

Agenda

Operational Management Committee

Date:	Tuesday, 15 March 2022 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Roger Small (Chairman) Councillor John Kirkham (Vice-Chairman)</p> <p>Councillors Mark Bamforth, Alan Clayton, Chris Dixon, Brian Gill, Paul Hodgson, Michelle Morris, Kiran Mulholland, Bobby Rigby, Stan Trudgill, Viv Willder.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.
 To register to speak under Public Platform: see [Public Speaking at Council Meetings](#)

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1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council’s Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 11 January 2022 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	15 MARCH 2022	4
PUBLIC SPACES PROTECTION ORDERS FOR THE CONTROL OF BARBECUES, OUTDOOR COOKING AND OTHER FORMS OF FIRE ON COUNCIL OWNED LAND			

PUBLIC ITEM

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

SUMMARY

Public spaces protection orders are in place prohibiting barbecues and other outdoor temporary cooking facilities on council owned land across the borough under the Anti-Social Behaviour Crime and Policing Act 2014.

The areas covered by the individual orders are:

- Promenade Gardens
- Beach and sand dunes
- Lytham St Annes local nature reserve
- Mini links golf
- Ashton Gardens
- Car parks
- Fairhaven
- The Green
- Peace & Happiness Garden
- South Promenade
- St Annes Square

The activities identified in the orders are using barbecues or bringing barbecues into the prohibited area with a view to lighting them or cooking on them. Failure to comply with a PSPO is an offence which can be dealt with by a fixed penalty notice of £50 or by prosecution (maximum fine of £1000).

The orders are due to lapse during July 2022. Orders can be extended if they remain necessary to prevent certain persistent activities that are having a detrimental effect on the quality of life in the locality; this requirement is applicable to each of the locations covered by the orders.

The report asks members to consider whether they support an extension of the orders and proposes delegating the authority to do so to the Chief Executive, in collaboration with the Chairman, following mandatory consultation, publicity and notification, with the matter being referred to the committee for further consideration and final decision.

RECOMMENDATIONS

1. The Committee considers whether it is minded extending the public spaces protection orders described in the report for a further three years.
2. In relation to each order that the committee is minded extending, delegate authority to the Chief Executive, in collaboration with the Chairman, to carry out the necessary consultation, publicity and notification and to extend the order, unless the outcome of the consultation requires further consideration by the committee at a special meeting.

SUMMARY OF PREVIOUS DECISIONS

Council – 25, March 2019

Council approved an unfunded annual revenue budget increase of £38,000 from 2019/20 onwards to cover the cost of enforcement of a Public Spaces Protection Order to control the use of barbecues and other outdoor temporary cooking facilities.

Tourism and Leisure Committee – 14, March 2019

Proposals for the control of barbecues, outdoor cooking and other forms of fire on council owned land

1. To introduce a full prohibition of barbecues and other outdoor temporary cooking facilities on council owned land through the application of a Public Spaces Protection Order; to set the level of the Fixed Penalty Notice at £50.
2. To recommend to Council an additional unfunded annual revenue budget increase of £38,000 to cover the cost of enforcement.

Tourism and Leisure Committee – 7, June 2018

Proposals for the control of barbecues, outdoor cooking and other forms of fire on council owned land

1. The committee notes the low level of response to the consultation and feels it makes it impossible for the council to be satisfied on reasonable grounds at this time that any of the proposed measures are necessary to prevent detrimental effects on those in the locality or reduce the likelihood of the detrimental effect continuing, occurring or recurring. In those circumstances, the statutory requirements for making a PSPO are not met.
2. The committee requests that further work is undertaken to understand the impacts of the problem and possible solutions to barbecues, outdoor cooking and open fires and that this includes a re-consultation during the summer months.
3. The committee requests that in the meantime, more focus is given by the Parks and Coastal Services Team in an attempt to monitor the issues in these locations.

Tourism and Leisure Committee – 22, June 2017

Prohibition of barbecues, outdoor cooking and other forms of Fire on council owned land

1. That the committee approve the carrying out of consultation on the introduction of a public space protection order to prohibit or control the use of barbecues, outdoor cooking on gas or charcoal fuelled facilities and other forms of fire on council owned land within the coastal tourism area of Lytham and St Annes identified in Appendix 1 of the report.
2. To approve the erection of temporary advisory signage preventing the use of barbecues, outdoor cooking facilities and other forms of fire at key locations as set out in Appendix 2 of the report until the legislation can be put in place.

Tourism and Leisure Committee – 12 January, 2017

Developing a Policy on Events Including Club Days, Festivals and Concerts

1. To approve the proposed policy on events including club days, festivals and concerts as set out in Appendix 1 of the report subject to the word “usually” being inserted (prior to the words set out in last column) in Category

D of the Events Categorisation.

The policy approved includes: Barbecues held on Council land as part of events should be done so in a responsible manner and limiting inconvenience and nuisance to others and held in appropriately constructed equipment. Any evidence of a barbecue having taken place should be disposed of responsibly and appropriately once completed along with any litter generated.

CORPORATE PRIORITIES

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

REPORT

1. Public spaces protection orders (PSPOs) are in place prohibiting barbecues and other outdoor temporary cooking facilities on council owned land across the borough under the Anti-Social Behaviour Crime and Policing Act 2014. The activities identified in the orders are using barbecues or bringing barbecues into the prohibited area with a view to lighting them or cooking on them. Failure to comply with a PSPO is an offence which can be dealt with by a fixed penalty notice of £50 or by prosecution (maximum fine of £1000) should individuals not be discouraged through other interventions. The areas covered by the individual orders are:
 - a. Promenade Gardens
 - b. Beach and sand dunes
 - c. Lytham St Annes local nature reserve
 - d. Mini links golf
 - e. Ashton Gardens
 - f. Car parks
 - g. Fairhaven
 - h. The Green
 - i. Peace & Happiness Garden
 - j. South Promenade
 - k. St Annes Square
2. Full details of the Public Spaces Protection Orders (PSPO) for the control of outdoor cooking fires in Fylde are available on the Council website at: [Fylde BBQ Control Measures](#)

CRITERIA FOR EXTENSION

3. The PSPOs were established under the Anti-Social Behaviour, Crime and Policing Act 2014 to address concerns with regards to the risks from barbeques and outdoor cooking.
4. The PSPOs commenced on July 1 2019 and, according to [statutory guidance](#), remain in force as PSPOs until July 1 2022, when they will lapse unless extended as described below.
5. PSPOs are not intended to remain in force indefinitely, but an order can be extended in duration for a further period of three years if it has not lapsed. A PSPO can be only extended if the authority is satisfied on reasonable grounds that two conditions are met:
6. The first condition is that:
 - a) activities carried out in a public place within the council's area have had a detrimental effect on the quality of life of those in the locality or

- b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect

The second condition is that the effect, or likely effect, of the activities:

- c) is, or is likely to be, of a persistent or continuing nature,
 - d) is, or is likely to be, such as to make the activities unreasonable, and
 - e) justifies the restrictions imposed by the notice.
7. In deciding whether to extend a PSPO, the council is required to have regard to articles 10 and 11 of the European Convention on Human Rights and to comply with the Public Sector Equality Duty. Those matters are discussed further in the implications box for human rights and equalities at the end of the report.

PROCEDURE

8. Before extending a PSPO, the authority must carry out *“the necessary consultation the necessary publicity, and the necessary notification”*. The ‘necessary consultation’ means consulting with the Police and Crime Commissioner, any community representatives that the council considers it appropriate to consult i.e. fire service, environmental groups etc and (unless it is not reasonably practicable to do so) the owner of the affected land. The ‘necessary publicity’ means publicising the proposal. The ‘necessary notification’ means notifying the county council and any relevant parish council.
9. A decision to extend any of the PSPOs cannot be taken until representations made through consultation and publicity have been considered.
10. If members consider that the criteria for extension set out in paragraph 4 are met and are minded extending any of the PSPOs, it is recommended that authority be given to the Chief Executive, in collaboration with the Chairman, to carry out the consultation, publicity and notification, and extend the orders, if based on the outcomes of the consultation the CEO, in collaboration with the Chairman, feel the committee should consider the matter further, a special meeting would be arranged to decide whether to implement the relevant extension.

PERSISTENT ACTIVITIES HAVING A DETRIMENTAL EFFECT

11. The existence of the PSPOs have proved a successful deterrent against anti-social behaviour sometimes associated with barbeques and outdoor cooking such as damage to litterbins, park furniture and grassed areas from the heat and flames and the risk of injury to people stepping on discarded disposable BBQs covered by sand as well as heated sand where BBQs have been placed. There have been instances of serious injury to children as a consequence of disposable BBQs and there have been incidents of fires on public open space in Fylde.
12. Even with orders in place there are a small number of irresponsible individuals whose activities are having a detrimental effect on the quality of life of those in the locality, requiring extensive enforcement resource to discourage, extinguish and remove disposable BBQs and portable cooking equipment from many of the council areas covered by the existing orders.
13. Fylde experienced an influx of visitors and ‘staycationers’ over the past two summers following the lifting of the initial Covid-19 lockdown in 2020 and international travel restrictions. This led to an increase in anti-social behaviour from some visitors, including multiple breaches of the orders controlling outdoor cooking activities, placing increased demand on the busy coastal resource.
14. Approval was granted to set up a dedicated inhouse team of six enforcement officers over the 2021 summer period, responding to issues seven days a week, across all areas of the borough, including the popular coastal strip and open spaces covered by the PSPOs. However, because anti-social behaviour of this nature is also a concern for other partners within the Community Safety Partnership, there have been joint campaigns with the Lancashire Fire and Rescue Service to discourage BBQs and open flames during the peak summer period of dry, hot weather. The inhouse team was supplemented with resources from a private security firm, during 2021 while the team was being set up. The in-house team will provide the council’s enforcement resource during the 2022 season.

15. From the start of the peak holiday season in April through until the end of the October half term, enforcement staff interacted with people actively engaged in outdoor cooking activities and those in the process of setting up/intending to set up cooking equipment. While numbers varied, the popularity of barbecues and outdoor cooking fires was very weather dependent, with higher numbers observed in warmer weather, over weekends and during school holidays. Popular spots included the beach around Starr Gate, in the dunes to the north of the dog exclusion zone, in the dunes to the south of the beach huts and around Fairhaven Lake.
16. While most situations are successfully addressed through discouragement from the enforcement team including extinguishing and removing portable cooking equipment, there is the ability to fine those who persist in anti-social behaviour and / or refuse to comply with the order.
17. Recent experience and incidents support local concern that failing to extend the existing orders will result in an increase in the persistent and continuing anti-social behaviours and safety concerns traditionally associated with barbecues and outdoor cooking fires which have a detrimental effect on the quality of life for those in the locality. These concerns are echoed by other partners within the Community Safety Partnership.

IMPLICATIONS	
Finance	<p>Council (25/03/19) approved an unfunded annual revenue budget increase of £38,000 from 2019/20 onwards to cover the cost of enforcement of a Public Spaces Protection Order to control the use of barbecues and other outdoor temporary cooking facilities. Any future income adjustments for fixed penalty notices will be reflected in future updates of the financial forecast.</p>
Legal	<p>In deciding whether to extend a PSPO, the council is required to have regard to articles 10 and 11 of the European Convention on Human Rights and to comply with the Public Sector Equality Duty. These are discussed in turn below.</p> <p style="text-align: center;"><u>Human rights</u></p> <p>The requirement is in section 72 of the Anti-social, Crime and Policing Act 2014, and is to “have particular regard to the rights of freedom of expression and freedom of assembly set out in articles 10 and 11 of the [European] Convention [on Human Rights]”. Those rights are:</p> <p style="text-align: center;"><i>ARTICLE 10 Freedom of expression</i></p> <p><i>Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.</i></p> <p><i>The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.</i></p>

	<p><i>ARTICLE 11 Freedom of assembly and association</i></p> <p><i>Everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.</i></p> <p><i>No restrictions shall be placed on the exercise of these rights other than such as are prescribed by law and are necessary in a democratic society in the interests of national security or public safety, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others. This Article shall not prevent the imposition of lawful restrictions on the exercise of these rights by members of the armed forces, of the police or of the administration of the State.</i></p> <p>There is no evidence to suggest that anything in the present orders engages any of the rights guaranteed by articles 10 or 11.</p> <p><u>Public Sector Equality Duty</u></p> <p>Section 149 of the Equality Act 2010 requires a public body, in the exercise of its functions, to have due regard to the need to:</p> <p><i>(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</i></p> <p><i>(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</i></p> <p><i>(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</i></p> <p>This may, but need not, include conducting an equality impact assessment of a proposed action. However, an equality impact assessment will almost always be necessary in order to demonstrate that the duty has been complied with if an action impacts more on persons who have a particular protected characteristic than those who do not.</p> <p>If experience from the operation of the present orders indicates that the prohibited activity is or would be carried on by a disproportionately high number of individuals from a particular racial group, it would be prudent to carry out an equality impact assessment to enable regard to be had to the matters listed in (a) to (c) above, as required by the duty.</p>
Community Safety	No Community Safety implications arising from this report
Human Rights and Equalities	No Human Rights and Equalities implications arising from this report
Sustainability and Environmental Impact	No Sustainability and Environmental implications arising from this report
Health & Safety and Risk Management	No Health & Safety and Risk Management implications arising from this report

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

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	OPERATIONAL MANAGEMENT COMMITTEE	15 MARCH 2022	5

CAR PARK WORKING GROUP OUTCOMES 2022

PUBLIC ITEM

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

SUMMARY

The car park work group met in January and February 2022 to discuss a variety of issues. Recommendations have been made by the working group for the committee to decide on.

RECOMMENDATIONS

The committee is requested to:

1. Select an option from table 1 of the report regarding the future management system to be implemented at Stanner Bank Car Park. If the barrier system is to be retained an additional annual unfunded revenue budget of £20,000 is to be requested for approval from Full Council.
2. Depending on 1, approve draw-down of capital funding from the Car Park Improvements capital budget.
3. Depending on 1, if an ANPR system is to be installed to support pay and display enforcement, the issue is referred back to the Car Park Working Group to commission a DPIA and consider the regulatory implications.
4. Introduce seasonal charges from 1st November to 20th March each year as set out in table 2. The Financial Forecast will be updated to reflect an annual loss of revenue of up to £23,655 from 2022/23 onwards.
5. Introduce a transferrable ticket as set out in item 15.
6. Approve the draft revised Car Park Strategy as set out in Appendix A
7. Agree that parking bays on Pleasant St Car Park should be widened which will reduce the car park capacity and potentially reduce income.
8. Agree to provide up to 3 all car park permits to GP Surgeries on request on a 6-month renewal basis.

SUMMARY OF PREVIOUS DECISIONS

Regarding Stanner Bank Car Park

Operational Management Committee at its meeting on the 11th January 2022, in response to an information item to provide an update on the operation of Stanner Bank Car Park, members were advised the report would be further considered by the car park working group.

Regarding the Fylde Car Park Strategy

Operational Management Committee at its meeting on the 12th November 2019 resolved.

- To approve the draft revised Car Park Strategy as set out in Appendix A

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

REPORT

1. An information item was presented at the Operational Management Committee on 11th January 2022 to update on the operation of Stanner Bank Car Park, members were advised that this issue would be considered by the Car Park Working Group. In addition, a public consultation on car parking in Lytham had been conducted during December 2021 and early January 2022. The Car Park Working Group met on 31st January 2022 and 24th February 2022 to review issues relating to Council's car parks, the group, appointed by the committee, includes Cllrs Clayton, Hodgson, Morris, O'Rourke, Small and Trudgill.

Stanner Bank Car Park Operation

2. The [information item](#) presented to the Operational Management Committee on 11th January 2022 outlined the background to installing the current barrier control system, ongoing issues related to the operation of the barrier along with an outline of income and expenditure on the car park since the barrier has been in operation as well as future operation and cost. The report highlighted the number of occasions the barrier had broken down, the length of time it takes to repair, the cost of repair, and projected loss of revenue during the period the barrier is not operational. The working group raised concerns about how this was resourced from a council employee perspective with one officer on call 24/7 responsible for responding. The report concluded that despite some benefit i.e. ensuring all customers pay for the time stayed, there have been significant disadvantages including reputational damage by not offering free parking to blue badge holders and with the system being out of order on a number of occasions for different reasons. There have also been significant additional costs to operate the system with a £20,000 current annual revenue cost and proposals to introduce CCTV to monitor the barrier at £10,000 capital cost as well as the need to provide formal 24/7 response cover. If the current system was to be retained a request to Full Council would be required for the additional annual £20,000 revenue costs.
3. The car park working group considered the report and discussed the future of the barrier system on the car park. Considering the challenges and issues in operating a barrier system the working group concluded that the benefit was outweighed by the cost and operational resource requirement particularly the requirement for 24/7 response as well as the length of time to repair the barrier because of the need for specialist support. The working group were unanimous in concluding that the system should be replaced.
4. The simplest option is to replace the barrier system with pay and display machines so that it operates as it did prior to closing for the sea wall replacement works. This would enable the system to be operated from the same back-office system as all the other pay and display car parks. However, the historic issues that affected the car park previously of some customers remaining sat within their vehicles to look over the sea or lake and not pay the parking fees, driving off when enforcement officers arrived, would return, with an estimated loss of income of about £5,000. Replacing the barrier system with 2 pay and display machines and amending signage would cost £11,000 capital with annual revenue costs of £1,120 for maintenance and server contracts.
5. Alternative management systems were considered including replacing the barrier system for pay and display machines as well as the potential of utilising Automatic Number Plate Recognition (ANPR) cameras. Members appreciated that ANPR cameras could not be used by Local Authorities to directly enforce car parks but that it could be used to assist Civil Enforcement Officers (CEOs) to target enforcement action as well as acting as a deterrent from those who do not wish to pay. This would help to reduce the number of customers failing to pay for parking. Such a system would need to comply with the Surveillance Camera Code of Practice and will

be subject to a Data Protection Impact Assessment (further details are set out in the legal ‘Implications’ section below).

6. If ANPR was to be added to the pay and display system, in addition to the costs set out in item 4, it would cost between £5,500 and £10,000 for cameras and posts (depending on whether one or two cameras are required) and software/licenses with annual revenue costs £300 to £600 for data access and storage.
7. A lead-in time of at least 3 months is required to purchase and install pay and display machines. The current annual maintenance contract for the barrier system is due to be renewed in July 2022 at a cost of £7,155. If either option set out in items 4 or 6 above are implemented the new equipment can be ordered late March to allow the system to be changed before the barrier maintenance contract expires.
8. An alternative option is being explored to retain the current payment machines by converting them to pay and display which would avoid the cost of purchasing new pay and display machines. The only additional cost would be an estimated £1,000 for software and signage update and provision of additional signage. However, it is currently unknown whether an ANPR system can work with these machines in the manner required. It is also currently unknown what annual maintenance and server cost will be but are expected to be more than the options in paragraph 5.
9. The barrier system could be retained after the maintenance contract expires and until significant repair is required then replace the system at this point. If this option is supported, it is recommended that replacement pay and display equipment (with or without additional ANPR support) is ordered late March and then put into storage until required to avoid a significant loss of income over an extended period while a new system is purchased. Additional revenue costs of between £2,600 to £7,800 will be incurred as an alternative out-of-hours 24/7 support system will also need to be implemented.
10. The options for the committee to consider are included below:

Table 1: Options for Stanner Bank Car Park

Option	Capital Cost	Annual Revenue Cost
1. Retain barrier system with CCTV added as set out in item 2.		£20,000 unfunded revenue increase for maintenance and operating costs and out of hours support. Additional costs will require £10,000 one-off cost to implement CCTV to be funded from existing revenue budgets.
2. Replace with 2 pay and display machines as set out in item 4 and 7.	£11,000	£1,120 for annual maintenance and server contracts. Costs to be met from existing revenue budgets
3. Replace with 2 pay and display machines and ANPR as set out in items 4, 5, 6 and 7.	£16,500 to £21,000 (depending on whether one or two ANPR cameras are required)	£1,420 to £1,720 for annual maintenance, server and data access and storage to be funded from existing revenue budgets.
4. Convert current payment machines to pay and display as set out in item 8.	£1,000	unknown, possibly up to £5,000 for maintenance contract to be funded from existing revenue budgets.
5. Retain barrier system until such time it requires significant repair then implement either option 1 or 2. Equipment to be pre-purchased and stored until required as set out in item 9.	£11,000 to £21,000	£2,600 to £7,800 for out of hours support based on payments of £50 to £150 per week.

11. If the Operational Management Committee decide to proceed with options 1 or 2 which would support the conclusion of the Car Park Working Group, it is recommended that new pay and display machines and, if required, ANPR cameras are purchased immediately, irrespective of when they are installed. The committee is recommended to approve draw-down of up to £21,000, depending on the option chosen, from the annual Car Park Improvements capital budget. The pay and display machines will be purchased via the ESPO framework and the ANPR system awarded using the Council’s informal procedure for small contracts.

Car Park Fees and Charges

12. Two proposals for additions to car park fees and charges were put to the working group; one to introduce seasonal charges to long stay car parks to encourage greater use during the winter months and the other to provide a ticket that is transferable between long stay car parks to enable day visitors to purchase a single ticket but park in multiple locations.

13. Use of the Council’s long stay car parks is significantly reduced during the winter months. It was suggested that a 25% reduction on the parking tariff could be applied. The working group agreed that the “season” should run from 1st Nov to 20th March which coincides with the seasonal changes to the residents permit scheme. The proposed charges are set out in the table 2. The financial impact of this reduction is unknown as it is hoped this will encourage greater use of long-stay car parks. However, based on 2019/20 data (the last pre-pandemic period), the worst-case scenario where there is no additional use of the car parks, would be a loss of 25% income for this period of £23,655 (based on an income of £94,620).

14. Outside the annual budget setting process, any amendment or introduction of new fees and charges for activities within the remit of programme committees which are expected to vary income up to £25,000 in any one financial year can be approved by the relevant programme committee, whilst those with an impact over £25,000 in any one financial year require Council approval.

Table 2: Proposed Seasonal Charges

Location of Parking Place	Present Charge		25% reduction
North Promenade Car Park, St Annes Swimming Pool Car Park, Fairhaven Road Car Park, St Paul’s Avenue Car Park, Lytham Green (Dicconson Terrace and Bath Street) Car Parks, Public Offices Car Park	All days 9.00am to 6.00pm		
	Up to 1 hour	£1.20	£0.90
	1 to 2 hours	£2.20	£1.70
	2 to 3 hours	£2.90	£2.20
	3 to 4 hours	£3.40	£2.60
	Over 4 hours	£4.50	£3.40
	At any other time - free		
Stanner Bank Car Park	All days 9.00am to 6.00pm		
	Up to ½ hour	£0.60	£0.50
	½ to 1 hour	£1.20	£0.90
	1 to 2 hours	£2.20	£1.70
	2 to 3 hours	£2.90	£2.20
	3 to 4 hours	£3.40	£2.60
	Over 4 hours	£4.50	£3.40
At any other time - free			

Town Hall Car Park	Monday to Friday (excluding Bank Holidays) 9.00am to 6.00pm permit holders and visitors only Saturday, Sunday and Bank Holidays 9.00am to 6.00pm Up to 1 hour 1 to 2 hours 2 to 3 hours 3 to 4 hours Over 4 hours At any other time - free	£1.20 £2.20 £2.90 £3.40 £4.50	£0.90 £1.70 £2.20 £2.60 £3.40
North Beach Car Park	All days 9.00am to 6.00pm Up to 1 hour 1 to 2 hours 2 to 4 hours Over 4 hours At any other time - free	£0.90 £1.50 £2.30 £2.90	£0.70 £1.10 £1.70 £2.20
Lytham Station Car Park	All days 24 hours Up to 1 hour 1 to 2 hours 2 to 4 hours 4 hours to 1 day 1 to 2 days 2 to 3 days 3 to 5 days 5 to 7 days	£0.90 £1.50 £2.30 £2.90 £5.30 £7.90 £10.50 £12.60	£0.70 £1.10 £1.70 £2.20 £4.00 £5.90 £7.90 £9.50
Fairhaven Road (Coaches)	All days 9am to 6pm At any other time - free	£10.00	Free
St Annes Swimming Pool Car Park, North Promenade Car Park (motorhomes)	All days Up to 1 day (24 hours) 1 to 2 days (24 to 48 hours)	£15.00 £25.00	£10.00 £17.50
North Beach Car Park, St Paul's Avenue Car Park (motorhomes)	All days Up to 1 day (24 hours) 1 to 2 days (24 to 48 hours)	£10.00 £15.00	£7.50 £10.00

15. A separate proposal was submitted to introduce a transferrable ticket. Currently tickets can only be used on the car park that it is bought. The transferrable ticket could be used on any or specific car parks. The working group agreed that a transferrable ticket could be introduced across long stay car parks. The working group agreed that the transferrable ticket should be slightly higher than the standard all day fee of £4.50. It was proposed that this should be set at £5.00 from 21st March to 31st October and £4.00 from 1st November to 20th March presuming the seasonal prices are adopted. The transferrable ticket would expire on the same day (as opposed to time rolling over to the following day as most other tickets allow if time remains at the end of the day).
16. To enable these changes a notice of variation will be required for the Council's Traffic Regulation Order. Existing tariff boards will need to be adjusted with a system developed to reflect the seasons. The machine's software will need to be updated. These changes will cost approximately £4,000 which will come from revenue funding.

17. Although the financial impact of the reduced seasonal ticket fee and transferrable ticket is unknown, it is expected to be less than £25,000 which the Operational Management Committee can authorise without referring to Full Council.

Fylde Car Park Strategy Review

18. The Council's car park strategy, which is scheduled to be reviewed every 2 years, was last amended in November 2019. At that time the strategy was assessed in detail by the car park working group with significant changes made.
19. The car park working group were presented with some proposed minor changes to the strategy which the group agreed were suitable. Further minor amendments were suggested by working group members including the mention of the possibility of utilising Automatic Number Plate Recognition (ANPR) technology in future to support enforcement officers in section 5.14 of the strategy.
20. The proposed revised strategy is provided in Appendix 1.

Electric Vehicle Charging Points Update

21. An update was provided to the working group on the provision of electric vehicle charging points. The remit for this currently being overseen by the Carbon Neutral Working Group.
22. An ongoing capital project to provide four rapid chargers has resulted in one charging unit being installed on Lytham Station Car Park (not yet commissioned) with lease agreements being finalised for North Promenade, Wood St, and Pleasant St car parks. These four chargers will initially be available for public use but, once the taxi trade widely adopts electric vehicles, they will be restricted for use by taxis only.
23. Three fast charging points are currently located on Inner Promenade outside Fairhaven Lake. These are operated by Lancashire County Council.
24. An electric vehicle infrastructure policy is currently being developed for the Carbon Neutral Working Group. The Car Park Working Group expressed a preference that, on the presumption that new infrastructure will be located on the Council's car parks and will be funded and operated by a private company under lease with the Council, that the Council should receive an income to compensate for loss of income from the use of parking spaces. This could be an annual rent, an additional amount charged to customers using the charge points or through a profit share arrangement with the operating company.

Lytham Parking Consultation

25. A survey on parking in Lytham was open to the public from 14 December 2021 to 9 January 2022. The intention of the survey was to obtain feedback from the public on car parking issues in Lytham Town Centre, parking habits of users as well as thoughts and suggestions for improving car parking in the town. The consultation included highlighting areas of land the Council own which may have the potential to be developed into car parks but with no plans to do so, they were included to obtain stakeholder feedback.
26. A group titled Defend Lytham Green circulated a letter on the 6th or 7th January which was posted on social media alleging that the council were planning hard surface car parking on Lytham Green. This inaccurate information encouraged responses focused on objections to use of the Green and not car parking issues in general. Before the letter was circulated 179 responses had been received to the consultation, by 10th January 2365 responses had been received a significant majority citing the inaccurate information that had been posted on social media.
27. The responses are set out in Appendix 2. Responses were received predominantly from FY8 postcodes with a significant majority stating they do not have a problem finding a car parking space in Lytham. The reasons suggested why car parking spaces may be difficult to find were varied with the most common response being because of non-residents or business users taking up spaces. The main reason for using the car parks was for shopping or hospitality.
28. Aside from the strong response against any possible development on Lytham Green triggered by inaccurate information, some practical solutions were suggested and considered by the working group which include:
 - a. Large private car parks that are associated with employment sites on the periphery of Lytham town centre should be made available to be public at weekends. – An approach has been made to the

companies that own/operate the car parks, but none have been supportive of the idea. Working group members considered that possible locations are not central enough to the town reducing the viability as town centre options.

- b. Operate a Park & Ride service - The cost to operate such a service requires a year-round demand. Most car parking issues are predominantly experienced over the summer months and weekends meaning the rest of the time it is unlikely to be financially viable. There is no council owned land to make available and no private landowner has come forward.
- c. Utilise the car park at Lytham Cricket Club – During the week the car park is underused. A request has been made to the cricket club to make available parking spaces on weekdays with the suggestion that they offer parking permits aimed at town centre workers.
- d. Encourage use of Lytham Station car park – Prior to the pandemic, 60% of the car park was being used by business permit holders through the working week. Due to increased home working over the last two years many of the permits have not been used which may have increased the perception that the car park is underused. At weekends there is moderate use which occasionally reaches capacity during the summer months. Although the car park is signed from the highway there is an opinion that many visitors are unaware of it. Working group members suggested that Fylde Council should look to work with Lancashire County Council to improve highway signage. In addition, the car park is ‘hidden’ because of high cobblestone walls, within the Lytham conservation zone, flanking the entrance. Working group members suggested liaising with the Council’s regeneration team to see whether this could be improved.
- e. Small parking bays on Pleasant St Car Park – Some consultation responses stated that they were put off from using Pleasant St Car Park due to narrow parking bays which they believed would result in damage to their vehicles. Working Group members were advised that the bay sizes had been set with the layout of the brick surfacing. It may be possible to widen the bays though this will reduce the capacity of the car park and potentially reduce income levels. The working group asked for this to be looked at further.

Permits for Medical Personnel

- 29. A GP surgery has contacted Fylde Council to request parking permits on Council car parks, particularly in town centre locations, to enable them to visit patients. Currently they struggle to locate parking places and, when they attend, are unsure as to how long their visits will take.
- 30. Working group members considered the request. Concerns were raised as to whether the permits could be misused and whether further requests would be received from other healthcare providers. It was suggested by members that a limited number of all car park paper permits, which could be transferred between vehicles, could be offered with a 6 monthly renewal period.

IMPLICATIONS	
Finance	<p>Subject to the barrier system being retained a further report would be required to Full Council to request an annual unfunded revenue budget of £20,000.</p> <p>The report seeks to authorise the draw-down of capital funding from the Car Park Improvements capital budget in 2021/22 and 2022/23 subject to the preferred proposal. The council’s capital programme has an annual capital budget of £30,000 for car park improvements. This has been topped up in the current year, 2021/22, from slippage from previous years and stands at £70,000. Each of the capital options for Stanner Bank Car Park set out in Table 1 can be met from this capital programme budget.</p> <p>Subject to the committee approving a seasonal charge reduction of</p>

	<p>25% as detailed within the body of the report from 1st November to 20th March each year the Financial Forecast will be updated to reflect a loss of car park revenue income of up to £23,655 per annum.</p>
<p>Legal</p>	<p>The introduction of ANPR would require a data protection risk assessment, as it would be a new processing operation involving personal data. We would also need to comply with the Surveillance Camera Code of Practice, as ANPR systems are deemed to be surveillance cameras. The code sets out twelve guiding principles which are mandatory for public bodies like the council to comply with:</p> <ol style="list-style-type: none"> 1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need. 2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified. 3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints. 4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used. 5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them. 6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged. 7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes. 8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards. 9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use. 10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with

	<p>in practice, and regular reports should be published.</p> <p>11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.</p> <p>12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.</p> <p>All of the principles are important, but the first two are most immediately relevant in deciding whether to commission an ANPR system. The first principle says that systems should:</p> <p><i>“...have a clearly defined purpose or purposes in pursuit of a legitimate aim and be necessary to address a pressing need (or needs). Such a legitimate aim and pressing need include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others. That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the ongoing requirement for operation or use of the systems and any images or other information obtained can be assessed”</i>.</p> <p>In other words, we should be clear about the purpose, the purpose should be for the prevention of crime or some other legitimate aim, and the purpose and our thinking should be written down.</p> <p>The second principle essentially requires that we consider the impact of the system on human rights and in relation to data protection, and suggests that there should be a DPIA.</p> <p>If the committee are minded to explore ANPR, it is suggested that the matter be remitted to the car parking working group so that a data protection impact assessment can be carried out and a further report made to the committee taking into account the results of the assessment and the other regulatory implications.</p>
Community Safety	No implications arising directly from this report.
Human Rights and Equalities	No implications arising directly from this report.
Sustainability and Environmental Impact	No implications arising directly from this report.
Health & Safety and Risk Management	No implications arising directly from this report.

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BACKGROUND PAPERS

Name of document	Date	Where available for inspection
N/A		

Attached documents

Appendix 1 – Proposed revised Fylde Car Park Strategy

Appendix 2 – Lytham Car Park Consultation Responses



Fylde Car Park Strategy

Technical Services Section

Technical Services Section

Fylde Car Park Strategy

Adopted 15th June 2005

First Revision 15th March 2007

Second Revision 1st February 2009

Third Revision 17th January 2013

Fourth Revision 12th November 2019

Fifth Revision 15th March 2022

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Appendices

Appendix A Tariffs, Charges and Operating Hours

1.0 Introduction

1.1 Fylde Council has responsibility for managing 16 car parks with a total of approximately 1,320 spaces. The Council's car park strategy sets the policy for how the car parks are managed. The strategy was first adopted in June 2005 and this document represents the 5th revision of that strategy.

1.2 Parking space continues to become more and more of a scarce commodity and as car ownership increases the demand to manage available car parking spaces also increases. The Council, therefore, has to have clear policy on how to manage the limited parking space under its control. As demand for this limited parking space increases it becomes more important to have a formal statement on policy to identify what the Council wants from its car parks and how this service is best delivered. This is particularly important where National and County policies dictate that more sustainable travel choices should be actively encouraged and promoted in favour of trips made by car. This strategy continues to acknowledge these transport objectives.

1.3 The production of this revision to this Strategy is an integral part of the planning and development management process that is covered by the National Planning Policy Framework, adopted Fylde Local Plan to 2032 and by the Lancashire County Council Local Transport Plan 3. This strategy also takes into account the Fylde Council Corporate Plan and Economic Development Strategy as well as recommendations made by the Portas Review, all of which take into consideration the importance of local parking provision on the economic wellbeing of town centres. This Strategy aims to support and complement the planning guidance offered as part of the development management process. The planning process is already well documented in terms of parking policy and will, therefore, remain outside the scope of this specific Car Park Strategy. Reference should be made to these documents for guidance on parking control as part of any proposed development.

1.4 Fylde Council is not responsible for on-street parking provision, regulation or enforcement as this is within the remit of Lancashire County Council as the highway authority and traffic manager for the area. This Strategy only reflects the parking responsibilities and desires of Fylde Council in terms of its off street car park provision and what it hopes to achieve by managing the space within its car parks.

1.5 Fylde Council operates its car park enforcement duties under the Traffic Management Act 2004 via The Fylde Borough (Off-Street Parking Places)(Consolidation) Order 2007. The powers for introducing, revising, regulating and enforcing on street regulations remain a function of Lancashire County Council.

1.6 A schedule of the Council's car parks detailing current operating hours and charges is appended (Appendix A – Tariffs and Operating Hours). These charges may be subject to change through the duration of this revised strategy.

2.0 Strategy - Aims and Objectives

2.1 In developing a Strategy, a clear hierarchy of Aims, Objectives, Policies and Proposals has been identified.

2.2 The aims are what the Strategy seeks to achieve. The aims are developed further as objectives of the Strategy, which in turn are translated into policies that the proposals will deliver.

2.3 The future of the town centres, the tourist attractions of St Annes and Lytham and the issue of sustainable transport provide the strategic context, and demonstrate the need, for a coherent and realistic off street parking Strategy. The provision of car parking is not an end in itself and hence the Strategy must recognise -

- The needs of town centres as places to live, work, visit and shop

- That much of the Fylde is rural and the use of the car is often the only means of transport to the town centres
- The large number of visitors to St Annes and Lytham, both to shop and to access the tourist attractions

3.0 Aims of the Service

The parking Strategy sets out three main aims of the service which are then developed into a series of more detailed objectives.

Aim 1

To provide the residents, shoppers, visitors and commuters with a range of safe, secure, attractive and affordable customer friendly car parks in a sustainable manner. This provision should be in line with National and County integrated transport objectives set to address the environment, accessibility, safety, economy and congestion.

Aim 2

To ensure that parking is provided for cars, private hire coaches, motorcycles and motorhomes, and is suitable in terms of the number of spaces, the locations and the quality of the facilities.

Aim 3

To provide a set of policies that will enable the Council to manage the parking facilities in such a way that the viability and vitality of the town centres and tourist attractions within Fylde are maintained for its residents, shoppers and visitors alike.

4.0 Objectives

- 4.1 To provide a parking service that helps with effective management of the road network by providing parking facilities whose operating, maintenance and improvement costs are covered by the revenue that is generated and which also helps support the Council's budget.
- 4.2 To provide short stay and some long stay parking in central town areas in support of town centre businesses.
- 4.3 To provide, where required, long stay parking for commuters and visitors in car parks on the periphery of town centres and at tourist attractions.
- 4.4 To ensure designated parking spaces are available for disabled badge holders within car parks as recommended in the Department for Transport's [Inclusive Mobility best practice guide](#).
- 4.5 To provide accessible, well maintained and clearly signed car parks where appropriate information is easily available.
- 4.6 To provide parking facilities that are safe and secure to use.
- 4.7 To ensure clear signage is provided by Lancashire County Council to the car parks from the local highway network to indicate short or long stay options.
- 4.8 To allocate funding to allow a regular maintenance, cleansing and improvement programme to ensure those Objectives 4.1 – 4.7 are achieved.

- 4.9 The Council will aim to set charges that will not discourage the use of local facilities or disadvantage local business in order that the vitality and viability of the area is maintained and improved wherever possible. The Council will consult with the local Chambers of Trade and business groups as part of this process.
- 4.10 To consider the future level of short and long stay parking provision in light of alternative modes of transport and potential future demand for electric charging.
- 4.11 To help identify locations in or near the town centres for use as coach drop off/pick up points for use by private hire coach companies and to identify locations for coach parking.
- 4.12 To be responsive to ongoing feedback from businesses and the wider community on the off street parking needs of the Borough.
- 4.13 To manage the parking enforcement service for off street parking under the powers granted through the Traffic Management Act 2004 Civil Parking Enforcement (CPE).
- 4.14 To work with Lancashire County Council in assessing changes to on-street parking provision.
- 4.15 To monitor the performance of the car parks in terms of usage and revenue.
- 4.16 To allow the car parks to be used for appropriate charity or public information displays and commercial events as per Fylde Council's Events Policy, subject to adequate agreements being in place.
- 4.17 To restrict and prevent inappropriate use of the Council's car parks.
- 4.18 To identify opportunities for the provision of additional car parking within the Borough for the Council to consider when appropriate.
- 4.19 To provide suitable locations that allow overnight motorhome parking

5.0 Policies

5.1 The demand for and the supply of parking spaces.

PP1.1 The demand for and the supply of car park spaces will be kept under review. New car park spaces will only be provided when there is a recognised shortage of spaces in the locality concerned and where land is available.

PP1.2 The Council, where possible, will encourage partnership work with private car park operators to help maintain sustainable levels of service and parking provision.

5.2 Short Stay Parking (Objective 4.2)

PP2 Preference will be given to short stay parking in town centres by imposing maximum lengths of stay where necessary and by introducing tariffs to reflect the desired use.

5.3 Long Stay Parking (Objective 4.3)

PP3 Long stay parking will generally be located on the periphery of town centres and at tourist attractions unless it is considered to be suitable for a specific car park.

5.4 Parking Tariffs

5.4.1 Parking tariffs are a central issue to the parking operation: as a source of dissatisfaction to some people that have to pay them; those who consider that they impede trade; as a source of revenue; and as a potential traffic and transportation management tool.

5.4.2 Objective 4.1 of this Strategy refers to securing sufficient revenue to cover the operational costs and to fund improvements.

5.4.3 Objective 4.9 of this Strategy seeks to establish a charging structure for parking that will maintain the competitiveness and attractiveness of the town centres. The revenue generated will also provide the funding for the maintenance programme identified in Objective 4.8. Objective 4.12 identifies the need to be responsive to feedback from the community, so that the tariffs are viewed with more acceptance.

5.4.4 Permits for residents and businesses are available for certain car parks. 'All' car park staff permits are issued only to those who require them for business purposes. 'All' car park Councillor and Alderman permits are issued to all councillors and Aldermen on request. Temporary permits may also be available where external agencies benefit the council or the wider community.

5.4.5 Occasionally members of the public or businesses wish to use space on a car park to park a class of vehicle or object not normally allowed elsewhere or for a vehicle to be left on the car park for longer than would normally be allowed. Depending on the circumstance a dispensation may be available, charged at a rate to cover loss of income and set by the Council's Parking Services.

PP4.1 A tariff structure will be maintained for all car parks serving the town centres and tourist attractions. Tariffs will be reviewed at least every two years on consideration of –

- the need to maintain the vitality and viability of town centres and tourist attractions.
- the need to maximise the benefits of available car park space.
- the patterns of usage and turnover of spaces at each location.
- existing tariff rates.
- the need to fund maintenance and improvement works.
- the need to consider residents.
- tariffs charged by neighbouring authorities

PP4.2 The issuing and cost of parking permits will be kept under review.

5.5 Parking for Disabled Person Vehicles (Objective 4.4)

5.5.1 There are 89 spaces in the Council's car parks designated for blue badge holders. This represents an average of 6.7% of the parking spaces available in all car parks. In short stay/town centre car parks The Council presently provides 9.6% of spaces for disabled users.

5.5.2 Where practical the council aims to meet the suggested guidance set out in the [Department for Transport's Inclusive Mobility best practice guide](#). Where individual charged car parks fall short of these guidelines the Council will aim to make relevant appropriate improvements as resources permit.

5.5.3 It is considered that the current level of short stay/town centre provision is adequate and generally satisfies the demand.

5.5.4 It is considered fair to maintain a policy of charging disabled badge holders when parked outside one of the designated disabled parking bays. When parked in a marked disabled bay, with a valid permit and parking clock correctly shown, three hours free parking will apply.

5.5.5 Designated disabled bays within the car parks are required to be clearly signed to reflect the desired use.

PP5.1 The provision of disabled blue badge holder parking in car parks will be maintained in terms of number of spaces unless it can be demonstrated that -

- there is a shortage of spaces for badge holders and additional spaces can be identified; or
- there is a surplus of spaces for badge holders and an appropriate number can be reallocated for other users.

5.6 Safety and Security (Objective 4.6)

5.6.1 An important consideration in influencing people's views of a car park and whether it is a place they will continue to visit, is whether they feel safe for themselves and their vehicle. Factors relevant to safety and security include lighting, visibility, layout, accessibility and security barriers.

PP6.1 The issues of personal safety and vehicle security at car parks will be a priority. Measures will include –

- High quality lighting
- Minimising obstruction of sight lines for motorists and pedestrians
- Regulating arrangements for pedestrian and vehicle access
- Regular patrols and enforcement by Civil Enforcement Officers

5.7 Coach Parking (Objective 4.11)

5.7.1 Tourism is a major part of the economies of the towns in Fylde served by many national, regional and local coach companies. Demand for spaces will vary throughout the year and provision will continue to be made available where there is a sufficient demand.

PP7.1 To identify appropriate off street locations for long stay coach parking.

5.8 Improvement and Maintenance of Parking Infrastructure (Objectives 4.5 and 4.8)

5.8.1 A major determining factor in people's experience of visiting the towns of Fylde is the quality of the environment. The first place those visitors often see and experience once they leave their car is the car park. Consequently, the quality of the parking infrastructure is important and should create a good first impression to those visitors.

5.8.2 Financially, the Council is limited in what it can achieve and how quickly it can be achieved. It is important, however, that a good standard of parking is achieved and maintained. A continued capital investment in the Council's car parks is required in order to sustain their long term use.

5.8.3 Prior to implementing significant improvement or maintenance of any car park a scheme will be designed, in conjunction with the Council's Regeneration Team, in order to achieve the best possible efficient layout, landscaping and integration within its surrounding area.

5.8.4 The pay and display equipment in most of the Council's car parks were replaced in 2015 and 2016 and include the ability to take card payments in addition to cash. Machines are linked to a central computer to enable real time detailed car park monitoring.

5.8.5 Since 2020, in response to the Covid 19 pandemic, all pay and display car parks have accepted payment viable mobile phone in addition to cash and cards.

PP8.1 The parking infrastructure will be improved and maintained to a high standard to encourage their use and to ensure that the car parks are welcoming locations at which to park.

5.9 Enforcement (Objective 4.13)

5.9.1 The Council is currently responsible for parking enforcement for off street car parking under Civil Parking Enforcement powers. Lancashire County Council is responsible for on street enforcement.

5.9.2 The enforcement contractor will continue to maintain a high level of enforcement and uniformed presence in the Council's car parks. This will offer advantages in terms of safety and security for the customers and also provide enforcement of the car park regulations.

PP9.1 The Council will continue to manage the enforcement of parking regulations in its off street car parks in a positive, consistent and transparent manner.

PP9.2 The Council will work with its enforcement contractor to promote a wider understanding and acceptance of parking enforcement with the customer.

5.10 Use of the Car Parks (Objective 4.16)

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

5.10.2 Applications to hold events on car parks will be assessed on the cost to the council and local businesses through lost income against the proposed benefit of the event to those attending or money raised for charity in line with Fylde Council's [Events Policy](#).

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

PP10.1 The Council will consider the use of the car parks for various events, displays, markets and public information exercises subject to adequate agreements being in place.

5.11 Motorhomes, HGV's, horseboxes and Overnight Parking (Objective 4.19)

5.11.1 The Council recognises that there needs to be provision in its car parks to accommodate the parking of motorhomes and, on occasions, HGV's.

5.11.2 The Council recognises that motorhome users, as a tourist group, wish to visit the area and stay overnight to enjoy the local tourist offer and contribute to the local economy. Appropriate car parks will be identified to allow motorhomes to park overnight.

5.11.3 Horse riders have for historically exercised horses along St Annes Beach leading many to park horseboxes on some car parks. To ensure the Council is not held liable for any damage caused to other vehicles, only those users with associated third party horse insurance are able to use designated car parks for loading/unloading of horses.

PP12.1 The Council will not permit the parking of HGV's in its car parks without specific permission.

PP12.2 The Council will not permit overnight parking by HGV's in any of its car parks.

PP12.3 The Council will allow daytime parking for motorhomes in long stay car parks. Overnight parking of motorhomes will be allowed on designated car parks only. Depending on public opinion further sites may be considered. The provision of facilities for motorhomes will be assessed and implemented where financially viable.

PP12.4 The Council will allow the loading and unloading of horses from horseboxes on designated car parks on the condition that appropriate insurance is held and a permit is obtained.

5.12 Christmas Parking

5.12.1 To support town centre businesses the Council operates an annual scheme to provide free parking on all car parks on the three full weekends leading up to Christmas Day. The national campaign 'Small Business Saturday' is held on the first Saturday of December to support small independent shops. Where the first Saturday of December does not fall on one of the three full weekends leading up to Christmas Day then free parking will also be offered.

PP13.1 The Council will operate an annual scheme to provide free parking on all car parks on the three full weekends leading up to Christmas Day plus on the 1st Saturday of December.

5.14 Car Park Operation

5.14.1 The pay and display operation of the car parks has been reviewed in order to consider alternative systems. The current operation is considered to be most appropriate for all car parks.

5.14.2 A pay on foot (barrier controlled) system has been trialled on Stanner Bank Car Park but found to be inappropriate due to breakdowns associated with vandalism as well as additional costs and officer time to operate the system.

5.14.3 Other alternative operating systems should be reviewed and considered as appropriate. Automatic Number Plate Recognition (ANPR) is currently not allowed to be used for direct enforcement by Local Authorities on public car parks. However it may be possible for ANPR technology to be used to complement the current pay and display systems and assist enforcement officers to target patrols and could be considered for implementation.

5.15 Electric Vehicle Charging

5.15.1 The use of electric vehicles has increased in recent years. With Government commitments to increasing the number of electric vehicles, improvements to technology and the increased range of electric vehicles available, demand for electric charging points is likely to increase.

PP15.1 The Council will consider installing electric vehicle charging units on car parks where it is technically viable to do so and appropriate funding is available.

6.0 Implementation

6.1 Within the policy context established in the preceding section, a number of initial proposals can be identified at this stage for implementation during the period prior to the next review of the strategy.

- PP4 Parking Tariffs

Review tariffs and permits to be carried out by the Car Park Working Group at least every two years.

- PP5 Provision for Blue Badge Holders

Where required and possible provide additional disabled bays in appropriate places on charged car parks to meet suggested DfT guidelines.

- PP6 Safety and Security

Lighting improvements – as part of ongoing lighting improvements replace Sodium fittings with LED.

- PP8 Maintenance and Improvement

Wall Replacement – Ongoing replacement of North Promenade retaining wall

Surface repairs – Monitor car parks, especially Fairhaven Road and St Annes Swimming Pool Car Parks, for deterioration. Works associated with the renewal of St Annes sea defences are likely to disrupt these locations so significant resurfacing to be delayed until after the sea defence works are complete.

Signage replacement – Continue with a programme of signage replacement in line with Fylde Council's Coastal Signage Strategy

Signage Improvement – Introduce directional signage from car parks to points of interest

- PP15_ Electric Vehicle Charging

Co-ordinate the installation and operation of electric vehicle charging points across the Borough for use by Taxis as part of a Lancashire taxi charging network

Develop an Electric Vehicle Infrastructure policy for Fylde Council

Review the potential for installing electric charging points on car parks for use by members of the public.

6.2 Ongoing policy implementation will be dependent on resources and budgets being made available on an annual basis. Other external revenue streams will be explored to secure funding to assist implementation of the policy where possible.

7.0 Monitoring, Review and Transparency

7.1 The Fylde car park strategy will not remain static but will evolve to keep pace with changes in national and local policy and with changes in demand. This Strategy has a set of core Aims, Objectives and Policies from which the detailed proposals to be implemented will emerge. As a result, there will be a need for continued ongoing monitoring and review.

7.2 To meet government transparency requirements, each year Fylde Council publishes its annual parking report on the Council website. This report details parking revenue and expenditure as well the number of Penalty Charges issued and how they progressed. This report shows previous years data so it can be compared between years and against other Local Authority's annual reports.

7.3 To enable this Car Park Services will be monitored against the following targets which will be reported in the Council's parking annual report:

T1 Meet budget expectations (within 5% of original estimate)

T2 Response times for both pre Notice to Owner Challenges and post Notice to Owner Representations (at least 90% with acknowledgement within 5 working days and full response within 10 working days)

T3 The number of cases going to the Traffic Penalty Tribunal (no more than 5 per year)



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Date: 15th March 2022
Our Ref:

Review Date: 2024
Authorised by: Andrew Loynd, Technical Support Manager



Lytham Car Parking

Consultation Summary

January 2022

Consultation

We are reviewing parking arrangements in Lytham to ensure there is appropriate parking facilities to support both the town and wider area. It is important to ensure that residents, businesses, shoppers, visitors and workers have access to sufficient, good quality, safe and welcoming parking provision.

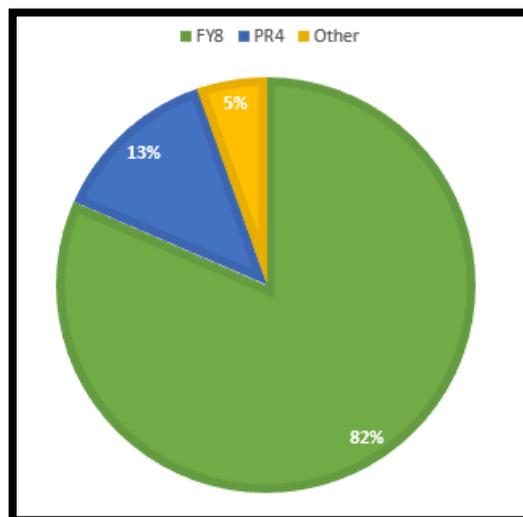
This survey focuses primarily on the provision of off-street parking (i.e. public car parks) which Fylde Council operates. However, concerns regarding on-street parking issues and suggestions on how to improve on-street parking provision will be passed to Lancashire County Council for their consideration.

Response Rate

2365 Responses	09:53 Average time to complete	Closed Status	...
-------------------	-----------------------------------	------------------	-----

1. To help collate an insight of local specific needs, please provide details of your postcode.
[More Details](#)

2365
Responses



Responses by area FY8 (1929), PR4 (310), Other (126)

2. Do you have problems finding a parking space In Lytham?

[More Details](#)

Yes	249
No	1488
Sometimes	628

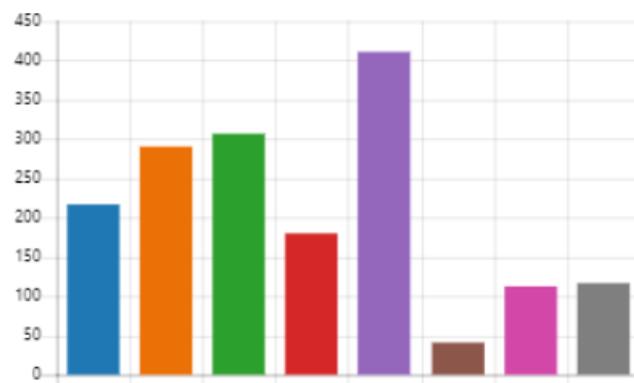


- 63% do not have problems finding a parking space in Lytham

3. If yes or sometimes, please give reasons (tick all boxes that apply).

[More Details](#)

Heavy parking due to residents	216
Problems due to inconsiderat...	291
Too many parking restrictions ...	306
No parking available for visitors	179
Heavy parking due to non-resi...	411
Problems only during school ...	41
Large vehicles/commercial ve...	113
Other	116

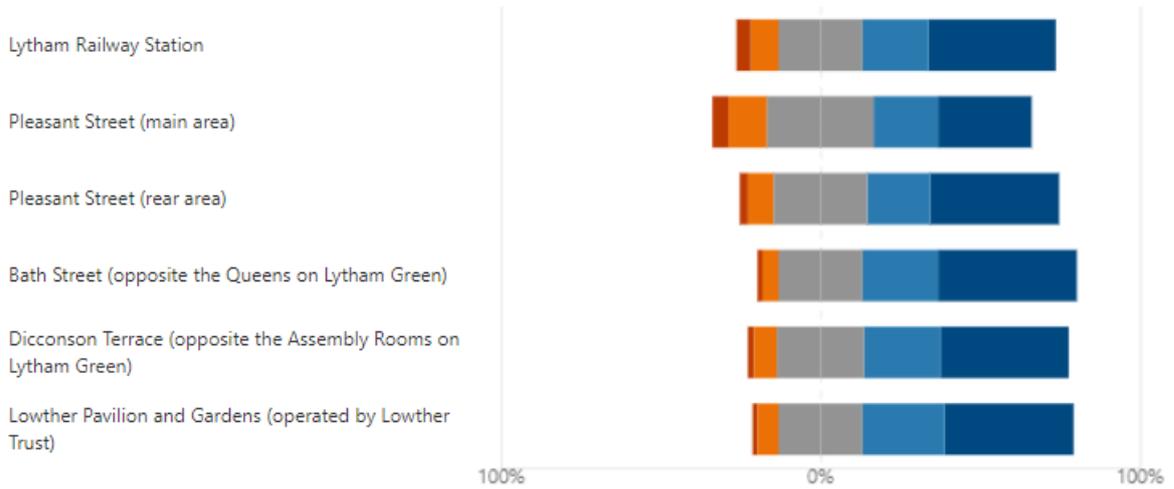


- 11% who did have problems, the majority said that it was due to heavy parking due to non-resident/business users

4. Which car parks do you use? Please choose from the following:

[More Details](#)

Always - it's my first choice Frequently Sometimes Rarely Never

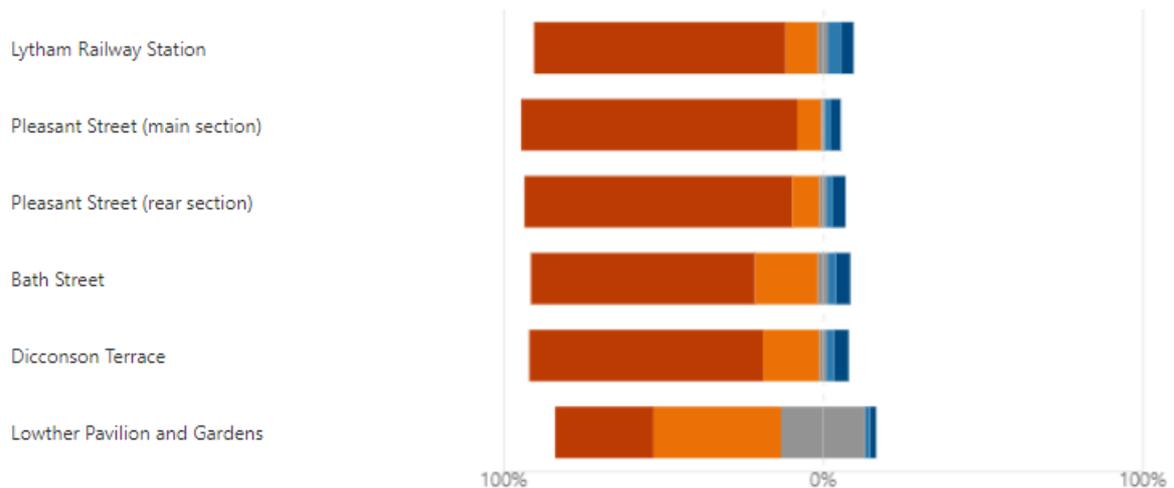


- Most frequent car park used was pleasant street, least used is Bath Street (opposite the Queens on Lytham Green)

5. When you use these car parks, what is the main reason for your stay?

[More Details](#)

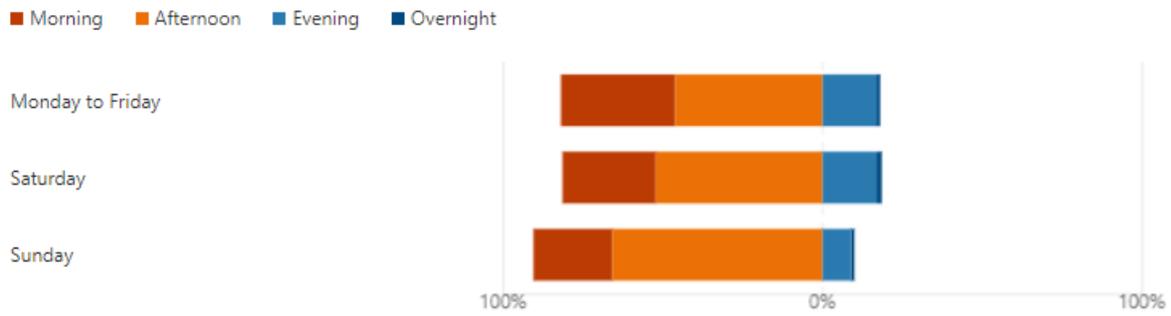
Shopping/ Hospitality Tourism/ Recreation Events Work Visiting a local resident



- Main reason for using car parks in Lytham for Shopping/Hospitality purposes

6. When do you most use these car parks?

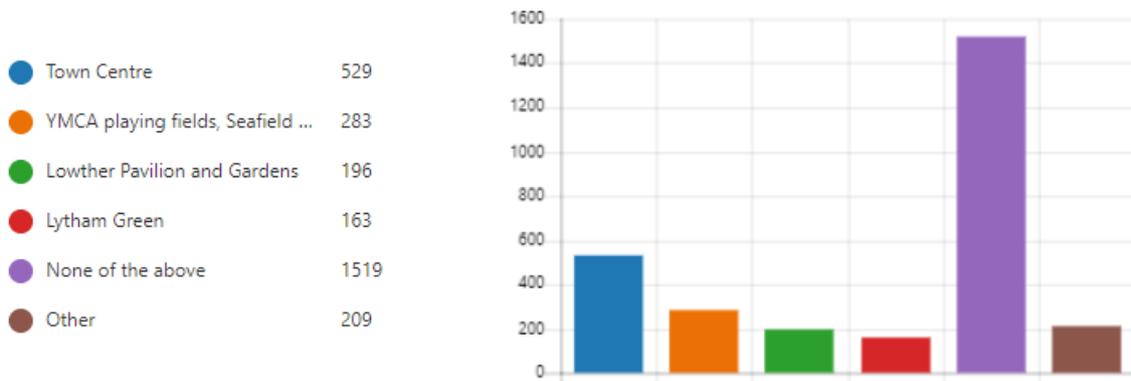
[More Details](#)



- Most use the car parks in the afternoon.

7. Would you like to see additional parking near any of the following locations? (tick all that apply)

[More Details](#)

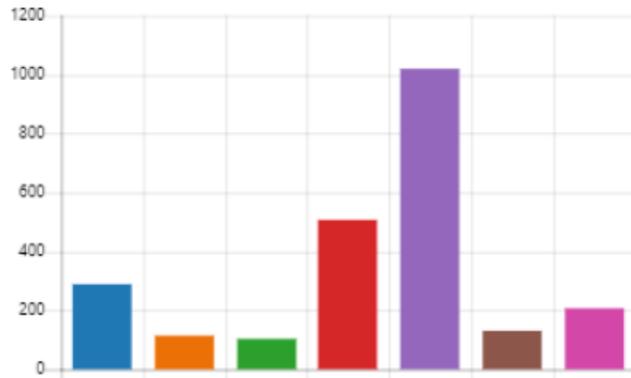


- 64% would not like to see additional parking in the areas suggested. Out of the remaining 36%, most would like to see more parking in Town Centres

8. If yes to any above, which of these options would you favour (tick all that apply)

[More Details](#)

● Slightly widening Bath St Car ...	291
● A new car park on Lytham Gre...	115
● A new car park on Lytham Gre...	106
● A new car park on land beside...	509
● No	1020
● Yes, but unsure where	133
● Other	208



- 21% supported a new car park on land beside the triangle abutting the promenade between Fairlawn Rd and the end of Seafield Road (not on Lytham Green).

9. Can you suggest any other areas that could be considered to create additional parking?

[More Details](#)

1181

Responses

Latest Responses

"annex lytham cricket club grounds OR purchase an area little used b...

10. Any other parking related comments you wish to raise?

[More Details](#)

1662

Responses

Latest Responses

"The station car park is also known as the " MYSTERY CAR PARK" as t...



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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	15 MARCH 2022	6

ST ANNES SEAWALL UPDATE REPORT

PUBLIC ITEM

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

SUMMARY

The Council has been successful in securing Environment Agency approval for the Outline Business Case for the replacement of the hard sea defences at St Annes Seawall.

The report requests the approval of the Operational Management Committee to engage Jacobs UK to undertake the detailed design at a cost of £544,000, and to engage Volker Stevin to undertake early supplier engagement for £123,500 to support this process.

RECOMMENDATIONS

The Operational Management Committee are requested:

1. To draw down £538,500 funding from the approved risk/contingency budget for the project to deliver the development stage at a total cost of £1,383,500 (expenditure detailed in Table 4) through the Councils approved capital programme as detailed within the report and update the overall phasing of the programmed expenditure as detailed in Table 3.
2. To approve the engagement of Jacobs UK at a cost of £544,000 and Volker Stevin Civil Engineering Contractors at a cost of £123,500 to deliver the Planning Stage as detailed below in paragraphs 16-19 from within the £1,383,500 described above.

SUMMARY OF PREVIOUS DECISIONS

Operational Management Committee -14th July 2021

1. To recognise the volume and strength of response as part of the consultation exercise and incorporate the retention of local attractions such as the miniature railway, beach huts and pitch and putt golf course.
2. To approve Option 3C as detailed in the report as the Council's preferred option.
3. Subject to Environment Agency approval of the Outline Business Case, approve the commencement of the Phase 2 Planning Stage of this project set out in the report at an estimated cost of £845,000 with the works being funded from the Environment Agency flood defence grant in Aid programme: £600,000 from the Council's 2021/22 capital programme and £245,000 from the 2022/23 capital programme.
4. Subject to Environment Agency approval of the Outline Business Case, approve the drawdown of the £600,000 business support budget.

5. Approve the procurement approach as set out in the report to use the Environment Agency's National Framework to procure the consultant and contractor, and to deliver the development stage of the St Annes Sea Wall project. To authorise that contracts are to be then entered into through the Environment Agency's National Framework for the Planning Studies.

Council – 5 July 2021

1. To approve a fully funded addition to the St Annes Seawall capital scheme within the Council's capital programme to the sum of £11,820,700 funded by Environment Agency grant of £9,520,700 and the Council's contribution of £2,300,000 towards the total project cost to be met in full from the Funding Volatility Reserve and phased as detailed within the body of this report from 2021/22 – 2024/25.
2. Subject to approval a further report will be presented to the Operational Management Committee to seek agreement of the final design, scheme costs and procurement route.

Operational Management Committee – 16 June 2021

1. To recommend to Council approval of a fully funded addition to the St Annes Seawall capital scheme within the Council's capital programme to the sum of £11,820,700 funded by Environment Agency grant of £9,520,700 and the Council's contribution of £2,300,000 towards the total project cost to be met in full from the Funding Volatility Reserve and phased as detailed within the body of this report from 2021/22 – 2024/25.
2. Subject to approval a further report will be presented to the Operational Management Committee to seek agreement of the final design, scheme costs and procurement route.

Operational Management Committee - 16 March 2021

To appoint Councillor John Kirkham as the representative to join the project board, oversee the development of the project and report back to the Operational Management Committee on progress on a regular basis.

Operational Management Committee - 8 September 2020

3. To recommend to Council approval of a new fully funded capital scheme 'St Anne's Sea Wall' within the Council's Capital Programme for 2020/21 in the sum of £300,000, to be met in full, from the Environment Agency flood defence grant in Aid programme.
4. Subject to 1 above, approve the commencement of the proposed development studies as identified in the report in the sum of £300,000, with the works being funded from the Environment Agency flood defence grant in Aid programme;
5. To approve the procurement approach detailed in the report to use the Environment Agency's National Framework to procure the consultants to deliver the development stage of the St Anne's Sea Wall project. To authorise that a contract(s) to be then entered into through the Environment Agency's National Framework for the Development Studies.

Community Focus Scrutiny Committee - 14 October 2010

To endorse the decision of Cabinet to adopt the policies set out in the North West England and North Wales Shoreline Management Plan for the Fylde coastline.

Cabinet- 15 September 2010

Adoption of the Shoreline Management Plan (SMP)

That subject to consideration and comment by the appropriate scrutiny committee to adopt the policies set out in the North West England and North Wales Shoreline Management Plan for the Fylde Coastline.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	√
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√

REPORT

BACKGROUND

1. In 2020 the Council was awarded £300,000 Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case with supporting evidence to determine the preferred solution for maintaining the integrity of the strategically important 660-metre-long Island headland to reduce the risk of coastal erosion and flooding to over 400 properties.
2. The project team comprising of the Head of Technical Services and the Council’s Chief Engineer have been working with Jacobs UK and Volker Stevin, the contractor responsible for delivering the Fairhaven to Church Scar Coastal Defence scheme, to develop the Outline Business Case.
3. In March 2021 a Project Board was established, and Cllr John Kirkham was selected to join the Board to act as a Councillor representative to oversee the development of the project and report progress to the Operational Management Committee.

DEVELOPMENT OF THE PROJECT

4. Following the report to the Operational Management Committee on the 14th July 2021 the Outline Business Case was submitted to the Environment Agency and approved on the 4th October 2021.
5. Prior to the submission of the Outline Business Case the team comprising of the Council’s Technical Services Team and Jacobs UK reworked the project cost plan.
6. The Environment Agency have now approved the scheme and the final award is a total cost of £12.1m funded by EA Grant of £9.69m and the council's contribution of £2.42m. This has been approved by Full Council and included in the capital programme and the Medium-Term Financial Strategy forecast as the budget for the project.

FINANCIAL IMPLICATIONS

7. The total capital cost for the whole scheme is estimated at £12,111,000. The breakdown of this is shown in Table 1 below.

Table 1 – Project capital cost estimate

Cost Heading	Total £
Surveys, detailed design, consents, project management, supervision	890,000
Business support/disruption costs	600,000
Construction costs	8,809,255
Risk (defined by the Environment Agency Risk Analysis Tool with adjusted optimism bias)	1,811,745
Total capital cost	£12,111,000

8. A breakdown of the capital funding strategy is included below in Table 2:

Table 2 -Capital funding strategy

Funder	Total £
Environment Agency grant	9,691,000
Fylde Council contribution (2023/2024)	2,420,000
Total capital cost	£12,111,000

9. The phasing of the estimated project expenditure is included in table 3. Should the above project delivery timescales be met, it is estimated that Fylde Council's contribution will be required during the 2024/2025 financial year.

Table 3 – Estimated phasing of costs over the life of the project

2021/22	2022/23	2023/24	2024/25	Total
£500,000	£850,000	£3,800,000	£6,961,000	£12,111,000

10. As the detailed design stage progresses and the Project Manager looks to appoint consultants and a contractor to progress the detailed design stage of this project, costs are being firmed up.

Table 4 – Shows the latest estimate to undertake the design stage of the project compared to the original approval detailed in the report to the Operational Management Committee on the 14th July 2021.

Title	Description	Original Approved Budget	Revised Latest Estimate
1) Planning and Construction stage costs-Coastal Defence Team			
Project Team	Engagement of Project Manager	£153,000	£173,000
	Engagement of Assistant Project Manager/Site Supervisor	£84,000	£84,000
	Engagement of Quantity Surveyor	£88,000	£88,000
Surveys	GI including consents, licences and application fees, supervision and contract admin	£110,000	£110,000
	Sub Total	£435,000	£455,000
2) Planning and Construction stage costs-Jacobs Consulting Engineers			
Surveys	Topographical, ecological, and environmental impact	£75,000	£90,000
Consents	Licenses and applications-marine license, planning application, S61	£20,000	£23,000
Detailed Design and Construction	Detailed Design	£175,000	£544,000
Construction	Design support during construction	£50,000	£110,000
	Sub Total	£320,000	£767,000
3) Planning and Construction Stage costs Volker Stevin			
Design	Early Contractor involvement (ECI) during detailed design	£50,000	£83,500
Stakeholder engagement	Communications assistance during detailed design and construction	£40,000	£40,000
	Subtotal	£90,000	£123,500
	RNLI Design for ramp		£38,000
	Grand Total	£845,000	£1,383,500

11. The additional cost of £538,500 shown in Table 4 above is to be fully funded from the contingency / risk budget of £1,811,745. The contingency / risk budget will therefore be reduced to a remaining balance of £1,273,245.
12. The ongoing revenue costs to maintain the new seawall will be met from existing revenue budgets. Due to continued sea level rise it is anticipated that in year 50 the defences will need raising further. This will be the subject of a further bid to the Environment Agency or the appropriate government department/agency at the time.

PROJECT STAGES & NEXT STEPS

13. Delivery of this project has been split into 3 distinct phases as shown in Table 4 below.

Table 4 – Phases of the project

Phase	Description	Status
Phase 1	Feasibility production of the Outline Business Case	Complete
Phase 2	Planning Stage surveys, consents, licenses and applications and detailed design	Commenced in October 2021
Phase 3	Construction	Commence Autumn 2023

14. Phase 2 Planning Stage consists of technical surveys including topographical and geotechnical surveys which have been completed, detailed design, ecological, and bird surveys (ongoing) and environmental surveys and reports. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) licence.
15. The Project Manager has commissioned the Geotechnical Investigation and Bird Surveys complying with the Councils Procurement Regulations and Contract Rules and Procedures.
16. Fylde Council have received a fee proposal from Jacobs UK to carry out the detailed design for £544,000. The original Outline Business Case budget estimated was £245,000. However, this estimate, submitted by the project team, was based on the requirement for similar sea defence projects across the Fylde coast. Whilst the sea defence project at the Island is of lower value than most others along the Fylde coast, the location and inclusion of several business and community stakeholders means it is a more complex project. The design and study cost has been impacted significantly by an unavoidable delay of at least six months, firstly because of the pandemic’s impact on resources and availability, and secondly the requirement from one of the lead stakeholders to amend the outline design initially agreed at the Outline Business Case stage, leading to additional work to meet their operational requirements. These factors have led to an increase in cost for the detailed design and studies.
17. Fylde Council have also obtained a revised quote from Volker Stevin for £123,500 to provide support during the detailed design in terms of buildability, health and safety, cost estimates and ongoing communications support.
18. The increased costs are because of the complexity of design, build, stakeholder numbers and the level of risk that has been recognised and included in the significant project contingency. There are 20 adjacent businesses and other community stakeholders that have an interest in the project, the level of detail design required to tie in the proposed sea wall with the adjacent businesses on the landward side, the phased construction with sectional completion along with handover requirements, and general post Covid price increases in oil, materials, inflation, “claw back” and fees has resulted in a revised costing for detail design and studies.
19. It is recommended that £538,500 is drawn from the £1,811,745 contingency/risk element of the project to cover the cost of the detailed design and preliminaries. This will leave a £1,273,245 contingency risk

pot for the remaining phases; the project board have been advised that the significant contingency set aside remains sufficient for the project.

20. The revised cost plan and the engagement of Jacobs UK and Volker Stevin Civil Engineering was presented to the project board on the 24th February 2022 and recommendation was to proceed to formal Operational Management committee approval.

PROCUREMENT AND VALUE FOR MONEY

21. The procurement approach for the project is to commission through the Environment Agency’s National Framework, Jacobs UK and Volker Stevin have undergone a national tendering process to be selected as the approved consultant and contractor respectively. The Environment Agency have bench marked Jacobs UK £544,000 fee proposal plus the costs to undertake the ecological and environmental impact studies with similar projects concluding that it is within the benchmark estimate of £624,000 for this element of work on a £12.1m contract of this nature.
22. The Construction Phase of the project is currently programmed to commence in Autumn 2023 with completion by April 2025, subject to confirmation by the detailed design and survey works.

PROJECT/RISK MANAGEMENT

23. The project is being delivered in the PRINCE2 environment (Projects in Controlled Environments). PRINCE2 has an established project governance structure with specific project roles and responsibilities. The St Annes Seawall Project Board is now established and will continue to meet monthly throughout the project, part of the standing agenda is to review the risk log to identify and manage anticipated risks to the project.

IMPLICATIONS	
Finance	The report recommends: draw down of an additional £538,500 from the approved contingency budget for the project to deliver the development stage at a total cost of £1,383,500 (expenditure detailed in Table 4) through the Councils approved capital programme as detailed within the report and update the overall phasing of the programmed expenditure as detailed in Table 3; and to approve the engagement of Jacobs UK at a cost of £544,000 and Volker Stevin Civil Engineering Contractors at a cost of £123,500 to deliver the Planning Stage as set out in the report.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Darren Bell	darren.bell@fylde.gov.uk 01253 658465	25 February 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	OPERATIONAL MANAGEMENT COMMITTEE	15 MARCH 2022	7

NOMINATIONS TO OUTSIDE BODIES/WORKING GROUPS

PUBLIC ITEM

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

SUMMARY

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

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

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

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

This report covers those nominations that relate to the Operational Management Committee.

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

RECOMMENDATIONS

The Committee is invited:

1. To recommend to Council any nominations to the outside bodies within the remit of the Operational Management Committee,
2. To confirm the membership to any working groups that relate to the terms of reference of the committee.
3. To note the reports from members currently serving on Outside Bodies.

SUMMARY OF PREVIOUS DECISIONS

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

CORPORATE PRIORITIES

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

REPORT

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

Operational Management Committee- Outside bodies/partnerships			
Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Lancashire Waste Partnership	The LWP incorporates 15 Lancashire waste authorities, at both officer and member level, in an active approach to integrated waste management across the whole county area	Every four months (3xp/a)	Chairman of Operational Management
PATROL	The joint Committee forms an over-sight of the work of the adjudicators of the independent adjudication service and reviews compliance by all Local Authorities	When required	Councillor John Kirkham
Sintropher Working Group	Partnership between Blackpool/Fylde and LCC to develop integrated transport solutions for the Fylde Coast	When required	Councillor John Kirkham

Operational Management Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Car Parking	The group forms approx. every two years to review the council's strategy and approach to car parking	Ongoing	Councillors Alan Clayton, Paul Hodgson, Michelle Morris, David O'Rourke, Roger Small, Stan Trudgill
Bus Shelter Review	To review the provision of the service, best use of S106 funds & policy for new requests	Ongoing	Councillors Mark Bamforth, Julie Brickles, Alan Clayton, Paul Hodgson, Roger Small
Carbon Neutral Working Group (Lead committee EH&H)	To investigate and consider the options to minimize the reliance on single use plastic items across the borough to become a 'plastics conscious' borough. To develop a Carbon Reduction Action Plan with a view to the Council becoming net-zero carbon by 2050	Ongoing	Councillors Julie Brickles, Chris Dixon, Viv Willder, Bobby Rigby. (plus 2 reps from Planning and 3 reps from EH&H)
Lytham Park Cemetery and Crematorium Working Group	To look at the medium and longer term strategy and investment issues regarding the cemetery and crematorium	Ongoing	Councillors Roger Small, Mark Bamforth, Chris Dixon, Will Harris, Bobby Rigby, Viv Willder.

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

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

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Appendix 1 – Summary and reports received on current Outside Bodies

Outside Body	Councillor	Report Status
Operational Management Committee, 15 March 2022 meeting		
Lancashire Waste Partnership	Chair of Op Mgmt (Roger Small)	To follow
PATROL	John Kirkham	Nil return – no meetings
Sintropher Working Group	John Kirkham	Nil return – no meetings

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
TECHNICAL SERVICES	OPERATIONAL MANAGEMENT COMMITTEE	15 MARCH 2022	8

CAR PARKING ANNUAL REPORT 2020/21

PUBLIC ITEM

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

SUMMARY OF INFORMATION

Each year Local Authorities are expected to produce and publish an annual report to present financial and statistical information relating to Local Authority parking operations to the public. This information item is presented to the committee to advise them of the report for 2020/21 and highlight key points from this.

SOURCE OF INFORMATION

The data used for the Fylde Parking Annual Report 2020/21 is compiled from Fylde Council's finance system (CIVICA General Ledger), the Parking Service's records of Penalty Charge Notices (Chipside Case Manager) and general records of Fylde Council's car parks.

LINK TO INFORMATION

<https://new.fylde.gov.uk/council/transparency/parking-information/>

INFORMATION

1. Statutory Guidance is provided by Central Government as to how Local Authority parking services may be operated. Part of this stipulates that certain statistical and financial information must be made public via an annual report. In addition the Transparency Code requires further information to be made public. The Fylde Parking Annual Report 2020/21 includes information required for both of these.
2. Key financial points to emerge from this report is that in 2020/21 parking enforcement income and costs incurred a £42,083 deficit while car park operation income and costs resulted in a £289,886 surplus; a total Parking Services surplus of £247,803, a decrease of £74,381 on the previous year. This income to the Council has been used to help support other services via the Council's general fund.
3. From the Council's enforcement activities the total number of Penalty Charge Notices (PCNs) issued decreased by 686 from the previous year. Of 1,131 PCNs issued over 73% resulted in payment to date. 24% of PCNs have been cancelled to date, mainly as a result of successful challenges where reasonable grounds were provided why a PCN should not be paid. This demonstrates that Parking Services, while enforcing the car parks' conditions of use, will take into account extenuating or mitigating circumstances when considering challenges and exercise fair and proportionate discretion where appropriate as required by the Traffic Management Act 2004.
4. If a person has formally challenged a PCN and it has been rejected they are able to appeal their case to the Traffic Penalty Tribunal where an independent adjudicator will review all case evidence. In 2020/21, of the

1,131 PCNs issued during the year, 4 cases (0.35% of all PCNs) went to the tribunal, of which 2 were allowed (i.e. found against Fylde Council) and 2 were dismissed (i.e. found in favour of Fylde Council).

5. The Fylde Parking Annual Report 2020/21 can be viewed by the public in the 'Transparency' section of the Council's website.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To advise the committee that the Fylde Parking Annual Report 2020/21 has been produced and made public.

FURTHER INFORMATION

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Fylde Council Annual Parking Report 2020/21

Technical Services Section

Fylde Council Annual Parking Report 2020/21

Financial and Statistical Information

1 Introduction

Welcome to Fylde Council's Annual Parking Report for 2020/21. This report sets out the off-street parking provision that is provided by the Council and details information relating to income and expenditure plus enforcement statistics associated with the provision of this service.

Throughout the year the main influencing factor on the operation of the car parks was the impact of the Covid pandemic. From late March through to mid-May the Country was in full lockdown. Although the car parks were officially operational during this period, income was very low as customers stayed at home as per government instruction and car park enforcement was ceased. Through April, as government guidance adjusted to allow daily exercise close to home, some criticism was received from residents that overlooked coastal car parks that they were not closed. However, in consultation with the Police, it was decided that the car parks should remain open.

As lockdown restrictions eased and more people visited the coast, social distancing floor markings were added to all car parks and, as enforcement was restarted from mid-May, all machines were cleaned by enforcement officers as they patrolled each site. From Mid-May through to October use of the car parks was high, in part due to good weather but also as a response to visitors wanting to take advantage of being allowed to leave the areas that they lived in and, as foreign travel dropped, more people were taking 'stay-cations'. In July a pay-by-phone option was introduced to the car parks as a way Covid-safe way of paying for parking without touching the payment machines and to complement the options of paying by cash and card.

Following completion of the Fairhaven to Church Scar sea defences, Stanner Bank and St Paul's Avenue car parks reopened to the public from July. Due to a delay with integrating card payments with the new barrier system on Stanner Bank Car Park, payments for parking started in September when the barrier system was put into operation. At the end of September Wood St Car Park reopened following an improvement scheme led by the Council's Regeneration team.

As part of the improvement works to Stanner Bank and Wood St car parks, complete new signage, based on the style adopted on the Town Hall Car Park when it was improved in 2019, was introduced. As part of the coastal signage strategy to improve the condition of signage, tariff boards on North Beach, Fairhaven Road and Swimming Pool car parks were replaced with the new design during September. Towards the end of the year the process to replace and consolidate all secondary signage that still displayed the old Council logo was started.

In November a Covid testing station was established on Fairhaven Road car park, occupying a significant area including the coach bays. Horse box permit holders were contacted to advise to avoid using this car park due to the reduced area and encouraged to only use North Beach Car Park.

During the Autumn further Covid restrictions were imposed through the integration of the tier system which reduced the number of visitors, particularly to the town centres. A period of lockdown was imposed throughout November with a further lockdown from the end of December until March. A government grant was received to partially compensate for the periods of lost income throughout the year.

During 2020/21 Fylde Council owned and operated 16 car parks spread over Lytham St Annes. Of these 16, 2 were free to use and 14 were charged via pay and display. The car parks comprise a total of 1,320 spaces made of 157 free spaces (88 disabled bays and other designated bays including general parking and reserved bays) and 1,163 charged spaces. Further details of the Council's car parks can be found on the Council's website www.fylde.gov.uk/resident/parking/car-parks.

Fylde Council aim to meet or exceed the Department for Transport's suggested guidelines on the number of spaces that should be allocated on each car park for use by those with physical mobility issues as set out in their [Inclusive Mobility best practice guide](#). Three hours free parking is provided to blue badge holders when parked within designated disabled bays and displaying a parking clock. Further time beyond the 3 hours can be purchased. However, if no designated disabled bays are available then blue badge holders are required to pay if they choose to park in a standard bay.

All Fylde Council owned and operated car parks are enforced under the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984 and subsequent amendments. A copy of Fylde Council's Traffic Regulation Order and amendments under which the car parks are enforced can be found in the Traffic Penalty Tribunal's library - <http://tro.parking-adjudication.gov.uk/>

Fylde Parking Services is led by the Fylde Car Park Strategy, which was formally updated in November 2019. This includes aims, objectives and policies for the service to follow. It also includes targets for the service to be monitored against. These targets, along with the performance against them for 2020/21, are as follows:

T1 Meet budget expectations (within 5% of original estimate)

	Original estimate (£)	Actual (£)	% difference
Off-street penalty charges	40,000	29,215	-26.96
Pay & display income	679,278	424,153	-37.56
Permit sales	12,050	26,275	+118.05

Income from penalties and pay and display income dropped as a result of Covid restrictions at different periods throughout the year. Permit sales significantly exceeded expectations.

T2 Response times for both pre Notice to Owner (NtO) Challenges and post Notice to Owner Representations (at least 90% with acknowledgement within 5 working days and full response within 10 working days)

	Total	Response time within	% difference
Responses to Pre NtO Challenges	334	277	82.93
Responses to post NtO Representations	27	20	74.07

Responses to representations were below targets.

T3 The number of cases going to the Traffic Penalty Tribunal (no more than 5 per year)

In 2020/21 4 PCNs that were issued during that period were subsequently referred to the Traffic Penalty Tribunal.

2 Financial Performance

2.1 Section 55 (Parking Enforcement Accounts)

As a local authority which operates Civil Parking Enforcement (as an 'Enforcement Authority') with regards to its own off-street parking provision the Council is required to keep an account of all of its income and expenditure in connection with its off-street enforcement activities. These finances are governed by Section 55 (as amended) of the Road Traffic Regulation Act 1984. The legislation sets out provisions for dealing with any deficits or surpluses in the account at the end of the financial year. Any deficit is to be made good out of the authority's general fund, whilst a surplus can either be carried forward in the account to the next financial year, or it can be appropriated to the carrying out of a specific project for one of the following purposes:

1. The making good to the general fund of any amount charged to it for the making good of a deficit in the parking account in the 4 years immediately preceding the financial year in question.
2. Meeting all or any of the cost of the provision and maintenance by the local authority of off-street parking accommodation.
3. If it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes:
 - (i) Meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services, and
 - (ii) The purposes of a highway or road improvement project in the local authority's area.

As Fylde Borough Council is not the local highway or transport authority it is unlikely that any surplus in enforcement revenue would be used for 3(i) or 3(ii) above.

The Council's parking account during 2020/21 performed as follows:

**Report on Fylde Borough Council's Parking Account
(kept under Section 55 of the Road Traffic Regulation Act 1984 - as amended)
for the financial year ending 31st March 2021**

	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)
Income					
Off-street penalty charges	44,269	41,828	49,281	41,648	29,215
Covid 19 grant support					7,036
Total Income	44,269	41,828	49,281	41,648	36,251
Expenditure					
CEO Time and Notice Processing Costs	44,030	48,019	49,847	46,502	47,545
Patrol and TEC Costs	1,079	1,115	850	1,160	888

Transport	4,312	3,532	3,421	6,708	4,980
Additional Enforcement Costs (phones, stationery etc...)	167	337	678	298	144
Service recharges	37,224	36,303	29,629	32,344	24,777
Total Expenditure	86,812	89,306	84,425	87,012	78,334
Total Surplus/Deficit	-42,543	-47,478	-35,144	-45,364	-42,083

The deficits in the parking accounts were funded from the Council's General Fund.

2.2 Off-Street Parking (Car Parks)

Income from off-street parking charges and expenditure on the purchase, maintenance, running and repair of off-street sites are not subject to Section 55 of the 1984 Act (although some of those expenditures can be funded from an end of year surplus in the Section 55 account). The Council's financial performance with regards to off-street parking during 2020/21 was as follows:

Report on Fylde Borough Council's off-street parking income and expenditure for the financial year ending 31st March 2021

	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)
Income					
Pay & display income	631,125	602,314	678,100	640,593	424,153
Contribution for maintenance of 3 rd party car park	2,417				
Permit sales	21,680	22,220	22,983	21,750	25,030
Dispensations	268	2,527	263	82	1,245
Covid 19 grant support					166,516
Total Income	655,490	627,061	701,346	662,425	605,676
Expenditure					
Premises (maintenance and equipment)	47,646	45,894	44,100	43,600	54,754
Supplies and Services	11,897	11,398	14,573**	19,262**	18,771
Service recharges	83,279	87,420	91,401	102,705	97,960
Capital Charges	16,030	12,700	8,414	12,700	12,697
Business Rates	83,911	81,354	70,010***	77,799	79,067
Fee Refunds/Income share	23,921	20,092	19,001	18,811	2,541
Capital Works	28,895	*	60,000	20,000	50,000****
Total Expenditure	295,579	258,858	307,499	294,877	315,790
Total Surplus	359,911	368,203	393,847	367,548	289,886

*Capital budget of £30,000 was deferred from 2017/18 to 2018/19. The £60,000 in 2018/19 was contribution from the car park capital budget towards the redevelopment of the Town Hall exterior, including car park, which totalled £204,867.

**Increase in costs associated with additional ongoing charges related to card payments

***Reduction in business rates a result of no longer operating Kirkham car parks (saving £8,108) and a rebate of £5,798 related to Kirkham car parks from 2017/18.

****Additional capital budget towards the cost of installing the barrier system at Stanner Bank Car Park. Additional costs incurred in 2019/20 and 2020/21 for the renovation of the car park through the Fairhaven coastal protection scheme and Fairhaven public realm scheme.

The surplus funds raised through the provision of off-street parking facilities are used to off-set the costs to the Council of providing services to the public (such as parking enforcement deficit, refuse collection and waste recycling, street cleansing, tourism services, parks maintenance, housing services etc.). Without these surplus funds, those costs would have to be met through Council Tax.

3 Statistical performance

3.1 Penalty Charge Notices Issued

There is a national list of the parking contraventions for which Civil Enforcement Officers (CEOs) are empowered to issue Penalty Charge Notices (PCNs). Below is a table giving a detailed breakdown of the numbers of PCNs which the Council's CEOs issued in respect of each type of contravention applicable to car parks during 2020/21. Figures for previous years have been included for comparison purposes. Individual contravention codes that are subject to the higher or lower rates of penalty charge are shown. Higher rates are set at £70 (£35 if paid within 14 days) while lower rates are set at £50 (£25 if paid within 14 days).

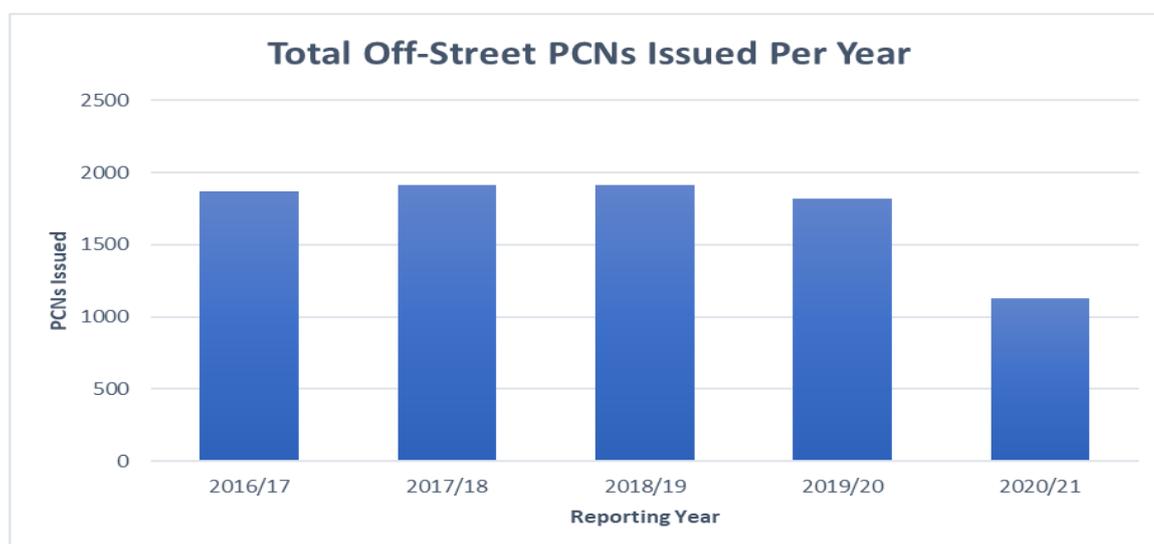
Number of Penalty Charge Notices Issued For Each Contravention Type

Off-Street (car park) Parking Contraventions						
Code	Contravention Description	PCNs 2016/17	PCNs 2017/18	PCNs 2018/19	PCNs 2019/20	PCNs 2020/21
73 (Low)	Parked without payment of the parking charge	0	0	3	0	1
80 (Low)	Parked longer than the maximum period permitted	2	5	5	8	6
81 (High)	Parked in a restricted area in a car park	14	3	7	66	88
82 (Low)	Parked after the expiry of paid for time	314	408	291	295	92
83 (Low)	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	1,192	1,248	1,369	1,226	771
85 (High)	Parked in a permit bay without clearly displaying a valid permit	69	24	30	22	32
86	Not parked correctly	76	59	58	78	41

(Low)	within the markings of a bay or space					
87 (High)	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	182	154	136	107	63
89 (High)	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	0	0	0	1	1
91 (High)	Parked in a car park or area not designated for that class of vehicle	16	12	12	12	35
92 (High)	Parked causing an obstruction	0	0	0	2	0
94 (Low)	Parked in a pay & display car park without clearly displaying multiple valid pay and display tickets when required	2	0	0	0	1
	Number of higher rate off-street PCNs issued	281	193	185	210	219
	Number of lower rate off-street PCNs issued	1,586	1,720	1,726	1,607	912
	Total number of off-street PCNs issued	1,867	1,913	1,911	1,817	1131

Total Off-Street PCNs Issued Per Year

Reporting Year	2016/17	2017/18	2018/19	2019/20	2020/21
PCNs Issued	1,867	1,913	1,911	1,817	1,131



There was a significant drop in the number of PCNs issued in 2020/21 compared to previous years, predominantly as a result of Covid restrictions resulting in no enforcement until late May and deterring visitors through various periods of the year

3.2 Progression of PCNs

The following table details the ways in which PCN cases had progressed as of January 2021.

Progression of cases	2016/17	2017/18	2018/19	2019/20	2019/20
Total number of PCNs issued	1867	1913	1911	1817	1131
PCNs paid at 50% Discount	1204 (64.49%)	1273 (66.54%)	1214 (63.53%)	1110 (61.09%)	709 (62.69%)
PCNs paid at full amount (before issue of Charge Certificate)	126 (6.75%)	125 (6.53%)	115 (6.02%)	130 (7.15%)	72 (6.37%)
PCNs paid after issue of Charge Certificate (full amount + 50%)	91 (4.87%)	85 (4.44%)	71 (3.72%)	81 (4.46%)	48 (4.24%)
Total PCNs paid	1421 (76.11%)	1483 (77.52%)	1400 (73.27%)	1321 (72.70%)	829 (73.30%)
<i>Number of Pre NtO Informal Challenges</i>	597	567	714	639	407
Number of Informal Challenges resulting in PCN cancellation	358 (19.18%)	339 (17.72%)	394 (20.62%)	401 (22.07%)	221 (19.54%)
<i>Number of Post NtO Formal Representations</i>	110	78	80	82	52
Number of Formal Representations resulting in PCN cancellation	11 (0.59%)	11 (0.58%)	12 (0.63%)	16 (0.88%)	9 (0.80%)
<i>Number of TPT Appeals</i>	2	2	7	3	4
Number of TPT appeals resulting in PCN cancellation	2 (0.11%)	2 (0.11%)	4 (0.21%)	2 (0.11%)	2 (0.18%)
Number of PCNs cancelled for other reasons (eg owner untraceable, enforcement agent unable to collect etc...)	75 (4.02%)	78 (4.08%)	96 (5.02%)	58 (3.19%)	42 (3.71%)
Total PCNs cancelled	446 (23.89%)	430 (22.48%)	506 (26.48%)	477 (26.25%)	272 (24.05%)
Total PCNs outstanding (still to pay or be cancelled)	0 (0%)	0 (0%)	5 (0.25%)	19 (1.05%)	30 (2.65%)

Of the PCNs that are issued each year, between 70% and 80% are paid. Of those that are paid the vast majority do so within 14 days of the PCN being issued to take advantage of the discount period. 22% to 27% of issued PCNs are cancelled, the majority as a result of an Informal Challenge within 28 days of the PCN being issued.

Historically the main reasons for PCNs being cancelled is due to common issues such as tickets blowing over (so enforcement officers are unable to view valid tickets) or blue badge holders forgetting to

display/set their clocks on arrival. Since 2018, when card payments were introduced, additional cancellations have occurred when customers have not realised payments have not been fully processed which results in a void payment ticket being produced and displayed by customers in place of valid tickets. With the introduction of the pay-by-phone option in June 2020 Additional user errors have occurred (such as inputting incorrect registration details or locations) resulting in further cancellations.

4 Adjudication cases

A motorist who has had their challenge against a PCN rejected by the Council has the right to appeal against that decision to an Adjudicator at the Traffic Penalty Tribunal (TPT). The TPT is an independent tribunal whose impartial, independent Adjudicators are lawyers who have been appointed to consider and decide upon appeals against parking penalties.

For PCNs issued during 2020/21 4 cases were registered by TPT for adjudication, equal to 0.35% of all PCNs issued during the year. Of these 2 were dismissed (ie in favour of Fylde Council) and 2 were allowed (ie in favour of the appellant).

Adjudicator's reports for previous years can be accessed on the tribunal's website www.trafficpenaltytribunal.gov.uk/downloads. These reports provide information for each local area as well as an assessment of any changes that have occurred over the previous year which impacts on parking enforcement and the decisions that adjudicators may make.



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