provisions are

determined by the drawdown of reserves, balances and provisions as estimated in the Medium Term Financial Strategy 2016/17 to 2020/21 and the Capital Programme.

- 5. Working Capital is a temporary surplus in day to day cash.
- 6. Internal Borrowing occurs when the Authority temporarily uses its own cash resources to finance capital expenditure rather than new external borrowing. This is a prudent approach when investment returns are low. The amounts shown are cumulative amount of borrowing required for each year. Over the life of the forecast, the total amount of internal borrowing is £6.5m.
- 7. This is the forecast amount of funds available for investment after allowing for the funding of Internal Borrowing.
- 3.2 No additional external borrowing was undertaken during the year. The total actual borrowing at the 31st March 2017 is £1m. The chart below shows the Capital Financing Requirement and Actual Borrowing at the 31st March 2014 to 31st March 2021.



Capital Financing Requirement and Actual Borrowing (£M): as at 31st March -Revised Capital Programme

- 3.3 CIPFA's Prudential Code for Capital Finance in Local Authorities recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 2 shows that the Council expects to comply with this recommendation.
- 3.4 The budget for interest receivable on investment income in 2017/18 is £37k. The budget for interest payable on external debt for 2017/18 is £39k, all of which relates to existing debt, based on an average interest rate of 3.91%.

4. Investment Strategy

- 4.1 Both the CIPFA Code and the Communities and Local Government Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return. Therefore the primary principle governing the Council's investment policy is the security of its investments, although the return on the investment is also a consideration. The Council will also ensure that:
 - A counterparty list is maintained in compliance with the counterparty criteria and limits and is set out in Table 3. The Council receives credit rating advice from its Treasury advisors as and when ratings change and the Council's list of counterparties is updated immediately.

- It maintains a policy covering the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and will adopt adequate procedures for the monitoring the security of all investments. This is set out in the Specified and Non-Specified investment sections below and the limits are set out in Tables 3 and 4.
- It has sufficient liquidity in its investments by careful management of the periods for which funds may be prudently committed.
- 4.2 The Council's level of cash fluctuates throughout the year depending upon the timing of high-value transactions including council tax and non-domestic rates income and payments to preceptors and suppliers. The Council may invest its surplus funds with any of the counterparties in Table 3 below, subject to the cash and time limits shown.

Investment Type / Minimum Credit Rating (Note 1)	Banks Unsecured (Note 2)	Banks Secured (Note 3)	Government (Note 4)		
UK Government (Gilts & Debt Management Office)	n/a	n/a	£ Unlimited for up to 5 years		
National Governments Rated A-	n/a	n/a	£2m each for 5 years		
UK Treasury Bills	n/a	n/a	£8m in Total for up to 1 year		
UK Local Authorities	n/a	n/a	£5m each for up to 5 years		
Institutions Rated A- (or above)	£2m each for up to 6 months	£3m each for up to 1 year	N/A		
Institutions Rated BBB+	£1m for up to 3 months	£2m for up to 6 months	N/A		
	£8i	m in Total	11/2		
UK Unrated Building Societies (Note 5)	£1m each (maximum of £2m) for up to 3 months				
Money Market Funds (Note 6)	£2m per Fund (£9m in Total)				
Cash Plus Funds (Note 6)		£3m per Fund (£5	in Total)		
Any other organization (Note 7)		£100k each for	r 5 years		

Table 3: Approved Investment Counterparties and Maximum Time Limits

Notes to Table 3

1. Investment decisions will be made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's credit rating agencies.

2. Banks Unsecured includes accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies that have a minimum credit rating of A- or BBB+ as defined in the table above. These investments are subject to the risk of credit loss via a bail-in in the event that the bank fails.

3. Banks Secured includes covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies with a minimum credit rating of A- or BBB+ as defined in the table above. These investments are secured on the bank's assets which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. The highest of the collateral credit rating and the counterparty credit rating will be used to determine the cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

4. Government includes loans and bonds issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-

in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years as a contingency in the event of a financial crisis.

5. The Building Societies regulatory framework and insolvency regime means that in the unlikely event of a Building Society liquidation, the Authority's deposits would be paid out in preference to retail depositors. Most Building Societies do not have a credit rating, therefore, a credit analysis will be undertaken by Treasury Advisor's Arlingclose which will determine a preferred list of Building Societies with whom to invest.

6. These Funds are shares in diversified investment vehicles which invest in any of the investment types above (Notes 2 to 4), plus equity shares and property. These funds provide wide diversification, together with the services of a professional Fund Manager. The Money Market Funds offer same-day liquidity and very low volatility and are used as an alternative to instant access bank accounts. The Cash Plus Funds may be used for investments for a longer period and the value of these investments may change in line with market prices but offer enhanced returns over the longer term. These funds have no defined maturity date but are available for withdrawal after a notice period.

7. This is subject to an external credit assessment and specific advice from the Authority's treasury management adviser.

8. Investments with institutions domiciled in foreign countries rated AA+ or higher will be limited to £2m per foreign country. This limit does not apply to pooled funds (Money Market Funds and Cash Plus Funds) as these funds spread their investments over many countries in order to reduce risk.

- 4.3 To minimise counterparty risk, the Section 151 Officer may implement additional internal treasury instructions from time-to-time, over and above the approved investment strategy cash limits and time limits, as and when economic or market conditions require that a more prudent approach is adopted. At present there are no additional instructions in place.
- 4.4 All investments are authorised by the Section 151 Officer or the Deputy Section 151 Officer.
- 4.5 The placing of residual overnight deposits with the Council's own bank does count against the counterparty limits. If the value of a deposit in the Council's own bank exceeds the counterparty limit for more than three working days (due to cash flow fluctuations), the decision whether or not to continue to exceed the time limit will be referred to the Section 151 Officer or Deputy Section 151 Officer.
- 4.6 The Council uses long-term credit ratings from the three main rating agencies. The lowest available credit rating is used to determine credit quality. Credit ratings are monitored by the Council's treasury advisers on a daily basis. Where a credit rating agency announces that an organisation is 'on review' for a possible credit rating downgrade (so that it may fall below the approved rating criteria), then only those investments that can be withdrawn on the next working day will be made until the outcome of the review is announced. This policy will not apply to credit rating 'negative outlooks' which indicate a long-term trend rather than an imminent change of credit rating.
- 4.7 Credit ratings are not the only predictors of investment default. Other information is also used to assess the credit quality of counterparties. This information includes credit default swap prices, financial statements, potential government support and reports in the financial press. This information is analysed by the Council's treasury advisors and no investments will be made with an organisation if there are doubts about its credit quality, even though it may meet the credit rating criteria.
- 4.8 The Department of Communities and Local Government Guidance defines two types of investments specified and non-specified investments. <u>Specified investments</u> are:
 - denominated in pound sterling,
 - due to be repaid within 12 months of the arrangement,
 - not defined as capital expenditure by legislation, and

- invested with one of:
 - o the UK Government
 - o a UK local authority, parish council or community council, or
 - o a body or investment scheme of "high credit quality"

The Council defines "high credit quality" organisations and securities as:

- those having a credit rating of A- or higher that are domiciled in the UK for deposits up to one year,
- those domiciled in a foreign country with a sovereign rating of AA+ or higher for deposits of up to one year,
- those having a credit rating of BBB+ or higher for periods of up to 6 months,

For money market funds and other pooled funds "high credit quality" is defined as those having a credit rating of A- or higher.

4.9 **Non-Specified Investments** – Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies and will not make any investments with low credit quality bodies, nor any that are defined as capital expenditure by legislation, such as company shares.

Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in Table 4.

Table 4: Non-Specified Investment Limits

Counterparty	Cash limit	
Total Long-term investments	£5.0m	
Total investments	£5.1m	

5. Treasury Management Indicators

- 5.1 The Council measures and manages its exposure to treasury management risks using the following criteria:
 - **Security** the minimum long term rating for an investment counterparty is a rating of BBB+. The historic risk of default of counterparties for a BBB+ rated institution is 0.16%.
 - Liquidity the Authority will maintain short term liquid deposits of at least £1m available within a week's notice and short term borrowing is available on the Money Market as and when required.
 - **Yield** the benchmark for returns on investments is the 7 day LIBID (London Inter-Bank Bid Rate). Actual investment returns are monitored against budget.
- 5.2 Limit for Investments over 364 days (Table 5): This limit is set to ensure adequate liquidity of funds and is the maximum amount of funds the Council will invest longer term.

Table 5: Limit for Investments over 364 days

	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate
	£M	£M	£M
Limits for investments over 364 days	5.0	5.0	5.0
- 5.4 There are a number of additional items that the Council is obliged to include in the Treasury Management Strategy. These are:
 - Use of financial derivatives the Council has no plans to use financial derivatives.
 - Investment training the training needs of the treasury management staff are assessed annually as part of the appraisal process. Treasury staff regularly attend training courses and seminars provided by Arlingclose and CIPFA.
 - **Investment advisors** the Council has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues.
 - Money borrowed in advance of need the Council may borrow in advance of need, where this is expected to provide the best long-term value for money. The total amount borrowed will not exceed the authorised borrowing limit.

6. Prudential Indicators

- 6.1 A further three prudential indicators (as detailed in Table 6) establish limits on the overall level of borrowing. These prudential indicators are set by the Council itself. These indicators are:
 - Gross Borrowing Indicator
 - The Authorised Limit for External Debt
 - The Operational Boundary for External Debt

	2016/17 Revised £M	2017/18 Estimate £M	2018/19 Estimate £M	2019/20 Estimate £M	Notes
CFR	5.4	5.9	6.5	5.9	
(Under-Borrowing)/Over Borrowing	(4.4)	(4.9)	(5.5)	(4.9)	1
Gross Borrowing Indicator	1.0	1.0	1.0	1.0	
Operational Boundary	1.0	1.0	1.0	1.0	2
Contingency	6.0	8.0	8.0	8.0	3
Authorised Limit	7.0	9.0	9.0	9.0	4

Table 6: Operational Boundary and Authorised Limit for External Debt

Notes to Table 6

- 1. The Council is currently maintaining an under-borrowed position of £4.4m This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is high. This practice is in line with advice from the Council's treasury advisors Arlingclose.
- Operational Boundary for External Debt this is based on the expected maximum external debt during the course of the year. It is not a limit and therefore may be exceeded on occasion.

- 3. A contingency is required for unexpected cash movements, service delivery failure or debt rescheduling.
- 4. The Authorised Limit is the affordable borrowing limit determined in the compliance with the Local Government Act 2003. It is the maximum amount of the debt that the Authority can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements in exceptional circumstances.
- 6.2 The following indicators are set to manage interest rate risk and reduce the impact of an adverse movement in interest rates. The indicators are:
 - Upper limit on fixed rate debt (Table 7) this limit reflects the fact that the Authority may wish to have all its borrowings at fixed rates. Fixed rate borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year. The limit allows sufficient headroom to borrow in advance of need if required (see paragraph 8.4)
 - Upper limit on variable rate debt (Table 7) This limit reflects the potential need to take some variable rate debt if interest rates for fixed rate borrowing are not attractive (less than 12 months).
 - **Maturity structure of debt (Table 8)** this limit controls how much of the Authority's debt will mature within a certain time period.

Table 7: Limits on Fixed and Variable Rate Debt

	2017/18 Estimate £M	2018/19 Estimate £M	2019/20 Estimate £M
Limits on fixed rate debt	1.0	1.0	1.0
Limits on variable rate debt (50% of total debt)	0.5	0.5	0.5

Table 8: Maturity Structure of Debt

	Lower Limit	Upper Limit
Under 12 months	0%	40%
12 months to 2 years	0%	50%
2 years to 5 years	0%	100%
5 years to 10 years	0%	100%
10 years and above	0%	100%

No lower limit is set in order to allow flexibility when managing the debt portfolio.

7. Affordability Prudential Indicators

- 7.1 Prudential Indicators are also required to assess the affordability of capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's finances.
- 7.2 Table 9 sets out the actual and estimates of the Ratio of Financing Costs to the net revenue stream This identifies the trend in the cost of capital (borrowing costs net of investment income) against the net revenue stream.

Table 9: Ratio of Financing Costs to Net Revenue Stream

	2016/17	2017/18	2018/19	2019/20
	Revised	Estimate	Estimate	Estimate
Ratio	6.4%	6.9%	6.6%	8.5%

- 7.3 The estimates of financing costs include existing commitments and the proposals in this budget report. The ratio is rising due to a diminishing net revenue stream following reductions in the levels of Central Government funding.
- 7.4 Table 10 sets out the estimates of the incremental impact of capital investment decisions on the Council Tax This identifies the revenue costs (interest and MRP) of approved Prudential Borrowing in the Capital Programme as at Quarter 3 2016/17 (see Appendix G).

Table 10: Incremental Impact of additional Capital Investment borrowing decisions on the Band D Council Tax

	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate
	£	£	£
Estimated Incremental Impact of Capital Investment decisions on the Council Tax (Band D Equivalent) from the 2016/17 base	-0.76	-0.62	5.38

7.5 The Council Tax Band D cost of borrowing is reducing for 2017/18 and 2018/19 as a result of the budget forecast now being predicated upon the assumption that no borrowing will be undertaken beyond the current level. The increase in 2019/20 is as a result of increased MRP charges based on the latest capital expenditure profile as set out in the Capital programme (see Appendix G).

8. Borrowing Strategy

- 8.1 The Council currently holds £1m of loans which has funded previous years' capital expenditure.
- 8.2 The forecast in Table 2 shows that the Authority does not expect to externally borrow as the current borrowing strategy is to use internal cash resources in lieu of borrowing, i.e. internal borrowing, as this is more cost effective and reduces overall treasury risk. However, this strategy will be reviewed if the outlook for borrowing rates indicates a significant risk of a rise in borrowing rates, with the outcome that external loans may be taken whilst borrowing rates are relatively cheap.
- 8.3 The borrowing strategy is being closely monitored with regard to the outlook for interest rates. In conjunction with advice from treasury advisors Arlingclose, the Council may act quickly when taking new borrowing in order to secure debt before an expected rise in interest rates. This may mean that borrowing costs are incurred and the impact on revenue budgets will be reported in the next Financial Forecast Update. The borrowing limits in Tables 6 to 8 have been set sufficiently high to allow the Council the flexibility to arrange additional external borrowing to achieve the best long-term value for money if there is a significant risk of an increase in the interest rates on borrowing.
- 8.4 In addition, the Council may borrow short-term (for up to one month) to meet temporary cash-flow shortfalls. The approved sources of short-term and long-term borrowing are:
 - Public Works Loan Board and its successor body;
 - UK Local Authorities
 - Any institution approved for investments
 - Any other bank or building society authorised to operate in the UK
 - UK public and private sector pension funds (except Lancashire County Pension Fund as it is the Authority's own pension fund)
 - Capital market bond investors
 - UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues.

In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as debt liabilities:

- Operating and finance leases
- Hire purchase
- Sale and leaseback
- 8.5 The Council may reschedule debt (i.e. replace existing loans with new loans) or repay loans without replacement where this is expected to lead to an overall saving or reduction in risk.
- 8.6 Any decision to borrow in advance of need will be within approved Capital Financing Requirement estimates (Table 2), and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds. Borrowing in advance will be made within the constraints that:
 - it will be limited to no more than 100% of the expected increase in capital borrowing need (CFR) over the three year period to 2019/20.
- 8.7 All decisions on borrowing will be reported to the appropriate Committee as part of the Councils annual reporting cycle on Treasury Management and Prudential Indicators.

9. Minimum Revenue Provision Policy Statement

9.1 The Authority is required to provide for an element of the accumulated capital expenditure each year through a charge to revenue known as the Minimum Revenue Provision (MRP).

The Department for Communities and Local Government (DCLG) regulations require the Authority to approve an MRP policy in advance of each year. This policy sets out how much the Authority will set aside from revenue each year in order to fund capital expenditure. Council is recommended to approve the following MRP statement:

- i) For capital expenditure incurred before 1 April 2008 Existing practice which is based on 4% of the adjusted CFR. This option provides for a 4% reduction in the borrowing need (CFR) each year.
- ii) From 1 April 2008 the MRP policy for all unsupported capital expenditure (i.e. Prudential Borrowing) will be the estimated life of the assets in accordance with the Regulations.

Glossary of Treasury Terms

Term	Description
Counterparty	Another party to an agreement.
Credit rating	A measure of the credit worthiness of an institution,
	corporation, or a country. Credit ratings are calculated from
	financial history and current assets and liabilities. Typically, a
	credit rating tells a lender or investor the probability of the
	subject being able to pay back a loan.
Derivative	A contract whose value is based on the performance of an
	underlying financial asset, index or other investment. For
	example, an option is a derivative because its value changes
	in relation to the performance of an underlying stock.
Debt Management Office	The Debt Management Office provides a deposit facility
(DMO)	which is guaranteed by the British government and has a AAA
	credit rating.
Gilt	Registered British government securities giving the investor
	an absolute commitment from the government to honour the
	debt that those securities represent.
Government Money Market	Money Market Funds that invest solely in government
Fund (MMF)	securities.
London inter-bank bid rate	The interest rate at which banks will borrow money in the
(LIBID)	London inter-bank market.
Liquidity	As assessment of how readily available an investment is; the
	length of term.
Money Market Fund (MMF)	A well rated, highly diversified pooled investment fund whose
	assets mainly comprise of short term instruments.
Public Works Loan Board	PWLB is part of HM Treasury and lends money to local
(PWLB)	authorities.
Rating agency	Bodies that assess the financial strength of companies and
	governments, both domestic and foreign, particularly their
	ability to meet the interest and principal payments on their
	bonds and other debt.
Security	As assessment of the creditworthiness of a counterparty.
Treasury adviser	External consultancy firms that provide information to local
	authorities, including information regarding counterparty
	creditworthiness.
Yield	Interest, or rate of return, on an investment.

Responses to the Budget Consultation Exercise

Respondent 1: Treales, Roseacre and Wharles Parish Council

Thank you for inviting feedback regarding the Fylde Council Budget Consultation Document for 2017/18.

Treales Roseacre and Wharles Parish Council would ask that the following points are considered as part of the Budget setting process and look forward to receiving feedback from Fylde Borough Council regarding the queries raised.

1. Councillors would like clarification that over the life of the plan and given the government's continued policy about its approach to fracking development not being constrained to where the Local Plan has already approved and provisioned for such heavy industrial activity (i.e. infrastructure for HGV access, utilities and safety for communities and environment):

a) what provision for additional equipment and officer resource to address the increased monitoring and response to complaints arising from shale gas development in the countryside has been made e.g. air quality, noise and light pollution?

b) what provision for additional funds to promote Fylde to sustain and support economic activity dependent upon visitors to the area; residents (e.g. retirees and commuters who have discretion as to whether to locate in the Fylde); food provenance; and attracting inward investment for high gross value added (GVA) jobs where an attractive environment is a positive differentiator for choosing the Fylde, in order to overcome the adverse impacts of fracking in the Fylde on these sectors?

2. What assumptions have been made for additional Council income from fracking development over the plan period e.g. business rates retained?

Note that the Walton Summit located small SME operator Cuadrilla has stated that it forecasts the requirement for the equivalent of only 11 direct, indirect and induced jobs for a 10-year period per 4 well site.

3. What assumptions have been made on reductions in Council income due to adversely affected businesses in the categories described at 1b)?

4. What consultation and assessment has taken place with stakeholders in making such provisions and assumptions?

DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO	
DEVELOPMENT SERVICES DIRECTORATE	COUNCIL	2 MARCH 2017	9	
SAINT ANNE'S ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN				
– EXAMINER'S REPORT AND PROGRESSION TO REFERENDUM				

PUBLIC ITEM

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

SUMMARY

Following the Independent Examination of the Saint Anne's on The Sea Neighbourhood Development Plan (the Plan), including a Public Hearing held on the 7 June 2016, the Independent Examiner, Mr John Slater BA (Hons), DMS, MRTPI, issued his examination report. The Examiner's report concludes that subject to recommended modifications, the Plan meets with the "Basic Conditions" set out in legislation and should proceed to a Neighbourhood Planning Referendum.

Following on from the receipt of the Examiner's report, the Local Planning Authority (LPA) must consider each recommendation and decide what action to take in response to each recommendation. If satisfied that, subject to the modifications made, the draft Plan meets the legal requirements and "Basic Conditions", a Referendum must be held on 'making' the Plan by the LPA. Following a successful Independent Examination and public Referendum, the Saint Anne's on The Sea Neighbourhood Development Plan would form part of the statutory Development Plan, alongside the current saved Local Plan policies.

RECOMMENDATIONS

 That Full Council accept the modifications as set out in the draft Decision Statement (Appendix 3); publish the Decision Statement and proceed the Saint Anne's on The Sea Neighbourhood Development Plan to Referendum.

SUMMARY OF PREVIOUS DECISIONS

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

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

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

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

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

Development Management Committee resolved the following powers to be delegated to the Director

of Strategic Development:

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

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	٧
Delivering the services that customers expect of an excellent council (Clean and Green)	v
Working with all partners (Vibrant Economy)	V
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	v
Promoting Fylde as a great destination to visit (A Great Place to Visit)	V

REPORT

INTRODUCTION

 Under the Town and Country Planning Act 1990 (as amended), Fylde Borough Council as the LPA has a statutory duty to assist communities in the preparation of Neighbourhood Development Plans and Orders and to take plans through a process of Examination and Referendum. The Localism Act 2011 (Part 6 Chapter 3) sets out the LPA's responsibilities under Neighbourhood Planning.

BACKGROUND

- 2. On the 12 July 2013, St. Annes Town Council requested that, in accordance with section 5(1) of the Neighbourhood Planning (General) Regulations 2012 (the Regulations), their Parish boundary be designated as a Neighbourhood Area, for which a Neighbourhood Development Plan be prepared.
- 3. Fylde Borough Council confirmed that for the purposes of section 5 (1) of the Regulations the Town Council is the "relevant body" for their area and in accordance with Section 6 of the Regulations, Fylde Borough Council placed on their website this application, including a parish boundary map, details of where representations could be sent, and by what date, for a six week period from 25 April 2013 to 06 June 2013. The application was also advertised in the local newspaper and also on the Town Council's website. The Neighbourhood Area application was then approved on the 12 July 2013.
- 4. Following on from this approval, a Steering Group comprising of volunteers and advised by planning consultants, were appointed and led by St. Anne's Town Council in preparing a Neighbourhood Development Plan.
- 5. The Town Council submitted their Submission version Plan to Fylde Borough Council under Regulation 16 for a six week consultation period. During this process, an Independent Examiner, Mr John Slater BS (Hons), DMS, MRTPI was formally appointed by Fylde Borough Council (in consultation with St. Annes Town Council) on 24 March 2016. During his initial stages of the examination, the Examiner took the exceptional decision to examine the Plan at a Public Hearing in order to hear oral evidence on matters he wished to explore further and to give all parties a fair chance to put a case forward.

- 6. Following on from the Public Hearing, which took place on the 7 June 2016, the Examiner submitted his final report (Appendix 1) on the 10 August 2016 and concluded that subject to the suggested modifications the Plan was capable of meeting the legal requirements set out in the Localism Act 2011, including meeting with the Basic Conditions, and should proceed to Referendum.
- 7. The Basic Conditions are as follows:
 - Having regard to national policies and advice contained in the guidance issued by the Secretary of State is it appropriate to make the Plan?
 - Will the making of the Plan contribute to the achievement of sustainable development?
 - Will the making of the Plan be in general conformity with the strategic policies set out in the Development Plan for the area?
 - Does the making of the Plan breach or is otherwise incompatible with EU obligations or Human Rights legislation?
 - Will the making of the Plan have a significant effect upon a European site or a European offshore marine site, either alone or in combination with other plans and projects?
- 8. Schedule 4B, paragraph 12 of the Town and Country Planning Act 1990, as inserted by the Localism Act 2011, requires a LPA to consider each of the recommendations made in the Examiner's report and decide what action to take in response to each recommendation. If the LPA is satisfied that, subject to the modifications made, the draft Neighbourhood Development Plan meets the legal requirements and "Basic Conditions" as set out in legislation, a Referendum must be held on the making of the Plan by the LPA.
- 9. Once a LPA has considered each of the Examiner's recommendations and determined its response it can:

a) make modifications that it considers need to be made to secure that the draft order meets the basic conditions, as set out in paragraph 7,

b) make modifications that it considers need to be made to secure that the draft Plan is compatible with the Convention rights,

- c) Extend the area to which the Referendum is to take place,
- d) make modifications for the purpose of correcting errors.

If the LPA is not satisfied that the Plan meets the Basic Conditions and legal requirements then it must refuse the proposal.

- 10. A Referendum must take place within 56 working days of the Decision Statement being agreed and published, with an additional 65 working days if the poll can be combined with another poll. A majority of residents who turn out to vote, must vote in favour of the Neighbourhood Development Plan (50% plus one vote) before it can be 'made'. After a successful Referendum the LPA within eight weeks must bring the Plan into legal force.
- 11. The Neighbourhood Planning (General) Regulations 2012 requires the LPA to outline what action it will take in response to the recommendations made by the Examiner under paragraph 10 of Schedule 4A of the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to a Neighbourhood Development Plan, which is provided in both Appendix 2 and Appendix 3 of this report.
- 12. The majority of suggested recommended modifications are in line with the Submitted Version of the Fylde Local Plan to 2032, with just one exception. The Examiner has recommended that the settlement boundary of St. Annes be amended to incorporate land currently identified as

countryside outside of the Green Belt, to the west of Heyhouses Lane, St Annes. The Examiner considers that the inclusion of this land would offer the parish of Saint Anne's on The Sea the flexibility to be able to meet its housing needs over the next 15 years. The land in question however, is a designated Biological Heritage Site (see Appendix 5 for the proposed amended settlement boundary and Appendix 6 for the relevant part of the Policies Map of the Fylde local Plan to 2032 Submission Version).

- 13. Therefore, following the submission of the Examiners report, Fylde Borough Council carried out further consultation with the three statutory consultees, the Environment Agency, Historic England and Natural England in order to help it formulate a screening opinion on the Plan as proposed to be modified by the Examiner. Both the Environment Agency and Historic England raised no objections or had any concerns regarding the proposed modified Plan. Natural England, however, raised significant concerns regarding the proposed modification to the settlement boundary as the area of land in question forms part of a Biological Heritage Site and is land that is known to be utilised by pink footed geese related to the Ribble and Alt Estuaries Special Protection Area (SPA). They recommended that due to the importance of this land, any proposal to include additional land within the settlement boundary needed to be assessed further through an update of the Habitat Regulations Assessment (HRA) that has been carried out in regard to the Submission Version of the emerging Local Plan, that this update would need to examine data to determine the importance of the land and, if the land supports significant numbers of SPA/Ramsar birds, the LPA would then need to determine whether this is possible to resolve and ultimately whether the land can be developed.
- 14. The Council subsequently commissioned Arcadis (the Council's ecological consultant) to carry out an Addendum to the HRA, and following receipt of this document officers re-consulted Natural England, who considered that it was unacceptable to refer to any issues and uncertainty at planning application stage and that as the land was considered and calculated into the mitigation calculations for the Queensway residential development site then any proposal to extend the settlement boundary would need to be Appropriately Assessed at plan stage and that in any case as the HRA concludes proposals would lead to a likely effect (or where there is uncertainty) the Plan could not progress in its modified form.
- 15. In his report, the Examiner considers that this assessment could be carried out prior to the determination of any future planning application. However, prior to proceeding to Referendum, the LPA must be satisfied that the Plan itself meets the Basic Conditions tests set out in the Regulations. Until the potential implications of including this additional land within the settlement boundary are known, it would not be possible to confirm whether or not there would be any adverse impact on the SPA and so proceeding to Referendum without this information could place the Plan at risk of a potential legal challenge.
- 16. As a consequence of the above, officers sought further legal advice from counsel, who concurred with officers and Natural England, that the Plan (with the inclusion of this one modification) did not satisfy the "basic conditions" tests, which are the pre-requisites for a lawful NDP, and as such Fylde Council were completely within their rights not to accept this particular recommendation. As the amendment has not been accepted in order to allow the Plan to meet one of the basic conditions tests and for no other reason, further consultation on and examination of the Plan is not required under paragraph 13, Schedule 4B of the Town and Planning Act 1990 (as amended).

CONCLUSION

17. The Council has various duties under the Localism Act (the main Act) and the related planning Acts as amended. It is clear from the wording of the Act that this is not simply to follow the Examiner's recommendations on each point and that the LPA can come to a different view. Officers therefore consider that accepting the Examiner's recommendations in full and

extending the Saint Anne's on The Sea settlement boundary to include the land in question would mean that the Plan would not meet the statutory Basic Conditions.

18. It is therefore recommended that Council accept the recommendations and modifications as listed in the draft Decision Statement (Appendix 3) (which, for clarity, does not include the extension of the settlement boundary of St Annes as recommended by the Examiner), and publish the Decision Statement and proceed the Saint Anne's on The Sea Neighbourhood Development Plan to Referendum based on these changes.

	IMPLICATIONS
Finance	There is provision for the cost of the development of Neighbourhood Plans within the Council's approved revenue budget, funded by specific government grants for this purpose. However this may not cover the full cost of all emerging neighbourhood plans. As is usually the case additional costs will be met, where possible, from existing approved budgets. However should this not be possible a subsequent funded budget increase to the Council's current approved budget may be necessary.
Legal	The Local Planning Authority is required to accord with the Regulations at relevant stages of the process. There will be a potential need for legal input at relevant stages, which will have time resource issues. There is a potential for judicial review if the Council do not agree with all the modifications suggested by the Examiner.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability and Environmental Impact	The Neighbourhood Development Plan should promote the principles of sustainable development. The submitted Neighbourhood Development Plan is also supported by a Sustainability Report.
Health & Safety and Risk Management	None arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Sara Jones	01253 658420	17/02/2017	

	LIST OF BACKGROUN	ID PAPERS
Name of document	Date	Where available for inspection
Independent Examiners Report (including Addendum)	August 2016	http://www.fylde.gov.uk/council/planning- policylocal-plan-/neighbourhood- planning/st-annes-sea-town-council- neighbourhood-plan/
Statement of Consultation (July 2016)	July 2016	http://www.fylde.gov.uk/council/planning- policylocal-plan-/neighbourhood- planning/st-annes-sea-town-council- neighbourhood-plan/
Amended Saint Anne's on The Sea NDP and associated Maps	February 2017	http://www.fylde.gov.uk/council/planning- policylocal-plan-/neighbourhood- planning/st-annes-sea-town-council- neighbourhood-plan/
Amended Blackpool Airport Boundary (following Public Hearing)	February 2017	http://www.fylde.gov.uk/council/planning- policylocal-plan-/neighbourhood- planning/st-annes-sea-town-council- neighbourhood-plan/
Amended Schedule of Local Green Spaces (following Public Hearing)	February 2017	http://www.fylde.gov.uk/council/planning- policylocal-plan-/neighbourhood- planning/st-annes-sea-town-council- neighbourhood-plan/

Attached documents

- 1. Appendix 1: Examiners Report
- 2. Appendix 2: Schedule of Recommended Modifications
- 3. Appendix 3: Decision Statement
- 4. Appendix 4: HRA Addendum to Screening Opinion
- 5. Appendix 5: Proposed Amended Settlement Boundary
- 6. Appendix 6: Section relating to Submitted Local Plan Policies Map

St Anne's on the Sea Neighbourhood Development Plan

Submission Version

A Report to the Fylde Council on the Examination of the St Anne's on the Sea Neighbourhood Development Plan

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10th August 2016

Contents

	Page
Introduction	3
The Examiner's Role	3
The Examination Process	5
The Consultation Process	6
Regulation 16 Consultation	7
The Basic Conditions	8
Compliance with the Development Plan	8
Compatibility with EU Obligations and Human Rights Legislation	9
The Neighbourhood Plan: An Overview	9
The Neighbourhood Plan Policies	12
The Referendum Area	31
Summary	31

Introduction

Neighbourhood planning is a process introduced by the Localism Act 2011 which allows local communities to create the policies which will shape the places where they live and work. The Neighbourhood Plan provides the community with the opportunity to allocate land for particular purposes and to prepare the policies which will be used in the determination of planning applications in their area. Once a neighbourhood plan is made, it will form part of the statutory development plan and will work alongside the now somewhat out of date, but still adopted Fylde Borough Local Plan- As Altered- October 2005. In time that will hopefully be replaced by the Fylde Local Plan to 2032. Decision makers are required to determine planning applications in accordance with the development plan unless material considerations indicate otherwise.

The neighbourhood plan making process has been led by St Anne's Town Council. A Steering Group was appointed to undertake the plan preparation made up of volunteers advised by planning consultants. St Anne's Town Council is a "qualifying body" under the Neighbourhood Planning legislation.

This report is the outcome of my examination of the Submission Version of the St Anne's on the Sea Neighbourhood Development Plan. My report will make recommendations based on my findings on whether the Plan should go forward to a referendum. If the plan then receives the support of over 50% of those voting at the referendum then the Plan will be "made" by Fylde Borough Council, which is the Local Planning Authority.

The Examiner's Role

I was formally appointed by the Fylde Council in March 2016, with the agreement of St Anne's Town Council, to conduct this examination. My role is known as Independent Examiner. My selection has been facilitated by the Neighbourhood Planning Independent Examiner Referral Service, which is administered by the Royal Institute of Chartered Surveyors (RICS).

In order for me to be appointed to this role, I am required to be appropriately experienced and qualified. I have over 38 years' experience as a planning practitioner, primarily working in local government, which included 8 years as a Head of Planning at a large unitary authority on the south coast, but latterly as an independent planning consultant. I am a Chartered Town Planner and a member of

the Royal Town Planning Institute. I am independent of both Fylde Borough Council and St Anne's Town Council and I can confirm that I have no interest in any land that is affected by the Neighbourhood Plan.

Under the terms of the neighbourhood planning legislation I am required to make one of three possible recommendations:

- That the plan should proceed to referendum on the basis that it meets all the legal requirements.
- That the plan should proceed to referendum, if modified.
- That the plan should not proceed to referendum on the basis that it does not meet all the legal requirements.

Furthermore, if I am to conclude that the Plan should proceed to referendum I need to consider whether the area covered by the referendum should extend beyond the boundaries of area covered by the St Anne's Neighbourhood Development Plan area.

In examining the Plan, the Independent Examiner is expected to address the following questions:

- a. Do the policies relate to the development and use of land for a Designated Neighbourhood Plan area in accordance with Section 38A of the Planning and Compulsory Purchase Act 2004?
- b. Does the Neighbourhood Plan meet the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 namely that it specifies the period to which it is to have effect? It must not relate to matters which are referred to as "excluded development" and also that it must not cover more than one Neighbourhood Plan area.
- c. Has the Neighbourhood Plan been prepared for an area designated under Section 61G of the Localism Act and has been developed and submitted by a qualifying body.

I am able to confirm that the Plan, does relate to the development and use of land covering the area designated by Fylde Borough Council for the St Anne's Neighbourhood Development Plan on 12th July 2013.

I can also confirm that it does specify the period over which the plan has effect namely the period from 2016 and 2031.

I can confirm that the plan does not cover any "excluded development".

There are no other neighbourhood plans covering the area covered by the Plan designation.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 4 $${\rm Page}\ 4$

St Anne's on the Sea Town Council as a parish council is a qualifying body under the terms of the legislation.

The Examination Process

The presumption is that the neighbourhood plan will proceed by way of an examination of written evidence only. However, the Examiner can ask for a public hearing in order to hear oral evidence on matters which he or she wishes to explore further or if a person has a fair chance to put a case.

I am required to give reasons for each of my recommendations and also provide a summary of my main conclusions.

I carried out an unaccompanied visit to the plan area during the initial stages of the examination to familiarise myself with all the sites, the town and the coastline. However, following my visit and having read closely the documentation, I had a number of questions that I felt I had to explore with the principal parties. I set these out in a note, that was circulated to the Town Council and the Planning Authority. It was also sent to a number of representors, and included a list of the questions I wished to explore at a public hearing. This was followed up by a note I produced, setting out how I wished the hearing to be conducted. Both notes are available on the respective council websites.

The Hearing took place at the Blue Room at The Palace in St Anne's on 7th June 2016 and I am very grateful for the way everyone contributed to the discussions, in such a constructive and positive manner. A note of the day's proceeding has been prepared and this is also available on the Council's website.

During the course of the discussions, the Town Council offered to make a number of changes to the policies within the Plan to reflect matters that had emerged during the discussions. I explained, at the time, that my examination would have to be on the basis of the Submission Version of the plan, but that I would be prepared to consider the changes as Suggested Amendments to the Plan that the Town Council would ask me to consider making, when making my recommendations. I did say that I would be prepared to give the Town Council a window of opportunity to reflect on the day's deliberations and to prepare a revised submission, but that other parties would also have to have an opportunity to comment on the revisions. I received a copy of the Suggested Changes Version on the plan on 20th July 2016 along with a number of consultee responses.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 5 $\,$

In this report I will refer to the Submission Version of the Plan and also to the Suggested Changes Version.

The Consultation Process

The Town Council applied for neighbourhood plan status on 11 April 2013 and Fylde Council undertook consultation on that request for designation for a 6-week period, which ended on 6 June 2013. That designation was approved by Fylde Council on 12 July 2013.

Prior to the launch of the neighbourhood plan exercise, the Town Council held a number of key stakeholder meetings, with Fylde Council, Blackpool Council, Blackpool International Airport and St Anne's Civic Trust.

The first public consultation exercise took place between 14 April and 28 May 2014, launching the plan, raising public awareness and seeking views on initial draft aims for the plan. As well as establishing a website, generating press articles, holding events, including exhibitions and themed group meetings, along with a secondary school photo competition to try to engage young people. The main output from this phase of consultation was the results from the questionnaire, which have generated 307 responses. This led to the emergence of a number of initial findings–

- There is a need for more young people facilities
- No demand for additional housing
- Make use of existing vacant buildings
- Any new housing should be affordable for young people
- Protect green spaces
- Sustainable design and energy efficiency

As well as the questionnaire, the Town Council held six walk in events between 25th April and 24th May 2014 which included consideration of site specific issues. In addition, theme groups were set up looking at housing, environment, transport movement, economy, community and health and design and heritage. Eight formal written representations were received at that stage. In the report, the Town Council expressed disappointment with the level of engagement.

The second stage consultation took place a year later between 15th June and the 31st of July 2015. This was the Regulation 14 Pre Submission Version of the plan. This was publicised on the Town Council website and newsletter which was delivered to 12,000 properties as well as flyers and questionnaires being distributed at various events.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 6

This generated 21 written responses which were considered by the council. There was 2 workshop sessions held between Fylde Council planners and the Town Council. A further questionnaire was distributed looking at key issues. Over 250 responses were received. The responses to the Pre Submission Consultation led to a number of changes to the policies, which are fully set out in Appendix 9 of the Report on Consultation.

It is clear that the Town Council undertook wide consultation on the emerging plan, which has shaped the policies and the issues. I recognise that it must have been difficult to differentiate in the public's mind, the work being carried out on the neighbourhood plan, at the same time as the Borough Council was preparing and consulting on its own local plan. However, I am satisfied that the public and stakeholders have been able to contribute to and shape the policies in the neighbourhood plan.

Regulation 16 Consultation

I have had regard, in carrying out this examination, to all the comments made during the period of final consultation on the Submitted Plan, which had been sent to the Fylde Council on 25th January 2016. This period of consultation is known as the Regulation 16 consultation and ran between 11TH February and the 14th March 2016. This consultation was organised by Fylde Council prior to it being passed to me for its examination.

In total 35 responses were received from 28 individuals or organisations (statutory and non-statutory). I will refer to the results of the Regulation 16 consultation where relevant in the specific sections dealing with the Proposed Policies. I can confirm that I have read all the representations and have had full regard to the views when conducting this examination. I can confirm that one representation was received on 18th May 2016 after the Regulation 16 consultation was closed. This was made on behalf of the Joint Administrators of Greenhurst Investments Ltd, who own land at Queensway, which had been shown as part of Blackpool Airport's landholdings. I believe there was no detriment caused by allowing that representation to be considered and indeed their consultant was invited to participate at the public hearing.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 7

The Basic Conditions Test

The neighbourhood planning examination process is different to a Local Plan examination, in that the test is not one of "soundness". The Neighbourhood Plan is tested against what is known as the Basic Conditions which are set down in legislation. It will be against these criteria that my examination must focus.

The 5 questions which constitute the basic conditions test seek to establish: -

- Having regard to the national policies and advice contained in the guidance issued by the Secretary of State is it appropriate to make the Plan?
- Will the making of the plan contribute to the achievement of sustainable development?
- Will the making of the plan be in general conformity with the strategic policies set out in the Development Plan for the area?
- Does the making of the plan breach or is otherwise incompatible with EU obligations or human rights legislation?
- Will the making of the Plan have a significant effect upon a European site or a European offshore marine site, either alone or in combination with other plans and projects.

Compliance with the Development Plan

To meet the basic conditions test, the Neighbourhood Plan is required to be in general conformity with the strategic policies of the Development Plan, which in this case is the Fylde Borough Local Plan as Altered, adopted on 10th October 2005. The Borough Council is currently working on a new local plan as the previous plan is out of date. It predated the NPPF. That plan has recently reached its Publication Version which is currently out to public consultation which will be submitted for public examination early next year. This plan, whilst being the latest expression of council policy and is based on the most up to date information, is still likely to be challenged at Inquiry, not least on the matter of housing numbers (both on account of them being too high and too low). At present it is not part of the development plan and can only be accorded limited weight as an emerging plan, but the Neighbourhood Plan has been prepared in parallel with that plan and has had regard to the emerging

policies. This Neighbourhood Plan could well be made before the new Local Plan is adopted.

Compliance with European and Human Rights Legislation

The Town Council submitted a screening request as to whether a full Sustainability Appraisal would be required under the EC Directive 2001/42/EC and the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations). The initial screening and consultation with the 3 statutory bodies took place in August / September 2014. There was some uncertainty as to whether the plan at that stage would be allocating sites as this was covered by plan options at that stage. The responses were considered and following further discussions the Town Council decided that the plan would be proceeding on the basis that the scenario, which was described in the Issues and Options paper, as "NDP – Lite" rather than a full comprehensive neighbourhood plan. I have to say that I still do not understand the difference. After a further rounds of discussions between Natural England, the Borough Council and the Town Council, the Local Planning Authority was able to conclude that in May 2015 that a full SEA was not required.

In addition, the draft plan has been screened under the Habitat Regulations following a request made on 27th May 2015 and it was confirmed in December 2015 that a full Habitat Regulation Assessment was not required. This view was agreed with by Natural England

There are no human rights issues that arise from the plan and I can confirm that in my opinion there are no conflict with European legislation.

The Neighbourhood Plan: An Overview

A fundamental aspiration of the government policy, as set out in the NPPF, is that the planning system should deliver a significant boost to the supply of housing. The question central to this examination has been, whether the plan will deliver the objectively assessed needs for market and affordable housing. However, that requirement needs not necessarily to be based on the neighbourhood plan area, but rather should be met across the housing market area. During my examination no party was able to advise me what the specific housing requirements was, for St Annes, for the period up to 2031. Fylde Council, in its emerging local plan, is seeking to deliver housing requirement for the whole district, rather than setting individual requirements based upon the housing needs for specific settlements within that district. I can understand that approach, although it may have been helpful had the

Town Council to conduct its own housing needs assessment to fully understand its requirements when one of its key issues was "meeting housing need, including specialist needs" especially as it sought to restrict the supply of land for housing via various policies.

However, I can see no justification for the statement in the plan "there are sufficient existing small to medium-sized sites within the settlement boundary that can accommodate new housing and meet the reasonable housing requirements of the town". There seemed a reluctance to accept further housing, based upon the notion that it would put a strain on existing community infrastructure. Equally I am not convinced that the "outward growth and large-scale development will affect the town is contained seaside town" or that "St Anne's has reached its sustainable spatial limit". I was not conscious on the occasions when travelling around St Anne's that it's obvious quality as a lovely seaside resort, was in any way prejudiced by the number of new residential developments that were taking place or are planned, around the periphery of the town. Reading the Submission Version of the plan I got the sense that the approach was generally to be as resistant as possible to new housing.

At the present time, Fylde Council cannot demonstrate that it has a five-year supply sites and this is a major planning issue facing the district. I am sure that the historic undersupply of housing has been an underlying reason why so much new residential development has been allowed on appeal in the town.

My initial conclusion was that the original remit of the neighbourhood plan was essentially to limit the spatial growth of the town, as an objective in its own right, rather than determine how much land was going to be needed by the Town, to meet its housing requirements. In short the overall approach has been to restrict the amount of land for housing rather than an approach based on identifying what the town's future needs are to be over the next decade.

That issue has influenced my thinking, both in terms of the questions I raised initially and also the topics which I later asked at the hearing. I fully recognise the importance of providing the spatial buffer, to prevent Blackpool from converging with St Anne's but that is role ably performed by the Green Belt. Its permanence is one of its underlying features. In making my recommendations on what the revised settlement boundary should be, I recognise that this recommendation will disappoint the Town Council. However, I do not consider it tenable to restrict the supply of housing land, when there is an underlying need to boost housing supply.

I am aware there will be issues regarding the individual sites affected, in terms of access and ecological considerations and their integration with the Queensway development but these do not affect my conclusions as to whether the sites should

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 10

fall inside or outside the settlement boundary, particularly if valued green space is to be retained within the urban area, a policy which has undeniable public support. The planned expansion of the town at its periphery is the only sustainable long term solution. I have to say that without the flexibility of adjusting the settlement boundary, I would not have concluded that the neighbourhood plan would be delivering sustainable development and as such it would have failed the basic conditions test.

Beyond that matter I have to say that I am delighted with the way the Town Council responded to the matters discussed at the public hearing. I do believe that the proposed changes will markedly improve the final version of the plan. I will certainly be recommending making many of the changes the Town Council have suggested. As Examiner I have concentrated upon the wording of the policies which will be used for the determination of planning applications. Some of the changes that I have recommended will require amendments to the supporting text and I will leave that to the qualifying body and the planning department to prepare the necessary text which goes beyond my role as independent examiner.

I must also commend the Town Council on the revision and clarity of its thinking in promoting the concept of St Anne's on the Sea as "a Garden Town by the Sea". This is exactly the type of overarching vision to shape development within the town which neighbourhood planning should be promoting. It is a practical approach and hopefully the excellent companion documents will be adopted by Fylde Council as Supplementary Planning Documents in due course.

One of the legislative requirements that I must consider as part of my examination is whether the policies in the plan relate to the development and use of land. There are a number of instances where proposals in the plan cover matters that more properly fall within the remit of the highway authority rather than the planning authority, such as improvements to bus services and alterations to the roads and pavements. It is entirely proper that the neighbourhood plan makes reference to these matters but they should not form p[art of the document that constitutes the development plan. Government advice is that they can be in a companion document or clearly indicated as not part of the neighbourhood plan.

My final general comments relate to the way the plan seeks planning obligations and Community Infrastructure Levy payments. There are a large number of policies which call for payments under planning obligations or payments towards specific items under the community infrastructure levy system. Regulation 122 of the Community Infrastructure Levy Regulations 2010 requires that any contribution must be necessary to make the development of acceptable in planning terms, be directly related to the development and be fairly and reasonably related to the development.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 11

Furthermore, pooled obligations are limited to 5 contributions per project. Equally the issue of whether CIL is collected, is not derived from a specific neighbourhood or local plan policy but it is a requirement for payment in consequence of a Council adopting its CIL Charging Scheme. Similarly, the allocation of CIL receipts is a budgetary decision of the spending authority whether it be the Town Council or the Borough Council. It is not a policy for the use and development of land. My usual practice throughout this report will be to recommend the deletion of those elements of the neighbourhood plan policy and rather rely upon the overarching neighbourhood plan policy, DEL1.

The Neighbourhood Plan Policies

Policy GP1: Settlement Boundary

The plan proposes the same settlement boundary as established by the 2003 Local Plan. This was produced at a time when there was a moratorium on new housing development in the borough. Most of the land outside the settlement boundary is Green Belt, which plays a strategic role in maintaining the gap between Blackpool and St Anne's, apart from being small section to the east of Wildings Lane. NPPF advice is that it is only the local plan that can change green belt boundaries. Therefore, the only areas which lie outside the settlement boundaries and the Green Belt, are the site of the former Valentines Kennels, Lytham Moss and the paddocks to the south, which is used for the keeping horses, as well as the land on the west side of Wildings Lane, which appear to now form part of the curtilage of the adjoining residential property. As objections have been submitted to the inclusion of some of the sites, it is appropriate from me to consider whether I should recommend changes to the settlement boundary.

The primary change, from the 2003 Local Plan settlement boundary that the Town Council is proposing, is the inclusion of land at Queensway, the Kensington development, which has been granted outline planning permission.

In terms of the former Valentine Kennels site, I note that planning consent was refused for residential development, earlier this year, but not on the grounds that this site lies outside of the settlement boundary. It is to be surrounded on three sides by the new housing development. The main reason for the Development Management Committee's refusal, [which was contrary to the planning officer's recommendation] was to the principle of access to the site being from Wilding Lane, rather than being fully integrated into the adjoining residential development. Bearing in mind the need to maximise the supply of housing land and the fact that a certain amount of the site

is previously developed land, they will be a presumption in favour of the residential development in any event. Therefore, it seems this site which, falling outside the Green Belt, could usefully be included within the settlement boundary. I do note the designation of the Kennels site as local green space and I will address that issue at the appropriate juncture. I also note that its designation as a Biological Heritage site was on the basis of there being a breeding colony of tree sparrows but the nesting box scheme no longer has been maintained and their population has accordingly declined. These are matters that need to be fully assessed at development management stage.

I understand that there is a planning application on the land to the south which is used for grazing horses. However, that land will be surrounded on three sides by housing and so its incorporation within the settlement would constitutes a logical rounding off.

The final boundary issue which I have to address relates to land at Lytham Moss. Again I heard at the hearing that this land is being promoted for residential development on behalf of the landowner. In terms of the coherence of the settlement boundary, the arguments are just as compelling, as the previously referred to ie that it is the Green Belt boundary that should be the limit of the urban area. It could be argued that the logical urban edge will be the North House Lane to the east and the Green Belt to the north. However equally I am aware that there are ecological issues affecting Lytham Moss, as the land is used for grazing of overwintering birds, in this case the pink footed goose. It is identified as a Biological Heritage Site as well as being part of a wider network of linked sites of ecological importance. That, in itself, is not a reason to exclude it from changes to the settlement boundary and the consideration of any proposal would be required to have regard to the ecological impact on the site and protected species, at any application stage.

In my consideration I am also conscious that at the present time Fylde Council as local planning authority cannot identify a five-year housing supply. I heard evidence at the hearing, that the latest position was that there was a 4.8 year housing supply base-dated to 31st March 2016. Therefore, in accordance with paragraph 49 of the NPPF, policies which affect the supply of housing land, which would include the designation of land as countryside outside the Green Belt, will not be considered up-to-date, even upon the point of the making of the plan. I also have had regard to the role of the green belt is to prevent the unrestricted sprawl of large built-up areas and to prevent neighbouring towns on merging into one another.

Therefore, the incorporation the land identified as Countryside outside the Green Belt, into the settlement boundary would offer the town the flexibility to be able to meet its housing needs over the next 15 years, which are unlikely to diminish, but within the defensible line of the town's Green Belt. That would also be in line with the

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 13

John Slater Planning

approach advocated in paragraph 52 of the NPPF. This does not mean the presumption in favour of residential development would by necessity override any ethological designation but that will have to be a matter that will be dealt with at the planning application stage.

Therefore, my conclusion is that the settlement boundary should be amended, by the removal of the designation of land as "open countryside outside Green Belt" on the Proposals Map. The settlement boundary should therefore follow the boundary of the Green Belt.

Recommendation

That the land shown as Open Countryside outside the Green Belt be deleted and the land included within the Settlement Boundary on the Proposals Map.

Policy GP 2: Demonstrating viability

This is a useful policy which sets clear criteria for the consideration of planning applications involving the loss of valued facilities. It offers a clear hierarchical approach. My only concern is that market lead housing schemes in retail areas is considered as a last resort. Government policy, as set out in paragraph 23 of the NPPF, recognises that residential development has a role in town centres, alongside retail, leisure, commercial, office, tourism, cultural and community uses. Furthermore, it also recognises that "residential development can play an important role in ensuring the vitality of centres"

I therefore do not consider that discounting residential to the use of last resort is necessarily in line with Secretary of State advice, particularly as there our limited opportunities for new residential development within the borough. This gain affects my consideration of the basic conditions.

This concern can be addressed by the deletion of the paragraph after subsection c). It also requires the deletion of the final sentence in the justification.

Recommendations

Replace the Submission version of the Policy with that shown in Suggested Changes

Remove the paragraph after subsection c) which states" where the existing use is no longer considered viable" down to "town, district or local centres" and remove the last paragraph of the Justification.

Policy EN 1: Protection of sites of biological and geological conservation importance

The original Submission version of the policy offered the same level of protection to locally designated sites as internationally recognised sites. This ran contrary to the hierarchical approach which is promoted in the NPPF, a point made by Natural England

The Suggested Changes to the policy had generated a further objection from one of the parties who appeared at the hearing. They argued that the proposed revisions are in fact to backwards step when compared with the original wording.

They suggested that the original version would be capable of revision to accommodate their aspirations. However, I consider the revised policies to be more comprehensive approach and contains the important criterion that the level of protection offered by the policy is in proportion to the status of their designation. This is the approach promoted by the Secretary of State in the NPPF. I will, in my recommendations, include some elements of the revised wording suggested by the objector, which I believe improves the clarity and understanding of the policy.

Recommendations

Replace the Submission version with the Suggested Changes Version of the policy except for the penultimate paragraph which should read:

"The level of protection and mitigation should be proportionate to the status of the habitat or species and should give appropriate weight to their importance, individually and as part of the contribution they make to the wider ecological network"

Retitle policy as per Suggested Changes

Policy EN2: Protection of open spaces, local green space(LGS), outdoor recreational facilities and green infrastructure

The title of this policy has been rationalised as has the wording which has been completely revised. I consider that the policy now is a more coherent approach to Green Infrastructure which is not just a policy to protect open space from development but a mechanism to deliver improvements to the overall network of open-space, which is one of the clear ambitions that the neighbourhood plan is

looking to achieve. This will be achieved by adopting the approaches as emboldened in the policy namely, "Protecting, Improving, Connecting, and Creating" open-space.

The only area of concern is the requirement for open space to be provided in advance of relevant development being occupied. Whilst this may be laudable ambition, it is not necessarily practical proposition where development is taking place on a phased basis. As written it will require all the open space on a development to be provided before the first unit is occupied. Often, it takes number of years for landscaped areas and open space/ play areas to become established and passed over for public usage.

The designation of land as local green space has been one of the more controversial aspects of the neighbourhood plan. A good deal of discussion took place on this issue at the hearing. Objections were made by Fylde Council as planning authority and as landowner for the inclusion of a number of the sites. The Town Council has sought to fully justify the inclusion of the open-space in the document entitled "Proposed Local Green Space Designation– Supporting Information." It is clear that the protection of green spaces has been a fundamental aspect of the plan which has a good degree of public support. Furthermore, I got the sense from the debate at the hearing that there was a degree of distrust shown by some members of the Town Council about the Borough Council's motives, stemming in part from a previous controversy about the development in the past of land at Ashton Gardens over a decade ago.

Since the public hearing, the Town Council has revised its list of 33 local green spaces down to 26 sites by the removal of the Marton Fold playing fields, Spring Gardens, St Anne's parish churchyard, the inland dunes fronting Clifton Hospital, the green space at Inner Promenade, the, the geological site along Heyhouse Lane and the informal green space at Highbury Road East.

18 of the originally designated areas are owned and maintained by Fylde Borough Council and would be protected to large extent by the initial part of this policy. Therefore, in practice the issue is likely to be one of academic importance, although the Council is concerned that the policy "could prevent opportunities for appropriate development at the sites or enabling development to provide necessary enhancement of the facility itself or nearby facilities". I am very conscious that paragraph 77 of the NPPF states that "local green space designation is not appropriate for most green spaces or open space". I have therefore looked very closely at how the Town Council has justified the site's inclusion against the criteria set out in the NPPF. Had there not been a justification offered for each of the sites then I would have been minded not to agree to the designations but I believe the

supporting information, except for the following site, does allow me to conclude that the designations do meet the basic conditions. I also believe that the policy would not prevent the Borough Council from carrying out improvements to these facilities under the national guidelines, set out in the NPPF.

The one area that has been particularly difficult to justify has been the designation of the former Valentine Kennel site as local green space. It does appear that designation is part of a strategy to seek to prevent development of this parcel of land. I do not consider that this area, which is in private ownership and with no legitimate public access, meets the criteria of being demonstrably special to the local community or holds a particular local significance. It is essentially a brownfield site that will be surrounded by residential development in the coming years. The trees have been determined not to be worthy of protected status, by the non-confirmation of a TPO. Furthermore, its ecologically importance did not to justify being a reason for refusal to residential development in recent planning application based on the sparrows no longer occupying the site in meaningful numbers. I will be recommending that this site be removed from the list set out in Appendix 1 of local green space.

Recommendations

Replace the Submission Version of the policy and the supporting text with that shown in the Suggested Changes version.

Remove Site 31 – Valentine Kennels from Appendix 1 and the Proposals Map and renumber accordingly.

Retitle policy as per Suggested Changes

Policy EN3: Provision of open space in residential development

This policy in the submitted version of the plan was prepared before the publication of the Borough Councils Open Space Study. The policy required on site open space to be provided on all residential sites of 10 or more houses, irrespective of the type of housing being provided.

Following the publication of the latest version of the local plan and the open space study, the Town Council is now suggesting that the policy be deleted

Recommendation

In line with the Town Council's Suggested Changes the Submission Version of the Policy EN3 be deleted.

Policy EN4: Starr Hills Reserve

I can fully understand the objectives of this policy. The requirement to contribute towards the improvement and development of the facility would have to be the subject to the proposed development meeting the 3 requirements set out in Regulation 122 of the Community Infrastructure Levy Regulations.

I consider that it is highly unlikely that any development will be only acceptable if it made a contribution to this facility and in any event there would be a limit of five pooled contributions under the terms of the CIL regulations. It would be a better solution for any funding to be delivered, from a range of development across the borough. Once Fylde Council introduces its CIL charging scheme, contributions can be collected, which would be capable of contributing to the funding of this facility. However, as previously mentioned, the allocation of CIL money is a budgetary decision, to be made by the Borough Council, dependent on the sums received and the priorities which it determines. The neighbourhood plan cannot require CIL money to be allocated towards any particular project, although if the plan passes referendum and is subsequently "made", it is could be a question for the Town Council to decide how to allocate some of the 25% CIL receipt to this or any other similar project.

I therefore recommended deletion of the second paragraph of the policy and rely on Policy DEL1.

Recommendations

The second paragraph should be deleted and renumber Policy EN3

Policy EN5: Urban tree supply

This policy generally meets basic conditions. My initial concern related to the inclusion of street trees in the wording of policy, as generally the planting of trees in the urban area is not ordinarily a matter for planning control. However, as there will be some new residential development taking place, where new roads will be provided and need to be landscaped, I concur that the policy does have a value and that no alterations are necessary apart from the renumbering of the policy.

Policy EN6: Community tree planting

Again this is a laudable aspirational policy, which will help deliver the vision of the

John Slater Planning

Plan of the town being a "Garden town by the Sea". In line with my previous I recommend that the deletion of the second paragraph.

Recommendation

The second paragraph should be deleted.

Policy needs to be renumbered EN5

Policy CH1: Community infrastructure

The original Submission Version of the plan referred to the preparation of a St Anne's Local Infrastructure Plan. At the hearing it was confirmed that the LPA would not be preparing a separate infrastructure plan for the town. Its infrastructure will be included within the Fylde Infrastructure Delivery Plan.

It required any major planning application to be accompanied by a Community Infrastructure Statement for non-allocated sites or if its infrastructure requirements are not included in the Infrastructure Delivery Plan. At the hearing, a discussion took place on whether a development plan policy could require the submission of a particular supporting document, which would have to be prepared with the Town Council. It then required developer contributions and required infrastructure implications to be integrated with development phasing.

The Suggested Changes version of the plan now refers to major applications being accompanied by infrastructure information. The text still refers to applicants needing to submit this information" if the development's essential community infrastructure requirements are not included in the up-to-date Fylde Infrastructure Delivery Plan". One of the purposes of neighbourhood plan policy, as stated by the Planning Practise Guidance is that policy should provide clarity and certainty to decision-makers and by implications to applicants. I am not sure whether an applicant would necessarily know whether their development would necessitate additional community infrastructure, let alone, whether the infrastructure was already included in the Infrastructure Delivery Plan. Furthermore, inclusion of infrastructure in the Plan, would not necessarily be guaranteed funding.

Until such time as the CIL is introduced, any contribution must be justified on the grounds that it meets the three test set out in the Community Infrastructure Levy Regulations, as referred to in the earlier section. Similarly, when CIL is introduced any such infrastructure is capable of being funded by CIL rather than being required by virtue of this policy. The payment of CIL money is not the subject to development plan policy, it is a separate requirement which is not discretionary and is, effectively

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 19

a tax that can be used to fund community infrastructure associated with all development taking place within the borough.

National policy is that neighbourhood plan policies must be supported by evidence and I have not seen any compelling evidence of inadequate infrastructure relating to schools, healthcare facilities, community hubs nor telecommunication or broadband infrastructure to justify having this specific policy for all residential development. If there was a case for this infrastructure, beyond relying on anecdotal evidence, I would expect to see representations from organisations such as the Local Commissioning Groups regarding NHS facilities. Similarly, I have seen no evidence or representations about the inadequacy of the broadband infrastructure within the town. The matter can, if required, be covered by Policy DEL1.

Recommendation

That the policy be deleted.

Policy CH2: Community facilities

The submission version of the plan refers to the identification of community facilities as Assets of Community Value. However, this is not a policy for the use and development of land. That paragraph has been removed in the Suggested Changes Version of the plan.

Recommendation

Replace the Submission Version of the policy and the supporting text with that shown in the Suggested Changes version.

Policy CH3: Encouraging an active and healthy lifestyle

The original policy set out in the submission version of the plan promoted a footpath and cycle network for the town. That proposal is now incorporated in policy EN2. In the Suggested Changes it proposes the deletion of the policy.

Recommendation

In line with the Town Council's Suggested Changes, the Submission Version of the Policy CH3 be deleted.

Policy DH1: Creating a distinctive St Anne's

The wording of the policy has not changed between the Submission Version and the Suggested Changes version of the plan. Paragraph 183 of the NPPF states: "Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need"

I find the aspirations set out in the Plan to deliver the vision of St Anne's as a "Garden Town by the Sea" to be the most powerful element of this plan. The plan has, alongside its companion documents, established a clear aspiration of how new development can reflect the quality and style of new development the town aspires to. The policy provides the mechanism to require applicants to show how their proposals will contribute to the delivery of this vision. This it is an important policy which meets basic conditions and no changes are required.

Policy DH2: Corridors and gateways

Again these policy is unchanged between the two versions of the plan. I find the policy to be a positive mechanism to drive the improvement of the physical appearance of these important routes. The only issue relates to the funding of the policy. It refers to the use of CIL but as previously stated the use of CIL money is a budgetary rather than a land-use policy decision. I do think that it is appropriate that any development within the corridors should contribute to the aspirations for the environmental enhancement of the area where the development is taking place, either through pooled contributions or through the carrying out of direct landscaping schemes, that are shaped by the guidance. The local planning authority will, at the appropriate time, be determining whether it wishes to include the St Anne's Corridor and Gateway Strategy and the Blackpool Airport Corridor Improvement Area within its Regulation 123 List, in order to be able to collect funding and development across all the borough to be used on this project. That is not a matter that the neighbourhood plan can determine.

Recommendation

Delete the last sentence of the Suggested Changes version of the policy.

Policy SS1: Blackpool airport

The only variation between the Submission Version of the plan and the Suggested Changes version is the requirement the master plan for the Blackpool Airport Corridor Enterprise Zone to be consulted upon with the town council rather than requiring the town council's agreement. That was the subject of discussion at the hearing. I appreciate that other parties will also be consulted so that can be covered by the insertion of "including" between "consultation" and "with"

The policy has been the subject of a number of representations. One objection was to the inclusion of land at Queensway, which have been shown as part of Blackpool Airport. The Town Council confirmed that the land in question does not form part of the airport's landholdings and that the boundary had been incorrectly drawn. On the

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 21

Suggested Changes version of the plan this cartographical error has been corrected on the revised Plan 2.

Objections have also been made on behalf of Blackpool Airport. Firstly, they believe the use of the term "open land" is an ambiguous description. Their suggested amendment would allow airport related development to be located into the Green Belt. To put new build development, even if related to the airport, would be harmful to the openness of the greenbelt and should not be allowed, except in very special circumstances.

The construction of new buildings for an airport use would not accord with the wellestablished national guidance of what constitutes "appropriate development" in the Green Belt, as set out in paragraph 89 of the NPPF. Whilst acknowledging the economic benefits being sought within the Enterprise Zone, I am conscious that the effect of the proposed alteration would be to free up development land outside the green belt for non-airport uses by putting airport related development that, could in part, remain located outside the Green Belt, into the Green Belt.

It is not appropriate for a neighbourhood plan to establish that a particularly use, would constitute very special circumstances. That must be a matter that has to be promoted and determined at the planning application stage. I note that the airport does enjoy some permitted development rights, including the construction of buildings subject to certain size limitations set out in the Town and Country Planning (General Permitted Development) (England) Order 2015 for operational development. The fact that they can be constructed, notwithstanding the Green Belt designation, does not undermine the national policy against planning permission being granted for inappropriate development. I do not consider that a policy would meet basic conditions if the neighbourhood plan advanced a policy which allowed development, contrary to national green belt policy, to be promoted.

At the hearing it was confirmed that Fylde and Blackpool's respective development management committees would be responsible for agreeing the master plan for the Airport's enterprise zone. Their deliberation would have to consider whether to allow all types of airport related development in the Green Belt as part of the master plan. I therefore propose to change "must" to "should" as this is a matter for the approval of the actual decision makers in respect of the masterplan to address,

I have some concerns that some parts of the policy are not policy but justification for the policy namely the fourth paragraph of the policy.

Both Lancashire County Council and the Local Enterprise Partnership have recommended that the policy should be retitled Blackpool Airport Enterprise Zone. I consider that is an acceptable title that better reflects the area covered by the policy.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 22

Recommendation

That the policy be retitled Blackpool Airport Enterprise Zone.

Delete paragraph 4 of the policy and insert in the penultimate paragraph "including with relevant organisations including " between" consultation" and "with".

Replace Plan 2 with that prepared as part of the Suggested Changes.

Replace "must" with "should" in the last paragraph.

Policy SS2: Island site

There have been no objections to this policy and I confirm that it meets basic conditions.

Policy E1: The town centre and town centre development

The Submission Version of the plan sought to encourage the diversity of uses that support the vitality and viability of the town and local centres, so long as the uses were taking place above ground floor level. National planning policy is that town centres can benefit from a range of uses in addition to shops which collectively contribute to the success of these areas. There was a debate at the hearing about removing restriction to upper floors and I am pleased to say that the Suggested Changes version removes the limitation of only allowing alternative uses above ground floor level. That change brings a policy into line with national policy and advice.

The revised policy now meets basic conditions and no further alterations are required.

Recommendation

Delete" above ground floor level" from the third paragraph of the Submission Version as per the Suggested Changes.

Policy E2: Primary shopping frontages

The original Submission Version of the plan imposes a limit of non-retail uses to 25% of the units within the block. My questions and comments made at the hearing, raised specifically the point that the number of unit methodology did not differentiate

between the change of use of a small kiosk or the loss of a department store.

The Suggested Changes version does look at the consideration of the viability of existing uses. The principle of the policy is to recognise that a range of uses can contribute to a successful and vibrant town centre. It is not considered that it is necessary for an applicant to have to show that an ongoing retail use remains a viable when a say restaurant use wishes to be allowed, which equally could contribute to the vitality the centre. This can be achieved if the test is not applied to Class A uses.

The requirement, in the final part of the policy, that "a well-designed and appropriate window display" is beyond the scope of planning control.

Recommendations

Delete Submission Version and insert the Suggested Version but amend it by the inserting at the end of subsection c) "unless the proposed use is a use falling within Class A of the Town and Country Planning (Use Classes) Order 1987 as amended.

Delete the last sentence of the subsection d).

Policy E3: Secondary shopping frontage

The same issues, relating to secondary shopping areas apply in the same way as they do with primary shopping areas and my same conclusions apply.

Recommendations

Delete Submission Version and insert the Suggested Version but amend it by the inserting at the end of subsection c) "unless the proposed use is a use falling within Class A of the Town and Country Planning (Use Classes) Order 1987 as amended.

Delete the last sentence of the subsection d).

Policy E4: Employment and enterprise

The requirements of businesses to "meeting the needs of the local community" is an unnecessary restriction. It goes against the principle of supporting economic activity as set out in the NPPF.

The final criteria for considering the acceptability proposals is that they should not have an adverse impact on the local highway network. The NPPF states in paragraph 32 that "development should only be prevented or refused on transport grounds where the residual cumulative impacts of developments are severe".
I will be recommending the use of the same threshold.

Recommendations

Delete "that meet the needs of the community" from the first paragraph

Policy E5: Office development

I am satisfied that this policy meets basic conditions and no changes are required.

Policy E6: Leisure, culture and tourism

It is a requirement the policies should relate "to the use and development of land". The first bullet point relates to how the image of the town will be promoted. That is an entirely appropriate objective for the Town Council to pursue as part of its tourism promotion strategy, but it does not form part of the development plan. Reference can however be included in the supporting text. This equally applies to the promotion of beach leisure, marine tourism and recreation events. The provision of designated coach drop-off facility similarly lies outside the scope of planning control.

Recommendations

Delete subsection a), g) and i)

Policy E7: Tourism accommodation

I have no objections to the policies which cover the protection of tourist accommodation within the Holiday Area as defined on the Proposals Map.

I do have concerns regarding the final element of the policy which will not allow the conversion or properties to market residential use. That runs contrary to the aims of the NPPF, which are to encourage a significant increase in housing supply and to encourage the change of use of commercial buildings into residential uses.

Recommendation

Delete "affordable" before housing.

John Slater Planning

Policy T1: Accessibility for all

This policy meets basic conditions and no changes are required. The changes now include the requirement that all schemes to are required to have regard to "other development plan policies".

Recommendation

Insert "subject to other development plan policies".

Policy TR2: Better public transport

I have major concerns that much of this policy deviates from being proposals for the "use and development of land". The only elements of the policy which has land-use implications rather than being reliant on budgetary decisions on highway management matters are the improvements to the railway stations and the extension of the Tram network as set out in the Suggested Changes. The other matters are clearly important to the development of the town and in line with Government advice set out in the Planning Practise Guidelines that these matters can be properly set out in a companion document or clearly differentiated parts of the plan which does not form part of the development plan and will not go to referendum.

In the light of my conclusions relating to DEL1 as CIL payments are not discretionary. I will propose the deletion of the final paragraph.

Recommendations

Delete subsections a), b) and c) from the Suggested Changes Version and deletion of the final paragraph.

Policy TR3: Residential car parking

The first paragraph is not a policy but it is the reasoning for policy and should be incorporated within the justification. The principles behind the location of curtilage parking are sound, but there will be locations or particular types of development where the achievement of the policy cannot be achieved. That matter can be addressed without compromising the trust of the policy by the introduction of the caveat "wherever possible". The LPA has suggested that the policy would be better if included in the Design Guide but as far as the basic conditions are concerned there is no reason not to have the requirements as a neighbourhood plan policy.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 26

Recommendation

Delete the first paragraph.

Policy TR4: Town centre parking

This policy relates to the town council's desire to be involved with the development of a car parking strategy for St Anne's town centre. There was a discussion about this at this hearing and the conclusion reached was that it was not actually at policy relating to the use and development of land. In the Suggested Changes the Town Council is promoting the removal of this policy.

Recommendation

In line with the Town Council's Suggested Changes the Submission Version of the Policy TR4 be deleted.

Policy TR5: Getting around St Anne's

I consider that the achievement of the linked network is an important part of the vision and strategy for the neighbourhood plan. However, these specific proposals are more matters that fall under the responsibility of the Highway Authority than through the planning system. However, the one area where the aspirations of the policy can be delivered, is through influencing new development at the planning application stage. My recommendation is that the final paragraph be retained along with this essential parts of the first section which gives the context for the policy. The remaining elements can be included in the non-development plan section of the document.

Recommendation

Renumber as TR4 and replace the Submission Version and replace with Suggested Changes but delete all text between "on /off street cycle routes "to "electric buggies" and the final paragraph.

Policy HOU1: Housing development

Following the hearing there has been a significant change in the text of the policy although it only is achieved by the addition of only four words. In the Submission

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 27

Version, housing was only to be allowed on previously developed land, which lay within the settlement boundary, including on infill sites. I expressed major concern that the housing policies were inadequate and could mean the plan did not meet the basic conditions, as it will prevent the town meeting its own housing requirements and hence the achievement of sustainable development. That position has now changed as a result of the proposed Suggested Changes. All development for housing on previously developed sites whether inside or outside the settlement boundary as well as the land within the settlement boundary will be supported. The second sentence presumes in favour for residential development on infill and redeveloped site in the town. However, that element is now unnecessary - they will also either be brownfield sites and/or land within the settlement boundary. I therefore propose to delete that part of the sentence as it is both unnecessary and I am concerned that retaining it will cause ambiguity.

Recommendation

Delete Submission Version and insert Suggested Changes but delete "on infill and redevelopment sites within the town" in the second sentence.

Policy HOU2: Housing for a sustainable community

This policy sought to rebalance housing provision, to attract and economically active families. At that hearing the local planning authority position was that there was still an unmet need for small units and furthermore that the major new housing developments would deliver primarily residential development for families. The policy is now proposed for deletion in the Suggested Changes Version of the plan.

Recommendation

In line with the Town Council's Suggested Changes the Submission Version of the Policy HOU2 be deleted.

Policy HOU3: New Apartments

This was a topic which is engaged a degree of time at the hearing. The objective of the original submission was to resist solely new apartment developments and where flats were included as part of the mixed development, to limit them to 20% of the units within the scheme. Much of the debate centred on concerns that the Town Council were articulating, regarding the conversion of existing large properties into flats and houses in multiple occupation (HMOs). This was in terms of the standard of accommodation and the effect of the change of use on the development on the

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 28 amenity of the area. On the other hand, Fylde Council in its representations were concerned that the policy could lead to larger properties falling into disrepair if there was a presumption against their conversion. The revised policy in Suggested Changes now is a completely different policy which deals with the criteria for the consideration of planning applications for the conversion of properties to flats or HMOs. I consider this policy is appropriate and will ensure that the effect on the character of the area as well as to ensure the problem an acceptable standard of accommodation within the property are considered. These are matters that are consistent with national and local policy and meets the basic conditions test.

Recommendation

Delete the Submission version and renumber as policy HOU2 and insert wording as set out in the Suggested Changes Version of the Plan.

Policy HOU4: Retirement hubs

I am satisfied that this policy meets the basic conditions and no alterations are required.

Recommendation

Policy to be renumbered Policy HOU3

Policy HOU5: Residential design

There was a debate at the hearing in response to question I have raised, as to whether it was appropriate to require an outline application to have to be submitted with the masterplan, be demonstrate that the development could be properly integrated into its setting. The Suggested Changes Version makes reference to the submission of an illustrative masterplan which addressed my concerns.

Recommendation

Renumber as Policy HOU4 and delete the Submission version and replace policy HOU4 as set out in the Suggested Changes Version of the Plan.

Policy SU1: Incorporate sustainable urban drainage into new development

The policy is essentially in line with up to date national advice on dealing with surface water drainage in new development. My only concern is the requirement that development contributions will be required from the provision and maintenance of SuDS which is not provided as part of the development. My conclusions regarding the collection of CIL are the same as in previous sections, along with the need for

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 29 any planning obligations to meet the three objectives set out in Regulation 122 of the CIL Regulations.

Recommendation

Delete the last paragraph of the Submission Version.

Policy SU2: Decentralised energy networks and district heating systems

The Submission Version of the plan put the requirements to explore decentralised energy supply and district heating/cooling systems was for "major development" i.e. 10 units. That threshold has now been raised to 100+ homes in the Suggested Changes Version of the plan. I believe that that is much more practical threshold and I propose to accept that recommendation. I am aware that the Secretary of State in his statement to the House of Commons dated 25th March 2015 stated that "Local authorities or qualifying bodies preparing neighbourhood plans should not.... set out ...any additional local technical standards or requirements relating to the construction, internal layout or performance of new dwellings." I therefore consider that this section should be better included in the Design Guidance and not be a development plan policy.

Recommendation

That the Policy be deleted and the contents be moved to the Design Guide.

Policy DEL1 Developer contributions

I have raised concerns that the policy for development contributions did not necessarily meet the test of planning obligations. The Suggested Changes version introduced a requirement for a direct relationship to the development. The latest version of the plan is the clarity that the assessment of the requirements lay with Fylde Council. I am concerned that the reference to "the Council" could be misconstrued and could be considered to refer to the Town Council. I will make it clear that any contribution to the list of nine items set out in the policy, has to be directly related to the development, which is the test as to whether the planning application will be refused had it not been to the contribution being made.

Recommendation

Replace the Submission version with the Suggested Changes version but insert in the fourth paragraph, "so long as there is a direct relationship with the development" at the end of the first sentence.

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 30 Insert "Fylde" Council into the last paragraph.

The Referendum Area

If I am to recommend that the Plan progresses to its referendum stage, I am required to confirm whether the referendum should cover a larger area than the area covered by the Neighbourhood Plan. In this instance I can confirm that the area of the St Anne's on the Sea Neighbourhood Development Plan as designated by Fylde Council is the appropriate area for the Referendum to be held and the area for the referendum does not need to be extended.

Summary

The St Anne's on the Sea Neighbourhood Plan has much to commend itself, aspiring to high quality new development, reflecting the expectations that all schemes should contribute to the achievement of the "Garden Town by the Sea". Equally it promotes exciting new initiatives such as trying to link open space within the town to the coast. I am delighted to recognise the enthusiasm and vision that has gone into the demonstrating how new development can help shape the town over the next fifteen years. The Town Council is to be congratulated on taking such a positive approach and using the neighbourhood planning process to set out a clear vision for the town.

However, my concern has been to the approach that the plan has taken to providing the new homes that the community is going to need and I am making a number of what must seem significant changes to policy, beyond even what the Town Council has promoted in its Suggested Changes version of the Plan and to the settlement boundary. I have to make it clear that had I not felt that I was in a position to recommend these changes, it was very likely that I would have reached a different conclusion as to whether the Plan should be allowed to proceed to referendum. Neighbourhood Plans have to be prepared having regard to Secretary of State advice which is clearly to secure a boost in the supply of housing. As originally submitted the plan I felt that the Plan would not be providing for sustainable development for the whole plan period. I recognise that some of my changes will not be popular recommendations, but it has allowed me to come to the view that taken as a whole the Plan, if amended by my recommendations, would now meet all the

Report of the Examiner into the St Anne's on the Sea Neighbourhood Development Plan Page 31

John Slater Planning

statutory requirements, including the basic conditions and should be allowed to proceed to referendum.

I am therefore delighted to recommend to Fylde Council that the St Anne's on the Sea Neighbourhood Development Plan, as modified by my recommendations, should now proceed to referendum.

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10th August 2016



Appendix 2:

Schedule of Proposed Modifications as suggested by the Independent Examiners and suggested modifications:

Policy/page	Examiner Recommendation	Reason for Change
Reference Of NDP		
Policy GP1: Settlement boundary (p.21 and Proposals Map)	That the land shown as Open Countryside outside the Green Belt be deleted and the land then be included within the Settlement Boundary on the Proposals Map (see attached Map).	At the time of making the decision Fylde Borough Council cannot identify a five year housing supply, in accordance with paragraph 49 of the Framework, policies which affect the supply of housing land, which would include the designation of land as countryside outside the Green Belt, will not be considered up-to-date. The incorporation of the land identified as countryside outside the Green Belt, into the settlement boundary would offer the town the flexibility to be able to meet its housing needs over the next 15 years, which are unlikely to diminish.
		Without the flexibility of adjusting the settlement boundary, the Plan could not deliver sustainable development and as such would fail the basic conditions test.
Policy GP2: Demonstrating	Replace the Submission version of the Policy with that shown in	Discounting residential use as a last resort is not considered in line with the
viability	Suggested Changes version and	Secretary of State's advice, particularly as
(p.22)	remove the paragraph after subsection c) which states "where the existing use is no longer considered viable" down to "town,	there are limited opportunities for new residential development within the borough.
	district or local centres" and remove the last paragraph of the justification.	To enable the Plan to meet the basic conditions.
Policy EN1: Protection of sites of biological and geological conservation importance	Replace the Submission version with the Suggested Changes version of the policy except for the penultimate paragraph which should read: "The level of protection and mitigation should be proportionate to the status of the habitat or species	The original Submission version of the policy offered the same level of protection to locally designated sites as internationally recognised sires. This ran contrary to the hierarchical approach which is promoted in the Framework, a point made by Natural England.
(p.25)	and should give appropriate weight to their importance, individually and as part of the contribution they make to the wider ecological network"	Modifications will also improve the clarity and understanding.

Item 9 - Appendix 2 SCHEDULE OF PROPOSED RECOMMENDED MODIFICATIONS – ST. ANNES ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN

	Potitle policy as par Suggested	
	Retitle policy as per Suggested Changes	
Policy EN2:	Replace the Submission version of	Conscious that paragraph 77 of the
Protection of	the Policy with that shown in	Framework states that "local green space
open spaces,	Suggested Changes.	designation is not appropriate for most
local space	Suggested Changes.	green spaces or open space", however
(LGS), outdoor	Remove Site 31 – Valentine Kennels	the Town Council has justified each site's
recreational	from Appendix 1 and the Proposals	inclusion and as such apart from one site
facilities and	Map and renumber the list of Local	considers that all designations do meet
green	Green Spaces accordingly.	the basic conditions.
infrastructure	Green spaces accordingly.	
innustructure	Retitle the policy name in line with	The only area which would be difficult to
(p.26)	Suggested Changes version, i.e.	justify is the designation of the former
(p.20)	Policy EN2: Green Infrastructure	Valentine Kennel site, as it appears only
		to have been designated in order to
		prevent development.
Policy EN3:	Delete Policy EN3 – in line with Town	Following the publication of the latest
Provision of	Council's recommendation following	version of the local plan and the open
open space in	the Public Hearing.	space study, the Town Council is now
residential		suggesting that the policy be deleted.
development		
(p.28)		
Policy EN4: Starr	Delete the 2 nd paragraph and rely on	The neighbourhood plan cannot require
Hills Reserve	Policy DEL1.	CIL money to be allocated towards any
		particular project.
(p.29)	Renumber policy, i.e. Policy EN3:	
	Starr Hills Nature Reserve	For clarity and accuracy.
Policy EN5:	No change – other than the re-	For clarity and accuracy.
Urban tree	numbering of policy, i.e.	
supply	Policy EN4: Urban Tree Supply	
(p.29)		
Policy EN6:	Delete the 2 nd paragraph and rely on	The neighbourhood plan cannot require
Community tree	Policy DEL1.	CIL money to be allocated towards any
planting		particular project.
(= 20)	Renumber Policy, i.e. Policy EN5:	
(p.30)	Community Tree Planting	For clarity and accuracy.
Policy CH1:	Delete Policy CH1: Community	At the Public Hearing it was confirmed
Community infrastructure	Infrastructure and accompanying justification.	that FBC would not be preparing a
minastructure		separate Infrastructure Plan for St. Annes. National policy states that
(n 33)		Neighbourhood Plan policies must be
(p.33)		supported by evidence and there is no
		evidence to show inadequate
		infrastructure.
		To meet the basic conditions.
Policy CH2:	Replace the Submission version pf	The Submission version of the Plan refers
Community	the policy and the supporting text	to the identification of community
facilities	with that shown in the Suggested	facilities as Assets of Community Value.
	Changes version.	However, this is not a policy for the use
(p.35)		and development of land. The Town
(6.22)		

	Renumber policy accordingly	Council have therefore removed this
	Policy CH1: Community Facilities	paragraph in their Suggested Changes
		version of the Plan.
		Modification provides accuracy and
		clarity.
Policy CH3:	Delete Policy CH3: Encouraging an	In line with the Town Council's Suggested
Encouraging an	active and healthy lifestyle	Changes version, part of this policy has
active and	, ,	now been incorporated within Policy
healthy lifestyle	Add accompanying justification to	EN2.
	Policy EN2.	
(p.35)		To meet the basic conditions.
Policy DH2:	Replace the Submission version of	The LPA will be determining whether it
Corridors and	the policy and the supporting text	wishes to include the St. Annes Corridor
gateways	with that shown in the Suggested	and Gateway Strategy and the Blackpool
	Changes version.	Airport Corridor Improvement Area
(p.41)		within its Regulation 123 list, this is not a
	Delete the last sentence of the	matter that the neighbourhood Plan can
	Suggested Changes version of the	determine.
	policy.	To wood the basis coulting
Deliev CC1.	The realized is recorded Disclosed	To meet the basic conditions.
Policy SS1: Blackpool	The policy is renamed Blackpool Airport Enterprise Zone.	In line with recommendations made by Lancashire County Council and the Local
Airport	Airport Enterprise zone.	Enterprise Partnership.
Апроте	Delete paragraph 4	
(p.45)		Part of the text within the policy is
(1	Insert in the penultimate paragraph	justification rather than policy.
	including with relevant	
	organisations including between	For clarity and accuracy and to meet with
	' <u>consultation</u> ' and ' <u>with</u> '.	basic conditions.
	Replace must with <i>should</i> in the last	
	paragraph.	
Policy E1: The	Delete above ground floor level from	This change will enable the policy to
town centre and	the 3 rd paragraph of the Submission	become in line with national policy, and
town centre	version as per their Suggested	as such will make the basic conditions.
development	Changes.	
(p.47)	Poplace the Submission version of	To oncure that the policy meets with the
Policy E2:	Replace the Submission version of	To ensure that the policy meets with the basic conditions, as part of the policy is
Primary shopping	the policy with the Suggested Changes version. Amend it by	beyond the scope of planning control.
frontages	inserting at the end of subsection c)	
nontages	"unless the proposed use is a use	
(p.47)	falling within Class A of the Town	
(/	and Country Planning (Use Classes)	
	Order 1987 as amended".	
	Delete the last sentence of the	
	subsection d)	

Item 9 - Appendix 2 SCHEDULE OF PROPOSED RECOMMENDED MODIFICATIONS – ST. ANNES ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN

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Policy E3:	Replace the Submission version of	To ensure that the policy meets with the
Secondary	the policy with the Suggested	basic conditions, as part of the policy is
shopping	Changes version. Amend it by	beyond the scope of planning control.
frontage	inserting at the end of subsection c)	
	"unless the proposed use is a use	
(p.48)	falling within Class A of the Town	
	and Country Planning (Use Classes)	
	Order 1987 as amended".	
	Delete the last sentence of the	
	subsection d)	
Policy E4:	Delete the following textthat meet	The requirements of business to
Employment	the needs of the community from	"meeting the needs of the local
and enterprise	the 1 st paragraph	community" is an unnecessary
		restriction. The NPPF also states in
(p.49)		paragraph 32 that "development should
,		only be prevented or refused on
		transport grounds where the residual
		cumulative impacts of developments are
		severe.
Policy E6:	Delete subsections a), g) and i)	Parts of the policy lie outside the scope of
Leisure, culture		planning control.
and tourism		
		In order to comply with the basic
(p.51)		conditions.
Policy E7:	Delete <i>affordable</i> before housing.	In order for the policy to meet the basic
Tourism		conditions as the final element of the
Accommodation		policy which will not allow the conversion
		or properties to market residential use,
(p.52)		which runs contrary to the aims of the
(0.0-)		NPPF.
Policy TR1:	Replace the Submission version of	Modifications enable the policy to meet
Accessibility for	the policy with the Suggested	the basic conditions.
all	Changes version.	
		Amendments are in line with the Town
(p.55)	Insert "subject to other development	Council's suggested changes.
(0.00)	plan policies" at the end of the	
	policy.	
Policy TR2:	Delete subsections a), b) and c) from	Much of this policy deviates from being
Better public	the Suggested Changes version and	proposals for the "use and development
transport	delete the final paragraph.	of land" and as such without the
ιαπορυτ		modifications the policy would not meet
(p.56)		with the basic conditions.
	Delete the first paragraph	
Policy TR3: Residential car	Delete the first paragraph.	The first part of the policy is reasoning for
		the policy and as such should be
parking		incorporated within the justification. A
(~ 57)		caveat "wherever possible" can
(p.57)		overcome when locations of particular
		types of development cannot be
		achieved.

Policy TR4:	Delete Policy TR4 – in line with Town	This policy is more of a desire by the
Town centre	Council's suggestion.	Town Council rather than a land use and
	Council's suggestion.	
parking		development of land policy.
(p.58)		To meet the basic conditions.
Policy TR5:	Replace the Submission version of	Much of this policy falls under the
Getting around	the policy with the Suggested	responsibility of the Highway Authority.
St Anne's	Changes version.	As such the final paragraph should be
		retained along with the essential
(p.58)	In addition, delete all text between	elements but the remaining can be added
	" on/off street cycle routes to	into the non-development plan section.
	electric buggies" in the final	
	paragraph.	For accuracy and clarity, and to meet the
		basic conditions.
	Renumber the policy to Policy TR4 :	
	Getting Around St. Anne's	
Policy HOU1:	Replace the Submission version of	The previous wording of the policy was
Housing	the policy with the Suggested	inadequate and did not meet with the
development	Changes version.	basic conditions.
1		
(p.61)	In addition, delete " on infill and	
	redevelopment sites within the	
	town" in the 2 nd sentence.	
Policy HOU2:	Delete Policy HOU2 – in line with	This policy was more of a desire by the
Housing for a	Town Council's suggestion.	Town Council rather than a land use and
sustainable		development of land policy.
community		
(p.62)		To meet the basic conditions.
Policy HOU3:	Replace the Submission version of	The amended text is now consistent with
New	the policy with the Suggested	national and local policy and meets the
apartments	Changes version.	basic conditions.
(p.64)	Renumber the policy to Policy	For accuracy and clarity.
	HOU2: Conversion of Existing	
	Properties into Flats and HMO's.	
Policy HOU4:	No change other than renumbering	For accuracy and clarity.
Retirement	to Policy HOU3: Retirement Hubs	
hubs (p.65)		
Policy HOU5:	Replace the Submission version of	The amended text now meets the basic
Residential	the policy with the Suggested	conditions, as previously the policy
design	Changes version.	requests were no appropriate.
(p.65)	Renumber the policy to Policy	
	HOU4: Residential Design.	
Policy SU1:	Delete the last paragraph	The neighbourhood plan cannot require
Incorporate		CIL money to be allocated towards any
sustainable		particular project.
urban drainage		
into new		To meet the basic conditions.
development		
(p.68)		

Item 9 - Appendix 2 SCHEDULE OF PROPOSED RECOMMENDED MODIFICATIONS – ST. ANNES ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN

Policy SU2: decentralised energy networks and district heating systems (p.69)	Delete Policy SU2, and contents moved into the Design Guide.	National guidance states that local authorities or qualifying bodies should not set out additional local technical standards or requirements relating to construction.
Policy DEL1: Developer contributions (p.71)	Replace the Submission version with the Suggested Changes version. Insert in the 4 th paragraph " <i>so long</i> <i>as there is a direct relationship with</i>	The original policy did not meet the test of planning obligations. This latest version of the plan has more clarity.
	 the development" at the end of the first sentence. Add "Fylde Borough" in the last paragraph. 	To ensure there is no misunderstanding that 2the Council" in this instance is Fylde Borough Council.

Proposed Settlement Boundary Amendment





SAINT ANNE'S ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN

DECISION STATEMENT

(The Neighbourhood Planning (General) Regulations 2012 – Part 5, paragraph 18 (2))

Introduction

Under the Town and Country Planning Act 1990 (as amended), Fylde Borough Council has a statutory duty to assist communities in the preparation of neighbourhood development plans and orders and to take plans through a process of examination and referendum. The Localism Act 2011 (Part 6 Chapter 3) sets out the local planning authority's responsibilities under neighbourhood planning.

This statement confirms that following an Independent Examination and Public Hearing, Fylde Borough Council now confirms that subject to the modifications proposed by the Examiner's Report have been accepted; that the Submission version of the Saint Anne's on The Sea Neighbourhood Development Plan has been altered as a result of it, and as such will proceed to a Neighbourhood Planning Referendum.

Background

On the 12 July 2013, Fylde Borough Council approved an application by St. Anne's Town Council to designate the Saint Anne's on The Sea Neighbourhood Area, for the purposes of preparing a Neighbourhood Development Plan, in accordance with Part 2 of the Town and Country Planning (England), Neighbourhood Planning (General) Regulations 2012.

The neighbourhood plan making process was led by St. Anne's Town Council, with an appointed Steering Group to undertake the Plan preparation made up of volunteers advised by planning consultants. The Plan underwent various stages, and following the Submission version of the Saint Anne's on The Sea Neighbourhood Development Plan (the Plan) to Fylde Borough Council, the Plan was publicised and representations were invited over a six week period, to make comment on the proposed Plan and its content. The consultation ended on 24 March 2016.

During this period Fylde Borough Council, in agreement with St. Anne's on the Sea Town Council, formally appointed Mr John Slater BA (Hons), DMS, MRTPI, to examine whether the Plan met with the Basic Conditions and legal requirements and if it should therefore proceed to Referendum.

The Examiner concluded that he was satisfied that the Plan was capable of meeting the legal requirements set out in the Localism Act 2011, including meeting the Basic Conditions, subject to a number of modifications set out in his report, which are set out in Table 1: Examiner Recommended Modifications, of this statement.

Schedule 4B, paragraph 12 of the Town and Country Planning Act 1990, as inserted by the Localism Act 2011, requires that a local planning authority must consider each of the recommendations made in the Examiner's report and decide what action to take in response to each recommendation made, and that if the draft Neighbourhood Development Plan meets the legal requirements and Basic Conditions as set out in the legislation, a Referendum must be held on the making of the Plan by the local planning authority. If the local planning authority is not satisfied that the Plan meets the Basic Conditions and legal requirements then it must refuse the proposal. A referendum must take place and a majority of residents who turn out to vote in favour of the Neighbourhood Development Plan (50% plus one vote) before it can be "made".

The Council has various duties under the Localism Act (the main Act) and the related planning Acts as amended. In relation to an Examiner's report a LPA must consider each of the recommendations made in the report (and the reasons for them) and decide what action to take in response to each recommendation. It is clear from the wording of the Act that this is not simply to follow the Examiner's recommendations on each point and that the LPA can come to a different view. Officers therefore consider that accepting the Examiner's recommendations in full and extending the Saint Anne's on The Sea settlement boundary to include the land in question would mean that the Plan would not meet the statutory "basic conditions".

It is therefore recommended that Council accept the recommendations and modifications as listed in the draft Decision Statement (Appendix 3), and proceed the Saint Anne's on The Sea Neighbourhood Development Plan to Referendum based on these changes.

Post Adoption SEA and HRA

Following the modifications as a result of the Examiner's report, as outlined in Table 1 of this statement, a further screening opinion was sought under the EC Directive 2001/42/EC and the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations) with the three statutory bodies (Environment Agency, Historic England and Natural England). Both the Environment Agency and Historic England raised no objections or had any concerns regarding the proposed modified Plan. Natural England, however, raised significant concerns regarding the proposed modification to the settlement boundary as the area of land in question forms part of a Biological Heritage Site and is land that is known to be utilised by pink footed geese related to the Ribble and Alt Estuaries Special Protection Area (SPA). They recommended that due to the importance of this land, any proposal to include additional land within the settlement boundary needed to be assessed further through an update of the Habitat Regulations Assessment (HRA) that has been carried out in regard to the Submission Version of the emerging Local Plan, that this update would need to examine data to determine the importance of the land and, if the land supports significant numbers of SPA/Ramsar birds, the LPA would then need to determine whether this is possible to resolve and ultimately whether the land can be developed.

The Council subsequently commissioned Arcadis (the Council's ecological consultant) to carry out an Addendum to the HRA, and following receipt of this document officers re-consulted Natural England, who considered that it was unacceptable to refer to any issues and uncertainty at planning application stage and that as the land was considered and calculated into the mitigation calculations for the Queensway residential development site then any proposal to extend the settlement boundary would need to be Appropriately Assessed at plan stage and that in any case as the HRA concludes proposals would lead to a likely effect (or where there is uncertainty) the Plan could not progress in its modified form.

In his report, the Examiner considers that this assessment could be carried out prior to the determination of any future planning application. However, prior to proceeding to Referendum, the LPA must be satisfied that the Plan itself meets the Basic Conditions tests set out in the Regulations. Until the potential implications of including this additional land within the settlement boundary are known, it would not be possible to confirm whether or not there would be any adverse impact on the SPA and so proceeding to Referendum without this information could place the Plan at risk of a potential legal challenge.

As a consequence of the above, officers sought further legal advice from counsel, who concurred with officers and Natural England, that the Plan (with the inclusion of this one modification) did not satisfy the "basic conditions" tests, which are the pre-requisites for a lawful NDP, and as such Fylde Council were completely within their rights not to accept this particular recommendation. As the amendment has not been accepted in order to allow the Plan to meet one of the basic conditions tests and for no other reason, further consultation on and examination of the Plan is not required under paragraph 13, Schedule 4B of the Town and Planning Act 1990 (as amended).

Decision and Reasons

The Neighbourhood Planning (General) Regulations 2012 requires the LPA to outline what action to take in response to the recommendations of an Examiner made in a report under paragraph 10 of Schedule 4A to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to a neighbourhood development plan.

The Council has various duties under the Localism Act (the main Act) and the related planning Acts as amended. It is clear from the wording of the Act that this is not simply to follow the Examiner's recommendations on each point and that the LPA can come to a different view. Officers therefore consider that accepting the Examiner's recommendations in full and extending the Saint Anne's on The Sea settlement boundary to include the land in question would mean that the Plan would not meet the statutory Basic Conditions.

Furthermore, Fylde Borough Council, concurs with the Examiner's findings and considers that the Referendum Area should be as the approved Neighbourhood Area, as there would appear to be no reason to change or extend it, as it covers the entire parish of Saint Anne's on The Sea.

The list of modifications and actions required are set out in the following table (Table 1). As a consequence of these changes the NDP (Referendum version) has been re-formatted accordingly to take into account amended paragraph numbers and page numbers etc.

Therefore to meet the requirements of the Localism Act 2011 a Referendum which poses the question:

"Do you want Fylde Borough Council to use the Saint Anne's on The Sea Neighbourhood Development Plan to help decide planning applications in the neighbourhood area?" will be held in Saint Anne's on The Sea.

A copy of the Decision Statement will be available via Fylde Borough Council's website and in hard copy at request from the Planning Policy team, Town Hall, Lytham St. Anne's, FY8 1LW.

The proposed date on which the Referendum will take place is Thursday 04 May 2017.

Policy/page Reference Of NDP	Examiner Recommendation	Reason for Change	Action by LPA
Policy GP1:	That the land shown as Open	At the time of making the decision	Not
Settlement	Countryside outside the Green	Fylde Borough Council cannot identify	accepted -
boundary	Belt be deleted and the land	a five year housing supply, in	the LPA
	then be included within the	accordance with paragraph 49 of the	disagree
(p.21 and	Settlement Boundary on the	Framework, policies which affect the	with this
Proposals	Proposals Map (see attached	supply of housing land, which would	modification
Map)	Map).	include the designation of land as	as they do
		countryside outside the Green Belt,	not consider
		will not be considered up-to-date.	it meets
		The incorporation of the land	with the
		identified as countryside outside the	basic
		Green Belt, into the settlement	conditions
		boundary would offer the town the	in that it

Table 1: EXAMINER RECOMMENDED MODIFICATIONS

		flexibility to be able to meet its	breaches EU
		housing needs over the next 15 years,	obligations.
		which are unlikely to diminish.	
Policy GP2:	Replace the Submission version	Discounting residential use as a last	Agree with
Demonstrating	of the Policy with that shown in	resort is not considered in line with	the
viability	Suggested Changes version and	the Secretary of State's advice,	Examiner.
	remove the paragraph after	particularly as there are limited	
(p.22)	subsection c) which states	opportunities for new residential	Text
	"where the existing use is no	development within the borough.	amended
	longer considered viable" down		accordingly.
	to "town, district or local	To enable the Plan to meet the basic	
	centres" and remove the last	conditions.	
	paragraph of the justification.		

Policy GP2: Demonstrating Viability

Where policies in this plan seek to retain existing uses subject to viability, it must be demonstrated to the satisfaction of the Council that one of the following tests has been met:

- a) The continued use of the site/premises for its existing use is no longer viable in terms of the operation of the existing use, building age and format and that it is not commercially viable to redevelop the land or refurbish the premises for its existing use. In these circumstances, and where appropriate, it will also need to be demonstrated that there is no realistic prospect of a mixed-use development for the existing use and a compatible use; or
- b) The land/premises is/are no longer suitable for the existing use when taking into account access/highway issues (including public transport), site location, business practices, infrastructure, physical constraints, environmental considerations and amenity issues. The compatibility of the existing use with adjacent uses may also be a consideration; or
- c) Appropriate marketing of the land/property indicates that there is no demand for the land/property in its existing use. Details of the current occupation of the buildings, and where this function would be relocated, will also be required.

Marketing

Where an application relies upon a marketing exercise to demonstrate that there is no demand for the land/premises in its current use, the applicant will be expected to submit evidence to demonstrate that the marketing was adequate and that no reasonable offers were refused. This will include evidence demonstrating that:

- I. The marketing has been undertaken by an agent or surveyor at a price which reflects the current market or rental value of the land/premises for its current use and that no reasonable offer has been refused.
- II. The land/premises has been marketed, as set out in iii. below, for an appropriate period of time, which will usually be 12 months, or 6 months for retail premises.
- III. The land/premises has/have been frequently advertised and targeted at the appropriate audience. Consideration will be given to the nature and frequency of advertisements in the local press, regional press, property press or specialist trade papers etc.; whether the land/premises has/have been continuously included on the agent's website and agent's own papers/lists of premises; the location of advertisement boards; whether there have been any mail shots or

contact with local property agents, specialist commercial agents and local businesses; and with regards to commercial/industrial property, whether it has been recorded on the Council's sites and premises search facility.

In certain cases, for example, where a significant departure from policy is proposed, the Council may seek to independently verify the submitted evidence, and the applicant will be required to bear the cost of independent verification.

Policy EN1:	Replace the Submission version	The original Submission version of the	Agree with
Protection of	with the Suggested Changes	policy offered the same level of	the
sites of	version of the policy except for	protection to locally designated sites	Examiner.
biological and	the penultimate paragraph	as internationally recognised sires.	
geological	which should read:	This ran contrary to the hierarchical	Text
conservation		approach which is promoted in the	amended
importance	"The level of protection and	Framework, a point made by Natural	accordingly.
	mitigation should be	England.	
(p.25)	proportionate to the status of		
	the habitat or species and	Modifications will also improve the	
	should give appropriate weight	clarity and understanding.	
	to their importance, individually		
	and as part of the contribution		
	they make to the wider		
	ecological network"		
	Retitle policy as per Suggested		
	Changes version, i.e. Policy EN1 :		
	Sites of Biological and		
	Geological Importance		

EN1: Sites of Biological and Geological Importance

Development likely to result in the loss, deterioration or harm to habitats, species or features of importance to biodiversity or geological conservation interests, either directly or indirectly, will not be permitted unless:

- a) the need for, and benefits of, the development in the proposed location outweighs the adverse effect on the relevant biodiversity interest;
- b) it can be demonstrated that it could not reasonably be located on an alternative site that would result in less or no harm to the biodiversity interests; and
- c) measures can be provided (and secured through planning conditions or legal agreements), that would avoid, mitigate against or, as a last resort, compensate for the adverse effects likely to result from development.

The habitats and species of importance to biodiversity and sites of geological interest considered in relation to points a) to c) comprise:

- Special Protection Areas
- Ramsar sites
- Sites of Special Scientific Interest (SSSIs)

Item 9 - Appendix 3 SAINT ANNE'S ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN - DECISION STATEMENT

 legally protected species Sites of Importance for Nature Conservation (SINCs) and Local Nature Reserves (LNRs) Biological Heritage sites and Farmland Conservation Areas priority habitats and species listed in the national and local Biodiversity Action Plans habitats and species of principal importance for the conservation of biodiversity in England trees, and woodlands, (including semi-natural and replanted woodland), aged and veteran trees, and hedgerows Sites of national or local geological importance features of the landscape that function as a wider network of sites by virtue of their coherent ecological structure or function or are of importance for the migration, dispersal and genetic exchange of wild species 				
should give appr to the wider eco Development th international or	opriate weight to their importance logical network. at is likely to result in a significant e European nature conservation desi	oportionate to the status of the habitat of e, individually and as part of the contributi effect, either alone or in combination, on ignation, or a site proposed for such desig	ion they make an	
need to satisfy t	he requirements of the Habitat Reg	sulations.		
Policy EN2: Protection of open spaces, local space (LGS), outdoor recreational facilities and green infrastructure (p.26)	Replace the Submission version of the Policy with that shown in Suggested Changes. Remove Site 31 – Valentine Kennels from Appendix 1 and the Proposals Map and renumber the list of Local Green Spaces accordingly. Retitle the policy name in line with Suggested Changes version, i.e. Policy EN2: Green Infrastructure	Paragraph 77 of the Framework states that "local green space designation is not appropriate for most green spaces or open space", however the Town Council has justified each site's inclusion and as such apart from one site (Site 31 – Valentine Kennels) considers that all designations do meet the basic conditions. The only area which would be difficult to justify is the designation of the former Valentine Kennel site, as it appears only to have been designated in order to prevent development.	Agree with the Examiner. Text amended accordingly. And Site 31 removed from allocation.	
EN2: Green Infra	astructure	· · ·		
 EN2: Green Infrastructure A high quality and connected network of green infrastructure for St. Anne's will be achieved by: a) Protecting from inappropriate development the existing areas of open space including outdoor recreational facilities, identified on the policies map, which comprise our green infrastructure network. Other than in circumstances where the proposed development would be ancillary to the use of the site as open space and the benefits to recreation would outweigh any loss of the open area, open spaces, and outdoor recreational facilities and playing fields should not be built upon, unless the requirements of paragraph 74 of the NPPF are met. Development will not be permitted on open space that makes a positive contribution to the historic environment including the character, appearance and setting of conservation areas and listed buildings. Development that results in the loss of registered Historic Parks and Gardens of national importance will not be permitted. 				

- b) Improving the, the quality and accessibility of green infrastructure and where possible providing net gains in biodiversity.
- c) Connecting our green infrastructure with other open and civic spaces including the creation, extension or enhancement of safe green corridors, pedestrian and cycle routes and public rights of way (see **Policies DH2** and **TR4**).
- d) Creating new accessible green infrastructure. All residential development should incorporate new, or enhance existing, green infrastructure of an appropriate size, type and standard agreed by Fylde Borough Council and informed by an up to date need assessment. Where on-site provision is not possible, financial contributions will be sought to make appropriate provision for open space and green infrastructure.

New open spaces should be accessible and where possible, connect and enhance the existing green infrastructure network within St. Anne's. Provision of open space should be in advance of relevant developments being occupied and should also be accessible to people with disabilities and be dementia friendly.

The needs of all age groups, including those with particular needs, should be considered in the design of new or enhancements to existing green infrastructure

Local Green Space

The open spaces detailed in Appendix 1 and as shown on the policies map are designated as 'local green space' in accordance with NPPF paragraphs 76-77 and development on such land will only be permitted in very special circumstances where it can be clearly demonstrated that the development will not conflict with the purpose of the designation.

Policy EN3:	Delete Policy EN3 – in line with	Following the publication of the latest	Agree with
Provision of	Town Council's	version of the local plan and the open	the
open space in	recommendation following the	space study, the Town Council has	Examiner.
residential	Public Hearing.	suggested that this policy be deleted.	
development			Policy
			deleted.
(p.28)			
Policy EN4:	Delete the 2 nd paragraph and	The neighbourhood plan cannot	Agree with
Starr Hills	rely on Policy DEL1.	require CIL money to be allocated	the
Reserve		towards any particular project.	Examiner.
	Renumber policy, i.e. Policy		
(p.29)	EN3: Starr Hills Nature Reserve	For clarity and accuracy.	Text deleted
			accordingly.

EN3: Starr Hills Nature Reserve

The Town Council will work with Fylde Borough Council and other relevant stakeholders to make better use of the existing nature reserve for education and specialist visitor purposes at Starr Hills, and develop appropriate visitor interpretation and environmental management plans whilst protecting its biodiversity and geodiversity value.

Policy EN5: Urban tree	No change – other than the re- numbering of policy, i.e.	For clarity and accuracy.	Agree with the
supply	Policy EN4: Urban Tree Supply		Examiner.
(p.29)			

Policy EN6:	Delete the 2 nd paragraph and	The neighbourhood plan cannot	Agree with
Community	rely on Policy DEL1.	require CIL money to be allocated	the
tree planting		towards any particular project.	Examiner.
	Renumber Policy, i.e. Policy		
(p.30)	EN5: Community Tree Planting	For clarity and accuracy.	Text deleted
			accordingly.
Policy CH1:	Delete Policy CH1: Community	At the Public Hearing it was confirmed	Agree with
Community	Infrastructure and	that FBC would not be preparing a	the
infrastructure	accompanying justification.	separate Infrastructure Plan for St.	Examiner.
		Annes. National policy states that	
(p.33)		Neighbourhood Plan policies must be	Policy
		supported by evidence and there is no	deleted.
		evidence to show inadequate	
		infrastructure.	
		To meet the basic conditions.	
Policy CH2:	Replace the Submission version	The Submission version of the Plan	Agree with
Community	of the policy and the supporting	refers to the identification of	the
facilities	text with that shown in the	community facilities as Assets of	Examiner.
(25)	Suggested Changes version.	Community Value. However, this is	- .
(p.35)		not a policy for the use and	Text
	Renumber policy accordingly	development of land. The Town	amended
	Policy CH1: Community	Council have therefore removed this	accordingly.
	Facilities	paragraph in their Suggested Changes	
		version of the Plan.	
		Modification provides accuracy and	
		Modification provides accuracy and	
		clarity.	l

Development resulting in the loss of any building or land currently or last used as a community facility or place of worship will be permitted if it can be demonstrated that:

- a) adequate alternative provision exists or will be provided in an equally accessible location for that community; or
- b) the tests set out in **Policy GP2** have been satisfactorily met.

Where it is demonstrated that an existing community use is not viable, feasible or practical, preference will be given to the change of use or redevelopment to alternative community uses before other uses are considered. Proposals for development which involve the unavoidable loss of a community facility (or facilities) for which there is a proven demand will be required to consider the scope for relocating or reproviding the facility (or facilities) either within the new development or on an alternative site within the locality and to make such provision, where viable, feasible and practical.

Policy CH3:	Delete Policy CH3: Encouraging	In line with the Town Council's	Agree with
Encouraging	an active and healthy lifestyle	Suggested Changes version, part of	the
an active and		this policy has now been incorporated	Examiner.
healthy	Add accompanying justification	within Policy EN2.	
lifestyle	to Policy EN2.		Policy
		To meet the basic conditions.	deleted.
(p.35)			

Policy DH2:	Replace the Submission version	The LPA will be determining whether	Agree with
Corridors and	of the policy and the supporting	it wishes to include the St. Annes	the
gateways	text with that shown in the	Corridor and Gateway Strategy and	Examiner.
	Suggested Changes version.	the Blackpool Airport Corridor	
(p.41)		Improvement Area within its	Text
	Delete the last sentence of the	Regulation 123 list, this is not a matter	amended
	Suggested Changes version of	that the neighbourhood Plan can	accordingly.
	the policy.	determine.	
		To meet the basic conditions.	

DH2: Corridors and Gateways

A) St. Anne's Corridor and Gateway Strategy

The Town Council will work with partners to develop a strategy for creating distinct high quality access corridors and gateways to the town as shown on the **Policies Map**, along with landmarks and areas of design character and quality of land and neighbourhoods adjoining these routes. The strategy will include:

- a corridor and gateway masterplan, including detailed corridor and gateway zones/ sites
- agreed design themes (including lighting, street furniture, landscaping, signage
- outline costs)
- identification of potential funding and maintenance resources
- a phased programme of implementation

Development proposals adjoining these corridors and gateways must respond in design terms and have regard to the principles and detailed guidance set out in the St. Anne's Design Guide and the accompanying Corridors and Gateways Companion Document.

All development will be required to make a positive contribution towards the implementation of the strategy and improvement of the access corridors and gateways.

B) Blackpool Airport Corridor Improvement Area

The road corridor comprising Squires Gate Lane, in the vicinity of Blackpool Airport, which is identified on the **Policies Map** as the Blackpool airport corridor improvement area, is a strategic gateway to St. Anne's and Blackpool.

Any masterplan prepared for the airport site, should include proposals for the comprehensive environmental improvement of this corridor and associated gateways, (see **Policy SS1**). Delivery, funding and maintenance arrangements should also be set out. This will be informed by the Site Anne's Corridor and Gateway Strategy or vice versa, depending on which progresses first.

The corridor straddles the boundary between Fylde (St. Anne's Parish) and Blackpool Councils, and, where feasible, joint proposals for both sides of the corridor and associated gateways should be set out in the masterplan.

In the absence of a masterplan for airport site, the Town Council will work with partners to improve the appearance and quality of environment of this strategic corridor as part of the St. Anne's Corridor and Gateway Strategy.

C) Developer Contributions

Developer contributions will be required to make provision towards the implementation of the St. Anne's Corridor and Gateway Strategy including the Blackpool Airport corridor improvement area.

Policy SS1:	The policy is renamed Blackpool	In line with recommendations made	Agree with
Blackpool	Airport Enterprise Zone.	by Lancashire County Council and the	the
Airport		Local Enterprise Partnership.	Examiner.
	Delete paragraph 4		
(p.45)		Part of the text within the policy is	Text
	Insert in the penultimate	justification rather than policy.	amended
	paragraphincluding with		accordingly.
	relevant organisations	For clarity and accuracy and to meet	
	including between	with basic conditions.	
	' <u>consultation</u> ' and ' <u>with</u> '.		
	Replace must with should in the		
	last paragraph.		

SS1: Blackpool Airport Enterprise Zone

The continued operation and viability of the airport is supported. The open lands of the airport identified on the Policies Map will be safeguarded from non-airport related development.

Further development required in relation to the operation of the airport, or development of ancillary commercial or leisure uses, will be located in the areas outside the Green Belt identified on the Policies Map, unless there are overriding operational requirements that constitute very special circumstances and which justify development in the Green Belt.

The delivery of the Blackpool Airport Corridor Enterprise Zone is supported.

The delivery of the site will be supported by a Masterplan, which must have been prepared in consultation including with relevant organisations including with St. Anne's Town Council.

The land within the boundaries of the airport designated as Green Belt will be safeguarded, and this should be reflected in the agreed Masterplan.

Policy E1: The	Delete above ground floor level	This change will enable the policy to	Agree with
town centre	from the 3 rd paragraph of the	become in line with national policy,	the
and town	Submission version as per the	and as such will make the basic	Examiner.
centre	Town Council's Suggested	conditions.	
development	Changes version.		Text
			amended
(p.47)			accordingly.

(p.47)

E1: The Town Centre and Town Centre Development

Retail and other appropriate main town centre development will be encouraged within the town centre as defined on the **Policies Map**. Proposals for such development in 'edge of centre' or 'out-of-centre' locations will be considered in accordance with the National Planning Policy Framework.

The town centre, primary shopping frontage and secondary shopping frontage boundaries are defined on the **Policies Map**.

Within the town centre, a diversity of uses that support the vitality and viability of the centre will be supported, to encourage an evening economy and to improve safety and security by increasing natural surveillance of the centre, provided that the proposal would not adversely affect the character of the

centre, highway safety or the amenity of adjoining and nearby properties. Such uses include cultural facilities, restaurants and cafés, financial and professional services, offices and residential uses, as well as uses relating to non-residential institutions and leisure and recreation uses that are appropriate in a town centre.

Within the Wood Street Cafe Quarter, identified on the **Policies Map**, redevelopment or changes of use to restaurants, cafes and drinking establishments, or extensions to such existing uses will be permitted, subject to the use not adversely affecting highway safety or the amenity of adjoining and nearby properties; and any external works being in keeping with the character and amenities of the town centre and highway safety.

Policy E2:	Replace the Submission version	To ensure that the policy meets with	Agree with
Primary	of the policy with the Suggested	the basic conditions, as part of the	the
shopping	Changes version. Amend it by	policy is beyond the scope of planning	Examiner.
frontages	inserting at the end of	control.	
	subsection c) "unless the		Text
(p.47)	proposed use is a use falling		amended
	within Class A of the Town and		accordingly.
	Country Planning (Use Classes)		
	Order 1987 as amended".		
	Delete the last sentence of the		
	subsection d)		

E2: Primary Shopping Frontages

The primary shopping frontages, as defined on the **Policies Map**, will be maintained in predominantly retail use. Proposals for the change of use of ground floor premises within the primary shopping frontages from Use Class A1 to other uses will be considered against the following criteria:

- a) their particular effect on, or contribution to, the character, diversity, vitality and viability of the centre;
- b) the need to maintain a majority of the ground floor units within these frontages in A1 Retail use and prevent the introduction of excessive concentrations of other uses.
 Proposals must retain at least 75% of the frontage in an unbroken run of primary frontage in A1 retail use;
- c) the viability of retaining that use, unless the proposed use is a use falling within Class A of the Town and Country Planning (Use Classes) Order 1987 as amended; and
- d) the need for the frontages of the premises themselves to be treated in a fashion appropriate to a shopping area.

E3: Secondary	Replace the Submission version	To ensure that the policy meets with	Agree with
shopping	of the policy with the Suggested	the basic conditions, as part of the	the
frontage	Changes version. Amend it by	policy is beyond the scope of planning	Examiner.
	inserting at the end of	control.	
	subsection c) "unless the		Text
	proposed use is a use falling		amended
	within Class A of the Town and		accordingly.
	Country Planning (Use Classes)		
	Order 1987 as amended".		

Item 9 - Appendix 3 SAINT ANNE'S ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN - DECISION STATEMENT

			I
	Delete the last sentence of the		
F2 C	subsection d)		
E3: Secondary S	hopping Frontages		
 will be allowed. will be considered a) their pacestric b) the neer A1 Retamust reserved c) the viab 	Proposals for non-retail, "main tow ed against the following criteria: rticular effect on, or contribution to d to maintain a significant proportio il use and prevent the introduction tain at least 50% of the frontage in	the Policies Map , a greater mix of town on centre uses" within secondary shoppin o, the character, diversity, vitality and vial on of the ground floor units within these f of excessive concentrations of other uses an unbroken run of secondary frontage; e proposed use is a use falling within Clas	g frontages bility of the Frontages in 5. Proposals
		themselves to be treated in a fashion app	propriate to a
shoppin		themselves to be treated in a fashion app	
5.1000			
Policy E4: Employment and enterprise	Delete the following text that meet the needs of the community from the 1 st paragraph	The requirements of business to "meeting the needs of the local community" is an unnecessary restriction. The NPPF also states in	Agree with the Examiner.
(p.49)		paragraph 32 that "development	Text
		should only be prevented or refused	amended
		on transport grounds where the	accordingly
		residual cumulative impacts of	
		developments are severe.	
		Modification provides conformity with the basic conditions.	
E4: Employmen	t and Enterprise		
as the creation of a) proposa meeting b) proposa	of live work units, will be supported Ils should not have significant harm g their needs; Ils should not have significant harm	1,000m2) social enterprises and other bus l, subject to all the following criteria: ful impacts on the local community or pre ful impacts on visitors and visitor attraction	event them
the area	Is should not have significant harm or the built environment of the to	•	vironment of
	ls should not involve the loss of dw	-	
	ils should contribute to the charact	•	
	Is should not have an adverse impa Is should not adversely impact upo	act on residential amenity; n the safe and efficient operation of the l	ocal highway
network	ς.		
2 11 55			
Policy E6:	Delete subsections a), g) and i)	Parts of the policy lie outside the	Agree with
Leisure,		scope of planning control.	the Evention
culture and			Examiner.
tourism	l		

accordingly.

SAINT ANNE'S ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN - DECISION STATEMENT

(p.51)		In order to comply with the basic conditions	Text amended		
			accordingly.		
E6: Leisure, Cult	ture and Tourism				
The Town Council will encourage, support and promote the town's leisure, culture and tourism offer by:					
		urism through realising the potential of the definition of the def	-		
		eration of The Island Sea Front Area and the tourism, culture and the local economy:	•		
of seaside resort facilities, to support wider tourism, culture and the local economy; c) encouraging daytime and evening business, leisure, cultural and heritage based tourism facilities, such as hotels, restaurants, cinemas, theatres, museums, swimming pools and leisure centres					
	he town centre; ing tourism. cultural and leisure as:	sets, such as golf courses and the seaside r	resort		
· ·	-	dapt to new challenges with the use of dev			
e) promot	ing public art and public realm wor	ks within the town and securing develope	r contribution		
-	where appropriate and CIL compli				
f) support	the future development of provisi	on for motor home users in appropriate lo	ocations.		
Policy E7:	Delete affordable before	In order for the policy to meet the	Agree with		
Tourism	housing.	basic conditions as the final element	the		
Accommodati on		of the policy which will not allow the conversion or properties to market	Examiner.		
		residential use, which runs contrary to	Text		
(p.52)		the aims of the NPPF.	amended		

E7: Tourism Accommodation

High quality serviced tourism accommodation (e.g. hotels) will be encouraged in the Holiday Areas, as defined on the **Policies Map**, provided that proposals:

- a) respect the character of the area; and
- b) do not prejudice the visual and other amenities of nearby residential properties.

Non serviced tourism accommodation uses in these areas will be resisted.

Within the Holiday Areas, as defined on the **Policies Map**, the change of use from serviced tourism accommodation will be resisted.

Outside the Holiday Areas, the change of use from serviced tourism accommodation will be supported subject to the following criteria:

- i. the proposed alternative use would also support local tourism, including self-catering accommodation, or
- ii. the proposed alternative use would otherwise support the local economy by providing employment, or

Reference shou	Id be made to Policy GP2 .		
Policy TR1: Accessibility for all (p.55)	Replace the Submission version of the policy with the Suggested Changes version. Insert <i>"subject to other development plan policies"</i> at the end of the policy.	Modifications enable the policy to meet the basic conditions. Amendments are in line with the Town Council's suggested changes.	Agree with the Examiner. Text amended accordingly
		s's for all sectors of society, including the pment plan policies.	elderly and
Policy TR2: Better public	Delete subsections a), b) and c) from the Suggested Changes version and delete the final	Much of this policy deviates from being proposals for the "use and development of land" and as such without the modifications the policy	Agree with the Examiner.
transport	paragraph.		Taut dalata
(p.56) TR2: Better Pu	olic Transport	would not meet with the basic conditions.	accordingly
(p.56) TR2: Better Pul The Town Cour bus and rail op a) to deve includin • • • • • • • • • •	blic Transport acil will work with Fylde Borough Co erators to encourage effective plann elop a joint management and improv- ng: monitoring capacity/adequacy of co improvements where feasible, incl improvements to public realm and provision of visitor information improved pedestrian and cycle acc station tential future extension of the Black	would not meet with the basic conditions. uncil, Lancashire County Council, Network ning and improvement of public transport vement plan for St. Anne's and Squires Ga ar and cycle parking and making provision uding park and ride facilities lighting ess and also provision of disabled access pool Tram network to serve the town wh	accordingly Rail and the specifically: ate Stations, for to Squire Gate ich may be
(p.56) TR2: Better Pu The Town Cour bus and rail op a) to deve includin b) any po agreed Policy TR3: Residential car	olic Transport acil will work with Fylde Borough Co erators to encourage effective plann elop a joint management and improv- ng: monitoring capacity/adequacy of co improvements where feasible, incl improvements to public realm and provision of visitor information improved pedestrian and cycle acc station tential future extension of the Black	would not meet with the basic conditions. uncil, Lancashire County Council, Network ning and improvement of public transport vement plan for St. Anne's and Squires Ga ar and cycle parking and making provision uding park and ride facilities lighting ess and also provision of disabled access	accordingly Rail and the specifically: ate Stations, n for to Squire Gate
(p.56) TR2: Better Pul The Town Cour bus and rail op a) to deve includin • • • • •	blic Transport acil will work with Fylde Borough Co erators to encourage effective plann elop a joint management and improv- ng: monitoring capacity/adequacy of co improvements where feasible, incl improvements to public realm and provision of visitor information improved pedestrian and cycle acc station tential future extension of the Black	would not meet with the basic conditions. uncil, Lancashire County Council, Network ing and improvement of public transport vement plan for St. Anne's and Squires Ga ar and cycle parking and making provision uding park and ride facilities lighting ess and also provision of disabled access pool Tram network to serve the town wh The first part of the policy is reasoning for the policy and as such should be incorporated within the justification. A	, specifically: ate Stations, n for to Squire Gate ich may be Agree with the

For in-curtilage parking, the following principles should be incorporated:

- a) Garages must be large enough to be useable internal dimensions of at least 6.4m x 3m are required.
- b) Garages should be designed to reflect the architectural style of the house they serve.
- c) Garages should be set back from the street frontage.
- d) Parking should either be in between houses (rather than in front), or, where it is in front, designed so as to minimise visual impact, particularly by avoiding excessive hard surfacing and loss of existing boundary walls, fences and hedges.

Any on-street parking for visitors and deliveries, which is required and is appropriate, must be carefully designed, avoiding long rows of parked cars.

Rear parking areas should be small (serving no more than six homes) so that there is a clear sense of ownership and they must should benefit from good natural surveillance.

Policy TR4:	Delete Policy TR4 – in line with	This policy is more of a desire by the	Policy		
Town centre	Town Council's suggestion.	Town Council rather than a land use	deleted		
parking		and development of land policy.			
(p. 58)		To meet the basic conditions.			
Policy TR5:	Replace the Submission version	Much of this policy falls under the	Agree with		
Getting	of the policy with the Suggested	responsibility of the Highway	the		
around St	Changes version.	Authority. As such the final paragraph	Examiner.		
Anne's		should be retained along with the			
	In addition, delete all text	essential elements but the remaining	Text		
(p.58)	between " on/off street cycle	can be added into the non-	amended		
	routestoelectric buggies"	development plan section.	and deleted		
	in the final paragraph.		accordingly.		
		For accuracy and clarity, and to meet			
	Renumber the policy to Policy	the basic conditions.			
	TR4: Getting Around St. Anne's.				

TR4: Getting Around St. Anne's

The Town Council will work with Fylde Borough Council and Lancashire County Council and other appropriate organisations and land owners to develop and maintain a safe and linked network for pedestrians and cyclists linking our green infrastructure network (see **Policy EN2**), key community facilities, the town centre, beach and sea front, and the open countryside. It will build on the existing incomplete network of footpaths, bridleways.

New developments will be required to make provision for linking to this network (including appropriate maintenance) in accordance with separate guidance to be set out in supplementary guidance by Fylde Borough Council with assistance by the Town Council.

Policy HOU1:	Replace the Submission version	The previous wording of the policy	Agree with
Housing	of the policy with the Suggested	was inadequate and did not meet with	the
development	Changes version.	the basic conditions.	Examiner.
(p.61)	In addition, delete " on infill and		Text
	redevelopment sites within the		amended
	town" in the 2 nd sentence.		and deleted
			accordingly.

HOU1: Housing Development

The development for housing of previously developed land and land within the settlement boundary will be positively supported subject to other relevant development plan policies being satisfied (see also **Policy GP1**). Permission will be granted for residential developments, subject to proposals being well designed (in accordance with **Policy HOU5**) and meeting relevant requirements, set out in other policies in the development plan, the NPPF and the St. Anne's Design Guide.

Policy HOU2:	Delete Policy HOU2 – in line	This policy was more of a desire by the	Policy
Housing for a sustainable community	with Town Council's suggestion.	Town Council rather than a land use and development of land policy.	deleted
(p.62)		To meet the basic conditions.	
Policy HOU3:	Replace the Submission version	The amended text is now consistent	Agree with
New	of the policy with the Suggested	with national and local policy and	the
apartments	Changes version.	meets the basic conditions.	Examiner.
(p.64)	Renumber the policy to Policy	For accuracy and clarity.	Text
	HOU2: Conversion of Existing		amended
	Properties into Flats and		accordingly.
	HMO's.		

HOU2: Conversion of Existing Properties into Flats and HMOs

In determining planning applications to convert property to flats or Houses in Multiple Occupation (HMOs), the Council will have regard to:

- a) the standard of accommodation for the intended occupiers of the premises;
- b) effects on adjoining houses as a result of noise from flats passing through party walls and affecting adjoining houses;
- c) adequacy of car parking provision;
- general effects on the character of the neighbourhood, including the extent to which flat conversion schemes are a new or an established feature of the immediate area, avoiding the loss of front gardens and the retention of existing trees and shrubs;
- e) adequate private outdoor amenity space;
- f) adequate provision and screening for, waste and recycling facilities.

Policy HOU4:	No change other than	For accuracy and clarity.	Policy
Retirement	renumbering to Policy HOU3:		number
hubs (p.65)	Retirement Hubs		amended
Policy HOU5:	Replace the Submission version	The amended text now meets the	Agree with
Residential	of the policy with the Suggested	basic conditions, as previously the	the
design	Changes version.	policy requests were not appropriate.	Examiner.
(p.65)	Renumber the policy to Policy		Text
	HOU4: Residential Design.		amended
			accordingly.
	· · · ·		

HOU4: Residential Design

All new residential development must be designed in accordance with the principles set out in the accompanying Design Guide.

Any planning application for a major housing or mixed use development in excess of 25 dwellings will be required to be accompanied by an illustrative masterplan showing the layout and distribution of housing and other uses, proposed vehicular access arrangements, open space, recreation and green infrastructure provision, landscaping, relationship with existing development, proposed pedestrian, cycling linkages to adjoining neighbourhoods and networks (see **Policy TR4**), and response to climate change in terms of micro-climate and seaside location.

Any major planning application in excess of 25 dwellings shall be designed on the principles of a "west coast garden neighbourhood" as described in the accompanying Design Guide. Developments below this threshold are encouraged to follow these principles. (see also **Policies DH1 & DH2**)

The adoption of renewable energy, energy efficiency and water recycling technology will be encouraged. Careful consideration should be given to the orientation of the principal rooms in new dwellings so that account is taken of future climate change, with passive solar gain and energy efficiency maximised.

Policy SU1:	Delete the last paragraph	The neighbourhood plan cannot	Agree with
Incorporate		require CIL money to be allocated	the
sustainable		towards any particular project.	Examiner.
urban			
drainage into		To meet the basic conditions.	Text deleted
new			accordingly.
development			
(p.68)			

SU1: Incorporate Sustainable Urban Drainage into New Development

New developments must incorporate sustainable urban drainage systems (SuDS) to reduce the run off of surface water to the maximum stipulated in DEFRA's Non-Statutory Technical Standards for SuDS unless agreed otherwise with Fylde Borough Council and, where applicable, the Lead Local Flood Authority.

The maintenance of such systems must be agreed in writing by the appropriate bodies to minimise the potential for a flood risk to arise as a result of poor or inadequate maintenance arrangements.

Sustainable urban drainage may include features such as ponds, swales, and permeable paving. The SuDS must be designed as an integral part of the green infrastructure and street network, so that SuDS features are positive features of the development. The system should effectively mitigate any adverse effects from surface water run-off and flooding on people, property and the ecological value of the local environment.

Policy SU2:	Delete Policy SU2, and contents	National guidance states that local	Policy
decentralised	moved into the Design Guide.	authorities or qualifying bodies should	deleted
energy		not set out additional local technical	
networks and		standards or requirements relating to	
district heating		construction.	
systems			
(p.69)		To meet with the basic conditions.	
Policy DEL1:	Replace the Submission version	The original policy did not meet the	Agree with
Developer	with the Suggested Changes	test of planning obligations. This latest	the
contributions	version.	version of the plan has more clarity.	Examiner.
(p.71)	Insert in the 4 th paragraph " so		Text
	long as there is a direct	To ensure there is no	amended
	relationship with the	misunderstanding that "the Council"	accordingly.

<i>development</i> " at the end of the first sentence.	in this instance is Fylde Borough Council.	
Add " <i>Fylde Borough</i> " in the last paragraph.		
DEL1: Developer Contributions		

DEL1: Developer Contributions

New development will normally be expected to contribute towards the mitigation of its impact on infrastructure, services and the environment and contribute towards the requirements of the community. This may be secured as a planning obligation through a Section 106 agreement, where the development would otherwise be unacceptable (and where there is a direct relationship to the development), or through the Community Infrastructure Levy (CIL), at such time as Fylde Borough Council has prepared a Standard Charging Schedule.

Where appropriate, developers will be permitted to provide the necessary infrastructure themselves as part of their development proposals, rather than making financial contributions.

Within the Neighbourhood Development Plan Area, new development will be required to contribute towards providing the infrastructure necessary for delivery of the Neighbourhood Plan, informed by viability assessment, and as required by the Delivery Strategy. Contributions will be assessed having regard to relevant current national policy and guidance in terms of development thresholds and limitations on "pooling" etc.

The types of infrastructure that developments may be required to provide contributions towards in the Neighbourhood Development Area include, but are not limited to the following so long as there is a direct relationship with the development. This list is intended to supplement and clarify any list included in any policy in the Fylde Local Plan to 2032 and must be read in conjunction with that list.

- a) Enhancing the functionality, quality, connectivity and accessibility of the Green Infrastructure network, including the improvement and development of the Starr Hills Nature Reserve;
- b) community tree planting;
- c) public transport improvements, including items listed in bullets a) to d) of **Policy T2**;
- d) improvement and maintenance of the pedestrian and cycle network, including items listed in bullets a) to h) of **Policy T5**;
- e) affordable housing;
- f) improvements to the car parking provision in the town centre;
- g) improvements to the appearance and quality of environment of access; corridors and gateways to the town as part of the implementation of the St. Anne's Corridor and Gateway Strategy;
- h) essential new community infrastructure or improvements to the capacity of existing community infrastructure;
- i) sustainable drainage measures.

Where a development is made unviable by the requirements of a planning obligation, Fylde Borough Council will have regard to appropriate evidence submitted by an applicant and consider whether any flexibility in the planning obligation is justified.

Item 9 - Appendix 4



HABITATS REGULATIONS ASSESSMENT

St. Anne's on the Sea Neighbourhood Plan Addendum to Screening Opinion

OCTOBER 2016





Incorporating

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HABITATS REGULATIONS ASSESSMENT

St. Anne's on the Sea Neighbourhood Plan Addendum to Screening Opinion

Author	Liz Turley
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Approver	David Hourd
Report No	012-UA004283-EEC-02-F
Date	OCTOBER 2016

VERSION CONTROL

Version	Date	Author	Changes
01	21-10-16	LT	First issue
02	27-10-16	WL	Client comments updated

This report dated 19 October 2016 has been prepared for Wyre Borough Council (the "Client") in accordance with the terms and conditions of appointment dated 06 March 2014(the "Appointment") between the Client and **Arcadis Consulting (UK) Limited** ("Arcadis") for the purposes specified in the Appointment. For avoidance of doubt, no other person(s) may use or rely upon this report or its contents, and Arcadis accepts no responsibility for any such use or reliance thereon by any other third party.
ABBREVIATIONS

HRA	Habitats Regulations Assessment		
BHS	Biological Heritage Site		
NE	Natural England		
SPA	Special Protection Area		

CONTENTS

VERS		.2
1	INTRODUCTION	.5
	Introduction	
1.2	Purpose of this report	5
1.4	Consultation	6
3	SCREENING	.7
3.2	Screening Summary	9
4	CONCLUSION	10
4.2	REFERENCES	11

TABLES

Table 1 Consultation responses from NE	. 6
Table 2 Review of bird data	. 8

1 INTRODUCTION

1.1 Introduction

1.1.1 This Addendum to the Habitats Regulations Assessment (HRA) Screening Opinion for the St. Anne's on the Sea Neighbourhood Plan, has been prepared by Arcadis Consulting UK (Ltd) on behalf of Fylde Borough Council as part of the statutory HRA of the St. Anne's on the Sea Neighbourhood Development Plan (hereafter referred to as the Plan). This Addendum should be read in conjunction with the Screening Opinion (Fylde Borough Council, 2015).

1.2 Purpose of this report

- 1.2.1 This Addendum provides additional information in relation to the proposed Settlement Boundary Amendment following completion of the Screening Opinion. The HRA Screening Opinion exercise was undertaken in 2015, during which it was concluded there would be no likely significant effects on the integrity of any European sites alone, or in-combination with any other plans or projects as a result of the Plan.
- 1.2.2 The boundary assessed for the HRA Screening Opinion is shown within Appendix 2 of the Screening Opinion (Fylde Borough Council, 2015). Subsequently, following the Examination of the St Anne's Neighbourhood Plan the examiner recommended a modification to amend the Settlement Boundary to include an additional field, as shown on Figure 1 below (hereafter referred to the 'site').
- 1.2.3 This Addendum, therefore, assesses the implications to the existing HRA Screening Opinion of amending the Settlement Boundary, to include this site within the Plan.

Figure 1: Settlement Boundary Extension Location



1.4 Consultation

1.4.1 Consultation with Natural England on the proposed Settlement Boundary Amendment has taken place in autumn 2016. The consultation responses from NE are shown in Table 1.

Table 1 Consultation responses from NE

Consultation	NE Comment
Email dated 30 th September	The final boundary issue which I have to address relates to land at Lytham Moss. Again I heard at the hearing that this land is being promoted for residential development on behalf of the landowner. In terms of the coherence of the settlement boundary, the arguments are just as compelling, as the previously referred to i.e. that it is the Green Belt boundary that should be the limit of the urban area. It could be argued that the logical urban edge will be the North House Lane to the east and the Green Belt to the north. However equally I am aware that there are ecological issues affecting Lytham Moss, as the land is used for grazing of overwintering birds, in this case the pink footed goose. It is identified as a Biological Heritage Site as well as being part of a wider network of linked sites of ecological importance. That, in itself, is not a reason to exclude it from changes to the settlement boundary and the consideration of any proposal would be required to have regard to the ecological impact on the site and protected species, at any application stage.
2016	This depends on the importance of the land. If the boundary is amended to incorporate the BHS in the settlement boundary, the HRA will need to be updated. The HRA will need to obtain data to determine the importance of the land as it is known to be utilised by pink footed geese; it may be possible to use data from the Queensway development. If the land supports significant numbers of SPA/ Ramsar birds, the local authority will need to determine whether this is possible to resolve and ultimately whether the land can be developed.
	The Farmland Conservation Area is legally required under the Habitats Regulations to offset the impacts of the Queensway development. It is Natural England's advice that it is not possible to allocate this land for other purposes and therefore the settlement boundary should not be amended as proposed.
Email dated 15 th September 2016	Please add to my comments that Natural England does raise concern the regarding amendment to the settlement boundary and recommend that the Nature Reserve area be safeguarded.
Email dated 12 th September 2016	Thank you for the above consultation. Natural England has no further comment other than to reiterate our comments made via correspondence dated 30 March 2016, Reference: 178535 that any policy in the Neighbourhood Plan relating to the Nature Reserve would need to ensure absolute compliance with the conditions and planning obligations of the Queensway development

1.4.2 In order to address the comments raised by NE, this addendum has been produced to clarify the potential implications in terms of HRA of adding the additional site within the Settlement Boundary. The proposed nature reserve referred to in NE's response is no longer included within the Plan and therefore does not require further consideration.

3 SCREENING

- 3.1.1 A HRA Screening exercise of the St. Anne's on the Sea Neighbourhood Development Plan was undertaken in December 2015. This addendum should be read in conjunction with the Screening Opinion (Fylde Borough Council, 2015) relating to that exercise. The HRA Screening methodology is set out within the Screening Opinion and consequently will not be repeated here. This Addendum takes into account the requirements of the Habitats Directive, as well as relevant guidance produced by David Tyldesley Associates (Tyldesley, D. and Chapman, C., 2013).
- 3.1.2 In order to determine any potential impacts on European sites as a result of the inclusion of this additional site within the Plan, a range of data sources were reviewed. These comprised the following:

Fylde Bird Club Records

3.1.3 These data included almost 50,000 bird records across the Fylde peninsula from the most recent five years available (January 2010 to January 2015). The data set was searched for bird records within and adjacent to the site. Where records related to a tetrad, further interrogation of the data was carried out to determine if additional location information was available, and a review of the aerial photograph of the site was undertaken to provide further context to the record.

Natural England pink-footed geese distribution¹

3.1.4 A five point scale has been used by NE to reflect the relative abundance of geese recorded in a 1 km square, called the 'Goose Index'. Each square, where geese have been recorded feeding, has been weighted according to how many times they have been recorded, as well as how many birds were actually counted.

Information from the Queensway development

- 3.1.5 Reports produced for the Queensway development (which lies directly west of the site) have also been reviewed (where available).
- 3.1.6 Table 1, below, provides a summary of the bird records identified within and adjacent to the site.

¹ Pink-footed geese Ribble and Alt Estuary. A draft map showing the distribution of pink-footed geese records using the 'Goose index' produced by Natural England (21/07/2015).

Table 2 Review of bird data

		Fylde Bird Club Records					
European Sites Potentially Affected	Records within site Y/N	SPA species records within 300m Y/N	Detail of records within the site (species number and year of record)	Detail of records within 300m (species number and year of record)	Pink-footed goose index data square? (Y/N)	Site considered to be Functionally Linked / adjacent to Functionally Linked land?	Further planning information received from Council
Ribble and Alt Estuaries SPA/Ramsar	Y	Y	Bewick's swan, five records, peak count 74 (2011) Oystercatcher, two records, peak count 2 (2014) Curlew, three records, peak count 50 birds (2010) Redshank, one record, peak count one bird (2014)	Field north of the sitePink-footed geese, three records, peak count 2,500 (2014)Whooper swan, two records, peak count 77 (2010, 2013)Lapwing, one record, peak count 43 (2014)Redshank two records, peak count 9 (2013, 2014)Field east of North Houses Lane Pink-footed geese, two records, peak count 5,000 (2013, 2012)Whooper swan, four records, peak count 30 (2010, 2012)	Y (Goose Index 1)	Yes, the site itself and surrounding fields would be considered to be functionally linked land.	Currently no development planned at the site. However, the Queensway Development (which has planning consent) lies directly to the north and west of the site.

3.2 Screening Summary

- 3.2.1 The proposed site to be included within the Settlement Boundary includes a single field, approximately 18.7ha in size. The site currently lies adjacent to existing development to the south, and farmland to the north, east and west. The site forms part of a larger Biological Heritage Site (BHS) which covers 274.53ha of the surrounding farmland. The BHS is designated (in part) for supporting habitat used by pink-footed geese.
- 3.2.2 The review of bird data undertaken for this Addendum (refer to Table 2) confirms that the site lies within one of Natural England's pink-footed goose squares (Impact Risk Zone Goose Index 1). Records from Fylde Bird Club also show that the site and surrounding fields support large numbers of geese, swans and other waterfowl and waders during the winter months. Based on this information it is considered that the site and surrounding fields would constitute functionally-linked land to the Ribble and Estuary Special Protection Area/Ramsar site.
- 3.2.3 The site lies directly adjacent to the proposed development, known as Queensway. This development would lead to the loss of the fields considered to constitute functionally linked land close to the site (although the site itself is outside of the Queensway Development). A project-specific HRA has been undertaken for the Queensway Development. The HRA concluded that mitigation would be required to offset the loss of functionally linked land habitat under the footprint of the development. Therefore, land to the north and east of the site has been allocated as 'Farmland Conservation Areas'. This land will be specifically managed for the benefit of over-wintering birds, in particular pink-footed geese. The site is not included within the Farmland Conservation Areas, however, the field directly to the north of the site would be re-developed into a new Nature Park and Playing Fields.
- 3.2.4 Given the size and scale of the Queensway Development, and its associated mitigation measures, it is considered likely that the development would lead to some degree of alteration of the movement/ behaviour of over-wintering birds using the farmland in the surrounding area (including the site that this Addendum is considering). Therefore, the species and number of birds currently recorded (and which is presented in Table 2) is likely to change in the future (i.e. birds potentially preferring to use the new Farmland Conservation Areas which are to the north and east of the site). Additional bird data would therefore be required at the time of any future development of the site to take these potential changes into consideration.

4 CONCLUSION

- 4.1.1 This Addendum to the HRA Screening Opinion of the St. Anne's on the Sea Neighbourhood Plan has considered the potential implications of the amendment of the Settlement Boundary for the species associated with the Ribble and Alt Estuary SPA/Ramsar site.
- 4.1.2 Although relatively small, given the level of bird activity recorded within and adjacent to the site (based on the Fylde Bird Club data), any development at the site in its current conditions has the potential to have a significant effect on the populations of over-wintering birds associated with the Ribble Estuary SPA/Ramsar site, in particular pink-footed geese. Therefore, development of the site could lead to a likely significant effect on the Ribble Estuary SPA/Ramsar site alone, and hence the Neighbourhood Development Plan should be subject to Appropriate Assessment (just focussing on that site). However, it is likely that any potential development at the site would take place following the completion of the Queensway Development, as the Examiner for the St Anne's on the Sea Neighbourhood Plan considered this modification to the settlement boundary would offer the town the flexibility to be able to meet its housing needs over the next 15 years,. Given it is possible that birds could be displaced to the new Farmland Conservation Areas (which are to the north and east of the site), as Queensway is developed it is likely that the bird composition within and adjacent to the site would be different to that which is currently present at the site.
- 4.1.3 Consequently, it is considered that, whilst likely significant effects cannot be ruled out; there is little value in subjecting the Neighbourhood Development Plan to Appropriate Assessment at this stage. Instead, text within the Plan should make it clear that development on this site would only be consented subject to a) monitoring following the Queensway Development which takes into consideration the potential impact of the Queensway Development on the dynamics of the over-wintering bird populations within the wider area and b) a project-level HRA being undertaken.
- 4.1.4 Therefore, if the Plan is amended to include this additional text, then further HRA at the plan level can be screened out. As such, inclusion of the additional site would not affect the current conclusion of no likely significant effect presented within the HRA Screening Opinion of the current St Anne's on Sea Neighbourhood Development Plan.

4.2 **REFERENCES**

- 4.2.1 Fylde Borough Council (December 2015) Habitat Regulations Assessment Screening Opinion of St. Anne's on the Sea Neighbourhood Development Plan
- 4.2.2 Tyldesley, D. and Chapman, C. (2013) The Habitats regulations Assessment Handbook October 2013 edition UK: DTA Publications Limited



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Appendix 6: Section of Policies Map for the Fylde Local Plan to 2032 Publication Version in relation to the Proposed Amended Settlement Boundary (indicated on the map by X.

