



Agenda

Finance and Democracy Committee

| | |
|--------------------|--|
| Date: | Monday, 19 March 2018 at 6:30 pm |
| Venue: | Town Hall, St Annes, FY8 1LW |
| Committee members: | <p>Councillor Karen Buckley (Chairman) Councillor Roger Small (Vice-Chairman)</p> <p>Councillors David Donaldson, Tony Ford JP, Neil Harvey, Angela Jacques, Kiran Mulholland, Linda Nulty, Liz Oades, Richard Redcliffe, Vince Settle, Elaine Silverwood.</p> |

Public Platform

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

| | PROCEDURAL ITEMS: | PAGE |
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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 19 February 2018 as a correct record. | 1 |
| 3 | Substitute Members: Details of any substitute members notified in accordance with council procedure rule 22(c). | 1 |
| | DECISION ITEMS: | |
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Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: democracy@fylde.gov.uk

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

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DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|--|---------------------------------|---------------|---------|
| RESOURCES DIRECTORATE | FINANCE AND DEMOCRACY COMMITTEE | 19 MARCH 2018 | 4 |
| COUNCIL TAX AND BUSINESS RATES DISCRETIONARY DISCOUNT POLICY – 2018/19 UPDATE | | | |

PUBLIC ITEM

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

SUMMARY

Since the reform of Business Rates and Council Tax in 2013 (including the introduction of a degree of localisation of decision-making in respect of both Council Tax and Business Rates) national schemes of discounts and exemptions have been replaced by a range of national mandatory and local discretionary schemes.

In recent years central government has introduced further Business Rate reliefs to address particular circumstances or categories of business premises which are deemed to operate locally and must therefore be included within the approved policy for the award of such reliefs.

It is necessary, from time-to-time, to update the Council's policy of Discretionary Discounts to incorporate new reliefs, or amendments to schemes of existing reliefs, or to provide clarification where such would be helpful.

RECOMMENDATION

The Committee is recommended to:

1. Approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2018/19 update).

SUMMARY OF PREVIOUS DECISIONS

Finance and Democracy Committee 20th March 2017 – resolved to 'Approve and adopt the Council Tax and Business Rates Discretionary Discount Policy (2017/18 update).'

Finance and Democracy Committee 25th September 2017 – resolved to 'approve the additional Council Tax and Business Rates Discretionary Discount Policy for 2017/18 to reflect the new discretionary Business Rate reliefs that came into effect in April 2017.'

Council – 4th December 2017 – as part of the approval of the Council Tax Reduction Scheme for 2018/19 the Council resolved 'To approve the continuation of Discretionary Hardship Relief for 2018/19 to provide additional support for claimants in exceptional circumstances'.

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

REPORT

BACKGROUND

1. In respect of both Council Tax and Business Rates national schemes of discounts and exemptions have been in place since the introduction of those arrangements for local taxation. Fylde BC, in line with all local authorities, implemented the schemes of discounts and exemptions as directed by central government. Information of the available discounts and exemptions has always been made available to potential claimants and beneficiaries of such and for a number of years this information has also been promoted through the Council's website.
2. With the introduction of the local CTRS in April 2013 it became necessary for the Council to consider the provision of discretionary hardship relief to provide support for claimants in exceptional circumstances, and who are unable to increase their income from other means. Such provision is a key element of the operation of the scheme.
3. Section 76 of the Local Government Act 2003 (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of tax payable as it thinks fit. Funding for such reductions must be provided by the Council and major preceptors as necessary.
4. In order to mitigate part of the impact of the CTRS on the most vulnerable households, the Council at that time approved the award of discretionary Hardship Relief under the above powers. Strict criteria are used to determine if any additional relief is appropriate and the level of any such award. Awards are made to those unable to increase their income and then only in exceptional circumstances.
5. With regard to Non-domestic (i.e. business) rates the Council is required to apply the national (mandatory) schemes of relief, as determined by central government. The Council may also award additional (discretionary) business rate relief. This may be in relation to charitable organisations (following the application of 80% mandatory relief) or in respect of other organisations in exceptional circumstances. In recent years central government has introduced further reliefs to address particular circumstances or categories of business premises which are deemed to operate locally and must therefore be included within the approved policy for the award of such reliefs
6. From time-to-time it is necessary to revise the Council Tax and Business Rates Discretionary Discount Policy in order to reflect changes in reliefs that are introduced by central government, and any changes in the application of the policy due to changes in local circumstances or to provide clarification.

CHANGES REFLECTED IN THE PROPOSED UPDATE OF THE POLICY

7. This update brings together the reliefs that have operated for a number of years and which were detailed within the approved 2017/18 Discretionary Discount Policy together with the further reliefs that were introduced as part of the March 2017 Budget statement. Within that statement the Chancellor announced three new business rate reliefs aimed at helping businesses most affected by the revaluation that took effect from April 2017. These were:
 - Supporting small businesses – aimed at ensuring that no business losing small business rates relief or rural rate relief as a result of the revaluation faced excessive increases in bills;
 - Relief for pubs – a £1,000 rebate for all pubs with a rateable value of under £100,000;
 - Local discretionary fund – a £300 million national fund to be distributed to the hardest hit businesses under locally designed criteria.
8. The proposed Discretionary Discount Policy for 2018/19 is attached at Appendix A.

| IMPLICATIONS | |
|---|---|
| Finance | There are no financial implications arising directly from this report. |
| Legal | Section 76 of the Local Government Act 2003 (as amended by section 13A of the Local Government Finance Act 2012) empowers a billing authority to reduce the amount of tax payable as it thinks fit. |
| Community Safety | None |
| Human Rights and Equalities | None |
| Sustainability and Environmental Impact | None |
| Health & Safety and Risk Management | None |

| LEAD AUTHOR | CONTACT DETAILS | DATE |
|--|-----------------|------------|
| Paul O'Donoghue Chief Financial Officer | 01253 658566 | March 2018 |

| BACKGROUND PAPERS | | |
|--------------------------------------|-------------------|--|
| Name of document | Date | Where available for inspection |
| Council Tax Reduction Scheme 2018/19 | 4th December 2017 | www.fylde.gov.uk |

Attached documents

Appendix A - Council Tax and Business Rates Discretionary Discount Policy 2018/19



Council Tax and Business Rates

Discretionary Discount Policy 2018/19

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| Document location: | Council Website |
| Issued by: | Louise Jones / Graeme Ruse |
| Last edited: | 5th March 2018 |

Record of Amendments:

| Date | Version | Amended by | Description of changes |
|------------|---------|---------------|--|
| 10/03/2014 | 1.1 | Graeme Ruse | Business Rates Reliefs – added Retail Relief pages 19 – 22. New Build Relief page 23-24, Temporary Re-Occupation Relief page 25-26 |
| 01/10/2014 | 1.2 | Andrew Turpin | Rural Rate Relief pages 27-28 |
| 19/12/2014 | 1.3 | Andrew Turpin | Retail Relief page 19 |
| 02/11/2015 | 1.4 | Graeme Ruse | Temporary Part Occupation Relief |
| 21/10/2016 | 1.5 | Graeme Ruse | Removal of New Build and Re-Occupation Relief |
| 10/10/2017 | 1.6 | Louise Jones | No changes – review only |
| 05/03/2018 | 1.7 | Andrew Turpin | Inclusion of Revaluation Relief and Public House Relief |

Approved By:

| | | | |
|---------------|---------------------------------------|--|----------------------------|
| Name | Title | Signature | Date |
| Andrew Turpin | Head of Revenues & Exchequer Services |  | 5 th March 2018 |

1. Introduction

Section 13A of the Local Government Finance Act 1992 (as amended) and sections 47, 48 and 49 of the Local Government Finance Act 1988 (as amended) empowers a billing authority to reduce the amount of tax payable.

Fylde Borough Council has adopted a local Council Tax Reduction Scheme, to take effect from 1st April 2013, which replaces Council Tax Benefit. However it is likely that other circumstances will arise where the Council could consider a further discretionary reduction in respect of Council Tax and Business Rates in exceptional circumstances.

Funding for such reductions must be provided by the Council. This policy sets out how the Council will use these powers and the criteria that must be satisfied.

The Council is committed to ensuring that the local taxpayers are aware of the policy as set out in this document.

Aims of the Discretionary Discount Policy

- Provide a mechanism for the Council to support members of the community to enable them to meet the financial burden of local taxation
- Helping residents in receipt of Council Tax Reduction who are unable to increase their income
- Alleviating poverty
- Helping those who are trying to help themselves
- Supporting people who are starting work
- Supporting the most vulnerable in the local community
- Helping customers through difficult personal events
- Assisting customers in accordance with the Council's Child Poverty Strategy

2. Policy Objectives and Action Plan

Objective 1: To ensure that assistance is available and accessible to members of the community most in need

- Issue regular bulletins to staff reminding them of the policy and qualifying criteria
- Regular refresher training for assessment staff to promote proactive identification of potential cases
- Provide effective overview training to non-benefits staff on the policy and qualifying criteria to promote take-up and awareness in appropriate circumstances.
- Promote access to the scheme through:
 - Leaflets and posters in areas accessed by customers.
 - Continued development of the Fylde Borough Council website to ensure that up to date information is provided and that relevant forms and information can be downloaded.
- Ensure third sector advice agencies are aware of the policy and qualifying criteria.
- Promoting awareness to Members
- Identifying target client groups who will be unlikely to be able increase their income.
- This may include:
 - Council Tax Reduction recipients in receipt of Employment Support Allowance (Support Component) and Long Term Incapacity Benefit
 - Council Tax Reduction recipients, in receipt of Carer's Premium, who are full time carer's
 - Council Tax Reduction recipients with disabled children
 - Council Tax Reduction recipients with children under 5
 - Council Tax Reduction recipients who are starting employment
 - Council Tax Reduction recipients who do not have English as a first language
 - Council Tax Reduction recipients with learning difficulties
- Identify target groups from records held by other Council Services:
 - Social and Private Sector Housing Tenants with significant arrears who may qualify for a Discretionary Housing Payment (DHP).
 - Council Tax payers who have been issued with a summons.
 - Customers who are eligible for but have not claimed a disabled parking badge.
 - People requiring assistance following an emergency
- Providing a facility to visit customers to assist them in making an application and provide supporting documents.
- Working closely with existing and new service partners and stakeholders to promote awareness of the policy.

Objective 2: To ensure discretionary discounts are only considered when no other means of assistance is available.

- Ensure assessments of applications for local Council Tax Reduction incorporate a benefits maximization check.
- Ensure the applicant does not have income or capital which should be used to meet

the liability.

- Signpost customers who do not meet the criteria to appropriate alternative advice services
- Conduct a regular review of the policy and outcomes of applications in order to review qualifying criteria and improve targeting procedures and processes.
- Provide guidance for decision makers (Senior Benefits Assistant, Senior Benefits Specialist or Team Manager) which is regularly reviewed and updated.
- Implement a quality monitoring regime to ensure decisions are independent, fair and consistent.
- Ensure publicity is available to encourage customers to claim other benefits they are entitled to and where to access debt advice and money management tools.
- Ensure other sums owed to the Council (e.g. sundry debts, Housing Benefit overpayments) are reviewed and reduced repayments agreed where appropriate.
- Ensure a Discretionary Housing Payment for Housing Benefit is awarded if appropriate
- Ensure recovery action is delayed where appropriate
- Awards will be tailored to match need. The period and amount of an award will be determined based upon the circumstances in each case.
- Awards will only be made for a period relating to the financial year in which the application is made.
- Awards may be reviewed at any time and may be revised, reduced or withdrawn if it is found that the circumstances of the applicant have changed and the award is no longer appropriate.

Objective 3: To monitor and evaluate the administration of the policy to ensure that the service reflects the needs of the community

- Monitoring of fund spending:
 - Monthly reporting of expenditure to be provided to Divisional Management Team meetings.
 - Quarterly reporting to the Chief Financial Officer.
 - Analysis of applications received and outcomes in order to review policy, methodology and improve targeting.
- Conduct a regular review of income and expenditure forms, policy, criteria and guidance for decision makers.
- Review the outcome of requests for reconsideration to improve guidance and methodology.
- Conduct an annual review and analysis of applications received to identify and learn from:
 - Reasons for the award
 - Reasons for the refusal of an award
 - Origin of the application
- Invite and action feedback on processes and procedures from partners and stakeholder

3. Discretionary Discount - Customers in receipt of local Council Tax Reduction (Hardship Fund)

Fylde Borough Council adopted a local Council Tax Reduction Scheme which is effective from 1st April 2013. During the development of the scheme the Councils' Equality Analysis identified that certain groups affected by the reduction in support would be unlikely to be able to increase their income. The Discretionary Discount Policy will prioritise these customers.

For an award of this type of discretionary discount to be considered, the applicant must be:

- In receipt of Council Tax Reduction; and
- Have a shortfall between the level of Council Tax Reduction and their council tax liability; and
- In the opinion of the Council, be in need of further assistance with Council Tax in accordance with the qualifying criteria.

Requests for further reductions in Council Tax liability will be required in writing from the customer, their advocate / appointee or a recognised third party acting on their behalf.

Each case will be considered on 'its merits' however all of the following criteria should be met:

- There must be evidence of hardship or personal circumstance that justifies a further reduction in Council Tax liability.
- The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application.
- The customer does not have access to other assets that could be realised and used to pay the Council Tax.
- All other eligible discounts/reliefs have been awarded to the customer.

Responsible officer

The responsibility for making discretionary discount decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The initial request will be dealt with by a decision maker (Senior Benefits Assistant, Senior Benefit Specialist or Team Manager) who will consider the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: A Senior Benefits Manager will authorise the decision.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed by a different decision maker who will recommend either confirming or amending the original decision.

Stage 2: The Head of Benefits and Customer Services, or Head of Revenues and Exchequer Services, will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

A discretionary reduction made under section 13A (1)(a) or (c) of the Local Government Finance Act (LGFA) 1992 can be the subject of an appeal to the Valuation Tribunal under section 16 of the LGFA 1992.

4. Discretionary Discounts – Customers not in receipt of local Council Tax Reduction

Requests for reductions in Council tax liability will be required in writing from the customer, their advocate / appointee or a recognised third party acting on their behalf

Each case will be considered on 'its merits' however all of the following criteria should be met:

- There must be evidence of hardship or personal circumstance that justifies a reduction in Council Tax Liability.
- The Council must be satisfied that the customer has taken reasonable steps to resolve their situation prior to application.
- The customer does not have access to other assets that could be realised and used to pay the Council Tax.
- The customer is not entitled to an award under the local Council Tax Reduction Scheme.
- All other eligible discounts/reliefs have been awarded to the customer.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

The Senior Revenues Team Manager will liaise with the applicant in each case to request sufficient information in order that a decision can be made

Decision making process

Stage 1: The initial request will be dealt with by a decision maker (Senior Revenues Team Manager) who will consider the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council. The decision maker (Senior Revenues Team Manager) will liaise with the applicant in each case to request sufficient information in order that a decision can be made.

Stage 2: A Senior Revenues Manager will authorise the decision.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

Council will accept an applicant's written request for a redetermination of its decision.

Stage 1: The original decision and any additional information provided will be reviewed by a different decision maker who will recommend either confirming or amending the original decision.

Stage 2: The Head of Revenues and Exchequer Services, or Head of Benefits and Customer Services, will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

A discretionary reduction made under section 13A (1) (a) or (c) of the Local Government Finance Act (LGFA) 1992 can be the subject of an appeal to the Valuation Tribunal under section 16 of the LGFA 1992.

5. Discretionary Discounts – Rate Relief Policy relating to organisations established for Charitable, Sporting and Community Purposes.

Each case will be considered on its merits however all of the following criteria should be met:

- Requests for reductions in Business Rates will be required in writing from the ratepayer or a recognised third party acting on their behalf.
- It must be in the interest of Council Tax payers for the local authority to grant a reduction.
- All other eligible discounts/reliefs have been awarded to the ratepayer.

In addition to the above, the Council has determined the following guidelines for the granting of discretionary rate relief.

- a) The organisation is small in stature in that it occupies a hereditament with a Rateable Value of less than £13,000 in the National Non-Domestic Rating List effective from 1 April 2017. *(the premise is that larger organizations are generally well established and can, to a certain extent, exist without any external aid at all)*, **and**
- b) The organisation is not part of a charging or precepting authority, **and**
- c) The organisation has been specifically set up for the benefit of the young, the aged, the disabled or for ethnic minorities. *(sports organisations that allow or promote junior or senior citizen membership would not necessarily fall under the jurisdiction of this rule. The organisation must have been created or is in being for the sole or main purpose of aiding any one of these sections of the community)*, **or**
- d) The property is for the general use of the local community without any membership and/or subscription requirements and has no specific use except for the general benefit of the community, **or**
- e) The property is used for the housing of vehicles used only for offshore emergency purpose, **or**
- f) The aims of the organisation are to educate volunteers in emergency training for the benefit of the local community.

Discretionary Relief of the remaining balance (taking into account 80% mandatory relief granted to all charitable bodies) may be granted to any non-profit making organisations that meet the above criteria.

The above is intended only as a guide when considering applications for discretionary rate relief. All applications will be considered on their merits and it might be found that it is only right and proper to approve applications which do not conform exactly to the above.

- g) The Council will continue with its current policy regarding granting discretionary rate relief, each application be considered on its merits and favourable consideration be given to applications from qualifying organisations in instances when the non-granting of relief could seriously jeopardize the financial viability of the organisation.
- h) One factor to be taken into account in determining discretionary rate relief shall be the training or coaching provided by sports clubs for the youth of the Borough.

In addition, organisations with charitable status and not being Limited Companies, and set up for recreational purposes:

- Whose membership is open to all sections of the community.
- Do not restrict membership on the grounds of ability or the availability of their facilities,
- Whose membership levels are not set at such a rate to preclude membership by all sections of the community,
- Who provide outside sporting activities,
- Who actively encourage participation by young people,
- Make their facilities available to people other than members e.g. to schools or casual public sessions,
- Whose main aim is sporting rather than social,
- Whose members are mainly from Fylde Borough.

May be given discretionary relief of 100% based on the Rateable Value of the outside playing area and changing areas only.

- i) Retail premises operated by a registered charity which have been granted mandatory rate relief may, in exceptional circumstances, receive a further discretionary award. The Council will consider the merits of each case but such an award is likely to be the exception rather than the rule.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Income and Recovery Manager making a recommendation to the Head of Revenues and Exchequer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council. The Senior Revenues Team Manager will liaise with the applicant in each case to request sufficient information in order that a decision can be made.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues and Exchequer Services and determine whether to award a discretionary discount.

Notification of decision

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed by a different decision maker who will recommend either confirming or amending the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

6. Other Discretionary Discounts

It is possible that other exceptional circumstances will arise where the Council could consider a further discretionary reduction in respect of Business Rates.

Each case will be considered on its merits however all of the following criteria should be met:

- Requests for reductions in Business Rates will be required in writing from the ratepayer or a recognised third party acting on their behalf.
- It must be in the interest of Council Tax payers for the local authority to grant a reduction.
- All other eligible discounts/reliefs have been awarded to the ratepayer.

The Chief Financial Officer will consider such applications in line with the Council's Financial Regulations.

7. Rural Rate Relief

Relief of up to 100% can be granted to the occupier of a general store, post office, pub or petrol station if it is the only such business in the authority's rural settlement list. Each case will be dealt with on its own set of circumstances and ratable value limits will apply.

Responsible officer

The responsibility for making discretionary decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Income and Recovery Manager making a recommendation to the Head of Revenues and Exchequer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council. The Senior Revenues Team Manager will liaise with the applicant in each case to request sufficient information in order that a decision can be made.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues and Exchequer Services and determine whether to award a discretionary discount.

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Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

8. Temporary Part Occupation Relief

The Ratepayer is liable for the full non-domestic rate whether a property is wholly occupied or only partly occupied. Under s44A of the Local Government Finance Act 1988, where a property is partly occupied for a short time the Council has discretion to request that the Valuation Office apportion the rateable value of a property between the occupied and unoccupied parts; thereby reducing the amount payable.

Applications must be made in writing and supported by: -

- Detailed maps which outline the whole property and indicate the partly occupied section.
- Details of the planned period of time for the part occupation.
- Details of future intentions.
- Details of the cause for the part occupation.

A site visit will normally be undertaken.

Where necessary the ratepayer may be required to provide additional information to support their application.

Responsible officer

The responsibility for making discretionary relief decisions will rest with the Chief Financial Officer, who will discharge this responsibility by the following process:

Decision making process

Stage 1: The decision making process will involve the Principal Income and Recovery Manager making a recommendation to the Head of Revenues and Exchequer Services, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council. The Senior Revenues Team Manager will liaise with the applicant in each case to request sufficient information in order that a decision can be made.

Stage 2: The Chief Financial Officer will consider the application and the recommendation of the Head of Revenues and Exchequer Services and determine whether to award a discretionary discount.

Notification of decision

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Review of decision/re-determination requests

The Council will accept an applicant's written request for a redetermination of its decision. The process will be as follows:

Stage 1: The original decision and any additional information provided will be reviewed by a different decision maker who will recommend either confirming or amending the original decision.

Stage 2: The Chief Financial Officer will consider the application for review and the recommendation and determine whether to award a discretionary discount.

Notification of review/re-determination decision

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Following the redetermination of a request for discretionary discount, there is no further right of appeal.

9. Revaluation Relief and Public House Relief

Central Government is keen that in certain cases, assistance should be provided to businesses which have had increases in their rate liability due to the revaluation of premises in April 2017. In these cases, and where the Council meets Central Government guidelines, grants are available under section 31 of the Local Government Act 2003.

The following sections cover all aspects of the new Discretionary Business Rates Relief scheme “Revaluation Relief” and Public House relief which are available from 1st April 2017. Where businesses apply for relief they will be granted (or not granted) relief in line with the following policy.

Legislative Background

To be considered for the following discretionary relief schemes ratepayers are obliged to make a written application to the Council. The Council will expect all businesses to make applications in such a format as is required (which may vary from time to time) and for the business to provide such information, evidence, certificates etc as required in order to determine whether relief should be awarded.

The Council will consider carefully every application on its merits. There is no statutory appeal process or Tribunal against any decision made by the Council. The authority will however, upon request, review decisions made. Details of the internal review process are given within this policy.

This policy document covers the granting of awards under the Revaluation Relief and Public House Relief which covers a period of 12 months from 1st April 2018. The decision to grant or not to grant discretionary relief is a matter purely for the Council. The Council’s policy for granting other reliefs can be found on the Councils website www.fylde.gov.uk.

The Council’s approach to granting Government led Discretionary Relief schemes

Over the past few years, a number of schemes have been led by Central Government but without specific legislative changes. These are administered under s47 of the Local Government Finance Act 1988 and guidance is often provided. The Council is keen to support such initiatives especially where they are designed to help local businesses and will look to maximise both the reliefs given as well as maximising any grants receivable. However, the Council reserves the right to vary its approach where thought appropriate.

In the case of Revaluation Relief, Central Government is keen that individual Councils develop their own scheme to meet local needs. Government has allocated funds to the Council using a particular methodology, but it has been keen to point out that this should have no bearing on the actual scheme adopted by the Council.

Effect on the Council’s Finances

In March 2017, Central Government announced that it would make available a discretionary

fund of £300 million over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation, known as Revaluation Relief. Government determined that Councils would be best placed to determine how this fund should be targeted and administered to support those businesses and locations within their area that are in the greatest need.

Every authority within England is to be provided with a share of the fund to support their local businesses. This is to be administered through billing authorities' discretionary relief powers under s47 of the Local Government Act 1988. The full effects of the financial allocation are shown below.

The allocation of monies to authorities and the methodology of the funding award is completely separate to the scheme itself and Government believes that local authorities are best placed to judge the particular circumstances of local ratepayers and direct the funding where it is most needed to support local economies.

Councils will be compensated for any relief granted under section 31 of the Local Government Act 2003. The Government has decided that any underspend cannot be transferred from one year to the next.

A key criteria of reimbursement will be that the Council will consult with its major precepting authority when formulating its scheme.

The level of funding allocations in respect of the Discretionary Business Rates Relief Scheme are shown in the following table:

Amount of discretionary fund awarded (£000s) – Fylde Council

| 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|----------------|----------------|----------------|----------------|
| 126 | 61 | 25 | 4 |

The Council will also be compensated for the awarding of Public House Relief under section 31 of the Local Government Act 2003.

Discretionary Relief – EU State Aid requirements

European Union competition rules generally prohibit Government subsidies to businesses. Relief from taxes, including non-domestic rates, can constitute state aid. The Council must bear this in mind when granting discretionary rate relief.

Rate relief for charities and non-profit making bodies is not generally considered to be state aid, because the recipients are not in market competition with other businesses. However, where other bodies receive relief and are engaged in commercial activities or if they are displacing an economic operator or if they have a commercial partner, rate relief could constitute state aid.

Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)¹. The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years).

Where the relief to any one business is greater than the De Minimis level, then permission will need to be obtained from the European Commission. In such cases the matter will be referred to the Department for Communities and Local Government (DCLG) for advice and then referred back to the Council for consideration. It will be for the ratepayer to provide confirmation as to whether the State Aid provisions apply to them.

In all cases, where discretionary relief is to be granted or where liability is to be reduced, when making an application, ratepayers will be required to provide the Council with sufficient information to determine whether these provisions are applicable in their case.

European Union competition rules regarding state aid requirements may change when the United Kingdom exits the European Union.

Administration of Discretionary Relief – General approach

All reliefs must be applied for in a format specified by the Council.

Applicants are required to provide a completed application form plus any such evidence, documents, accounts, financial statements etc. necessary to allow the Council to make a decision. Where insufficient information is provided, then no relief will be granted. In some cases, it may be necessary for officers to visit premises and we would expect organisations claiming relief to facilitate this where necessary.

The Council will provide this service and guidance free of charge. Ratepayers are encouraged to approach the Council direct and **NOT** pay for such services through third parties.

Where an application is successful, then the following will be notified to them in writing:

- The amount of relief granted and the date from which it has been granted;
- If relief has been granted for a specified period, the date on which it will end;
- The new chargeable amount.

Where relief is not granted then an explanation of the decision will be provided, in writing.

Revaluation Relief and Public House relief is to be granted from the beginning of the financial year in which the decision is made. Decisions can be made up to 6 months after the end of the financial year for which the application was made, but if an application is made after this time it will not be considered.

A fresh application for discretionary relief will be necessary for each financial year or at such

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

time-period as the Council determines.

Variations in any decision will be notified to ratepayers as soon as practicable and will take effect as follows:

- Where the amount is to be increased due to a change in rate charge or a change in the Council's decision which increases the award – this will apply from the date of the increase in rate charge or the date determined by the Council as appropriate;
- Where the amount is to be reduced due to a reduction in the rate charge or liability including any reduction in rateable value, awarding of another relief or exemption this will apply from the date of the decrease in rate charge; **and**
- Where the amount is to be reduced for any other reason, it will take effect at the expiry of a financial year

A decision may be revoked at any time.

Consultation

The Council has consulted with its preceptors in relation to its Revaluation Relief scheme and has taken their comments into account when determining the eligibility criteria.

The grant determination for Revaluation Relief states that a condition of the fund is that consultation is undertaken with 'relevant authorities'. Relevant authorities for the purpose of this scheme means any major precepting authority.

In the case of Fylde Borough Council the precepting authorities has been consulted, namely the Lancashire County Council and the Lancashire Combined Fire and Rescue Service.

Decisions by the Council under these schemes

Requests for these reliefs will be required by completing the Council's application form.

Each application will be considered against the criteria listed in this document, and it must be in the interest of the Council and community for the local authority to grant a reduction.

The responsibility for making discretionary decisions will rest with the Chief Financial Officer.

Additional information may be required by the Council in order that a decision can be made.

Decision making process:

Stage 1: The Decision Maker (Principal Income and Recovery Manager or Head of Revenues and Exchequer Services) will make a recommendation to the Chief Financial Officer, considering the application against the criteria set out in this policy, based upon the information provided by the applicant and known to the Council.

Stage 2: The Chief Financial Officer will consider the application and the recommendation to

determine whether to award a discretionary discount.

The Council will notify the applicant of its decision within 28 days of receiving sufficient information to make a decision.

The Council will accept an applicant's written request for a redetermination of its decision if there is new information available on which to reconsider the original decision.

The Council will notify an applicant of its decision within 28 days of receiving a request for a re-determination.

Applications for reliefs under these schemes

Revaluation Relief

The Council has decided that reliefs under the Revaluation Relief scheme will be awarded using the following criteria:

- a) The scheme is designed to assist ratepayers who have suffered significant increases in rate liability due to the revaluation and the subsequent increase to their Rateable Value;
- b) Relief will not be granted where a hereditament has a rateable value of £500,000 or more at 1st April 2017 and where the increase calculated in section (d) is less than 10%;
- c) Relief will not be awarded where mandatory relief or Supporting Small Businesses Relief are granted or the hereditament is within the Business Rates Relief qualifying area of a designated Enterprise Zone;
- d) In assessing any potential entitlement to an award under this scheme, the Council will compare the following:
 - The rate liability of the ratepayer at 31st March 2017 after any reliefs and reductions; **and**
 - The rate liability of the ratepayer at 1st April 2017 taking into account any transitional relief or discretionary relief within this policy;
- e) Relief will only be given to premises which are liable for occupied rates. No relief within this scheme will be granted for unoccupied premises;
- f) Relief will only be granted to ratepayers who were in occupation at 31st March 2017 and in occupation on 1st April 2017 and for each day subsequently.
- g) Ratepayers taking up occupation after the 1st April 2017 will not be eligible for relief on the basis that new ratepayers would not have suffered from increases due to a revaluation;
- h) Relief may be awarded for more than one premises as long as all other criteria are met;

Relief will **not** be awarded where:

- the ratepayer has been awarded a reduction under s44a of the Local Government Finance Act 1988; **or**
- the hereditament occupied by a Billing or Precepting Authority (known as excepted

hereditaments).

- the hereditament has a subsequent increase in Rateable Value after the 1st April 2017 which takes it out of the scope of this scheme; **or**
- the hereditament is used for any of the following purposes:
 - a) hospitals, health centre's or doctors/GP surgeries;
 - b) banks and building societies, including separately rated cash machines and ATM's; **or**
 - c) telecommunications network facilities

Public House Relief

For Public House Relief the amount of relief available for 2018/19 under this scheme is up to £1,000 for each eligible property. There is no relief available under this scheme for properties with a rateable value of £100,000 or more. Eligibility for the relief and the relief itself will be assessed and calculated on a daily basis.

The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements.

The Government's policy intention is that eligible pubs should:

- be open to the general public, **and**
- allow free entry other than when occasional entertainment is provided, **and**
- allow drinking without requiring food to be consumed, **and**
- permit drinks to be purchased at a bar.

For these purposes, it should exclude:

- restaurants
- cafes
- nightclubs
- hotels
- snack bars
- guesthouses
- boarding houses
- sporting venues
- music venues
- festival sites
- theatres
- museums
- exhibition halls
- cinemas
- concert halls
- casinos

These exclusions are not exhaustive and it will be for the Council to determine those cases where eligibility is unclear.

Applications for relief under these schemes

The Council is keen to identify ratepayers who may qualify for these reliefs and as such will look to encourage certain ratepayers to apply. The Council will look to simplify the application process wherever possible, but it will expect any ratepayers to provide such information as is required by the Council to support their application.

During the 4 years of this scheme the government has provided total funding to Fylde Council of £216,000. A standard percentage reduction in the value of the rates payable will be applied to all eligible applicants, that rate to be determined by the level of available funding during the year.

The amount of relief awarded under these schemes will be recalculated in the event of a change of circumstances. In effect relief is calculated on a daily basis in line with the ratepayer's liability on that day. This will include, for example, a backdated change to the rateable value of the hereditament. This change of circumstances could arise during the year in question or during a later year. Where any award is to be reduced, the Council will look to recover the amount from the date the change of circumstances occurred.

The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059) requires the Council to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, the Council may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.

Where any award is granted to a ratepayer, the Council will require any changes in circumstances which may affect the relief to be reported as soon as possible and in any event not more than 21 days from the happening of the event. This will be important where the change would result in the amount of the award being reduced or cancelled e.g. where the premises comes unoccupied or is used for a purpose other than that determined by the Council as eligible for relief.

Fraud

Where a ratepayer falsely applies for any relief or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, prosecutions will be considered under the Fraud Act 2006.



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DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|---|---------------------------------|---------------|---------|
| RESOURCES DIRECTORATE | FINANCE AND DEMOCRACY COMMITTEE | 19 MARCH 2018 | 5 |
| WRITE-OFF OF UNCOLLECTABLE DEBTS 2017/18 | | | |

PUBLIC ITEM

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

SUMMARY

This report details the proposed write-off of debts in relation to Business Rates, Council Tax, and the recovery of Housing Benefit overpayments.

Under this Council's Constitution the two joint heads of the Shared Service (The Head of Revenues and Exchequer Services; and the Head of Benefits and Customer Services) each have delegated authority to write-off uncollectable Business Rate debts up to £10,000 and uncollectable Council Tax debts of up to £5,000.

Additionally, the Council's Constitution provides delegated authority to the Chief Financial Officer (Section 151 Officer) to write-off uncollectable debts in excess of those levels up to £25,000 per individual debt, such write-offs to be subsequently reported to the Finance and Democracy Committee for information purposes.

The Chief Financial Officer has recently exercised this delegated power by writing-off five uncollectable Business Rate debts. To meet the requirement that these written-off sums are reported to the Finance and Democracy Committee details of each is provided at Appendix A.

The writing-off of debts in excess of £25,000 requires the prior approval by the Finance and Democracy Committee.

There are five uncollectable Business Rates debt in excess of the £25,000 limit for which write-off is now requested. Details of these are also provided at Appendix A. There are no uncollectable debts in excess of the £25,000 limit in respect of any other category of debt.

All of the uncollectable debts for which write-off is requested (or is being reported) relate to the period to 31st March 2018.

The cost of writing off these debts will be met from the appropriate bad debt provision. In respect of Business Rates and Council Tax the provision is funded by contributions by all the recipients of Business Rate or Council Tax income (those being Lancashire County Council, the Lancashire Combined Fire Authority and the Police and Crime Commissioner for Lancashire, together with Fylde Council).

RECOMMENDATIONS

The Committee is recommended to:

1. Approve the write-off of the five uncollectable Business Rates debts in excess of £25,000 details of which are provided at Appendix A this report; and
2. Note the write-off by the Chief Financial Officer under delegated powers of the five uncollectable Business Rates debts below £25,000, details of which are also set out in Appendix A to this report.

SUMMARY OF PREVIOUS DECISIONS

No previous decisions have been made in respect of these specific debts.

CORPORATE PRIORITIES

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

REPORT

Background

1. The Council is responsible for collecting substantial amounts of income each year in respect of Business Rates (NNDR), Council Tax and Sundry Debtors. In addition the Council seeks to recover any overpayment of Housing Benefit.
2. Historically, the Council's overall collection rate of income for Business Rates and Council Tax is high with approximately 98% of all income due to the Council eventually collected. Similarly, non-collection of sundry debts are at a low level.
3. Good recovery procedures are in place and the recovery teams within the Revenues and Benefits Shared Service and the Fylde Council Finance Administration team pursue all monies due with vigour, and continue to explore new avenues of debt recovery in pursuit of challenging performance targets. Debt write-off is only considered in exceptional circumstances when other recovery options have been exhausted.
4. Where an amount outstanding has not been collected due to the debtor absconding, officers make enquiries of various agencies with a view to obtaining a forwarding address. Unfortunately, there are usually a small number of cases in each year for which it is not possible to trace the debtor and where the action taken has been unsuccessful in recovering the debt.
5. In respect of the debts in relation to Business Rates, Council Tax and the recovery of Housing Benefit overpayments The joint heads of the Shared Service (The Head of Revenues and Exchequer Services and the Head of Benefits and Customer Services) have presented these debts for write-off and is satisfied that every effort has been made to recover the money owed to the Council. However, for absconders, should the Shared Service become aware of the debtor's location, the amount written-off will be re-instated and action taken to recover the amount outstanding.
6. In some cases where a debtor has been made bankrupt, or a company has gone into liquidation, the Council has little control. However, the debt, or part of it, may be re-instated at a later date upon payment of a dividend. Further information in relation to bankruptcy and liquidation terminology is provided at Appendix B.

Implications

7. The collection of revenue is of vital importance to the financial management of the Council. Failure to collect debts, and in a timely manner, has adverse implications to the Council's finances and cash flow.
8. All of the debts for which write-off is requested (or is being reported) within this report relate to the period prior to 31st March 2018.
9. Although this report seeks approval to write-off a number of uncollectable debts, any debt that is written-off can be re-instated at a later date should there be a further opportunity to recover part or all of the debt.
10. The names of individual debtors have not been published because to do so may infringe the Data Protection Act 1998.

| IMPLICATIONS | |
|---|--|
| Finance | The financial implications are detailed within the body of this report. |
| Legal | The Council's Constitution determines that the writing-off of debts in excess of £25,000 requires the prior approval by the Finance and Democracy Committee. Additionally amounts above a specified level that have been written-off by the Chief Financial Officer under delegated powers are required to subsequently be reported to the Finance and Democracy Committee for information purposes. This report fulfils those requirements. |
| Community Safety | No direct implications |
| Human Rights and Equalities | No direct implications |
| Sustainability and Environmental Impact | No direct implications |
| Health & Safety and Risk Management | No direct implications |

| LEAD AUTHOR | CONTACT DETAILS | DATE |
|--|-----------------|------------|
| Paul O'Donoghue Chief Financial Officer | 01253 658566 | March 2018 |

| BACKGROUND PAPERS | | |
|-------------------|------|--------------------------------|
| Name of document | Date | Where available for inspection |
| None | | |

Attached documents

Appendix A – Information on debts written-off and for which write-off is requested

Appendix B – Glossary of Terms

Section 1: Debts in excess of £25,000: (Authority sought to write off debt)

| National Non Domestic Rates | | |
|--|------------|-------------------------|
| Name | Amount (£) | Reason |
| Hangar 8 Blackpool Ltd | £86,064.01 | No Prospect of Recovery |
| Property type – Hangar & Premises. The company was dissolved in August 2016. For a number of years the site was used for airplane repairs and hangarage services. Following Blackpool Council's purchase of the Airport confidence seems to be growing in the aviation sector and the 100+ year leasehold has now been sold to WestAir who took occupation of the unit in January 2018. The write off relates to the period July 2013 to August 2016 and represents 4 financial years. | | |

| National Non Domestic Rates | | |
|--|------------|------------|
| Name | Amount (£) | Reason |
| Lancashire Restaurant Ltd | £46,828.17 | Insolvency |
| Property type - Restaurant. Following a petition from HMRC the company was wound up by the High Court in January 2017. The company had always struggled to pay the debts but payments ceased altogether in September 2015. The write off represents 3 financial years. | | |

| National Non Domestic Rates | | |
|---|------------|------------|
| Name | Amount (£) | Reason |
| Smalley Plant Hire & Sales Ltd | £42,516.68 | Insolvency |
| Property Type – Workshop & Premises. The company was placed in creditors' voluntary liquidation following a resolution passed by the company directors. The company had debts owed to Fylde Council and HMRC according to their statement of affairs. The write off covers two separate units at Braithwaite Yard Business Park over a period of 4 financial years. | | |

| National Non Domestic Rates | | |
|---|------------|-------------------------|
| Name | Amount (£) | Reason |
| McGuire Ltd | £34,805.08 | No Prospect of Recovery |
| Property type – Hangar & Premises. (Note: this company had the same registered director as Hangar 8 Blackpool Ltd). The company was dissolved in November 2017. For a number of years the site was used for airplane repairs and hangarage services. Following Blackpool Council's purchase of the Airport confidence seems to be growing in the aviation sector and the 100+ year leasehold has now been sold to WestAir who took occupation of the unit in January 2018. The write off relates to the period August 2016 to January 2018 and includes 2 financial years. | | |

| National Non Domestic Rates | | |
|---|------------|-------------------------|
| Name | Amount (£) | Reason |
| Fiesta Retail Ltd | £28,095.18 | No Prospect of Recovery |
| Property Type – Former Restaurant. This company was dissolved in June 2016 following action from Companies House. This was a restaurant which occupied the premises between 2015-16 and never made a payment. We obtained liability orders from the courts and passed the case to the enforcement agents with little success. The property is now undergoing renovations for conversion into domestic property. | | |

Section 2: Debts under £25,000:
(For information only)

| National Non Domestic Rates | | |
|--|------------|------------|
| Name | Amount (£) | Reason |
| Station Tavern Ltd | £24,155.31 | Insolvency |
| Property Type - Public House. Following a petition from HMRC the company was wound up by the High Court in January 2017. No payments were made during its tenure. This was a problem property for a number of years, but the new ratepayer has turned the business around and is making monthly payment as billed. | | |

| National Non Domestic Rates | | |
|---|------------|-------------------------|
| Name | Amount (£) | Reason |
| Hospitality Excellence Ltd | £21,790.60 | No Prospect of Recovery |
| Property Type - Public House. The company occupied the Fairhaven Pub in 2016. The company was dissolved in February 2018 following action from Companies House. This has been a problem property for a number of years in terms of rate collection. For the debt period we only received a single payment of £850.00. | | |

| National Non Domestic Rates | | |
|---|------------|------------|
| Name | Amount (£) | Reason |
| LT123 Ltd | £20,093.06 | Insolvency |
| Property Type – Offices. The company occupied two offices on Park Street in St Annes and was placed in voluntary creditors liquidation in February 2017. As the company was placed in liquidation one year ago we have received a final dividend payment of £243.76 from the liquidators. | | |

| National Non Domestic Rates | | |
|--|------------|------------|
| Name | Amount (£) | Reason |
| Individuals – names not released due to Data Protection | £19,236.17 | Insolvency |
| Property Type - Public House. This couple occupied the Links Hotel from April 2015 to November 2017. They had struggled to make payments and having engaged with the Council and made several payments over their tenure (total £5,664.73) but this was far from sufficient. Declared bankrupt in November 2017. | | |

| National Non Domestic Rates | | |
|---|------------|-------------------------|
| Name | Amount (£) | Reason |
| Velvet Inns Ltd | £16,452.25 | No Prospect of Recovery |
| Property Type - Public House. This company was dissolved in July 2017 following action from Companies House. This was a former public house which traded between February 2016 and February 2017. We obtained liability orders from the courts and passed the case to the enforcement agents with little success. | | |

TERMINOLOGY

Bankruptcy

Bankruptcy is a legal proceeding involving an individual, sole proprietor or partnership that is unable to repay outstanding debts when they become due. It is a legal procedure petitioned either by the debtor (voluntary), or by creditors (involuntary), when the debtor is unable to make his or her payments.

A trustee is appointed by the court to measure, evaluate and dispose of the debtor's assets and distribute any proceeds to the creditors.

The debtor is relieved of the debt obligations incurred, prior to filing for bankruptcy.

Liquidation

Where a Limited Company cannot meet its debts and calls a creditors meeting to have the company voluntarily wound up, or where a creditor has petitioned the court for a compulsory winding-up order.

A Liquidator is appointed to dispose of any assets and distribute any proceeds to the creditors.

Receivership & Administration

Voluntary administration is where a business is in danger of becoming insolvent and has an administrator appointed in order to try to improve the financial viability of the business and to come to an agreement with creditors.

Receivership is where a Limited Company cannot meet its debts and a creditor(s), usually a debenture holder or a mortgagee, has applied to the court for the appointment of a receiver or administrator. Unlike liquidation, the business may not necessarily be wound up.

The task of the receiver or administrator is to protect the interest of the appointer, not the creditors as a whole. He will attempt to sell the business as a going concern, whether as a whole or in part. Any remaining proceeds from the sale will be distributed to the creditors after the debenture or mortgage has been paid.

In administrative procedures for all the above cases, Proof of Debt forms are submitted to the Insolvency Practitioner before the debt is submitted for write-off.

Proposal to strike off - Dissolution

A company may apply to the registrar to be struck off the register and dissolved. The company can do this if it is no longer needed. For example, the directors may wish to retire and there is no one to take over from them; or it is a subsidiary whose name is no longer needed; or it was set up to exploit an idea that turned out not to be feasible. Some companies who are dormant or non-trading choose to apply for strike off.

A company cannot apply to be struck off if it is the subject of:

- any insolvency proceedings such as liquidation, including where a petition has been presented but has not yet been dealt with); or
- a section 895 scheme (that is a compromise or arrangement between a company and its creditors or members).

Or, within the last three months, it has traded, changed its name, or engaged in other activity, unless necessary for the purposes of concluding the affairs of the company.

However, a company can apply for strike off if it has settled trading or business debts in the previous two months.

There are safeguards for those who are likely to be affected by a company's dissolution. If the company has creditors, they should be warned of the proposal before application, as any of them may object to the company being struck off.

This procedure is not an alternative to formal insolvency proceedings where these are appropriate. Even if the company is struck off and dissolved, creditors and others can apply for the company to be restored to the register.

The registrar can strike a company off the register if he views that it is neither carrying on business nor in operation, for example:

- he has not received relevant documents (eg. accounts) from a company that should have sent them to him; or
- mail that the registrar has sent to a company's registered office is returned undelivered; or
- the company has no directors.

The registrar publishes a notice in the relevant Gazette stating his intention to strike the company off the register unless he is shown reason not to do so. Company house records will show “action - proposal to Strike off” and this indicates there is dissolution pending.

If the registrar sees no reason to do otherwise, he will strike off the company not less than three months after the date of the notice. The company will be dissolved on publication of a further notice in the relevant Gazette.

In administering these cases, the outstanding debt is written off on systems but records at Companies House are continually checked to confirm that the dissolution of the company has been completed.

Individual Voluntary Arrangement (IVA)

An IVA involves a formal proposal to creditors to pay part or all of the debt. An insolvency practitioner will act for the debtor and application is through the court for an “Interim Order” which prevents creditors from presenting, or proceeding, with a bankruptcy petition against the debtor while the interim order is in force. It also prevents them from taking other action against the debtor during the same period, without the permission of the court.

The Insolvency Practitioner tells the court the details of the proposal and whether in his opinion a meeting of creditors should be called to consider it. At the meeting, the creditors vote on whether to accept the proposals. If enough creditors (over 75% in value of the creditors present in person or by proxy, and voting on the resolution) vote in favour, the proposals are accepted. They are then binding on all creditors who had notice of, and were entitled to vote at, the meeting.

The insolvency practitioner supervises the arrangement and pays the creditors in accordance with the accepted proposal.

The IVA avoids the restrictions that apply to bankruptcy and gives the debtor more say in how his assets are dealt with and how payments are made to creditors. He may be able to persuade creditors to allow him to retain certain assets (such as the home). The debtor will obviously have to act responsibly and flexibly in order to reach agreement with the creditors.

Debt Relief Order (DRO)

The DRO is a cheaper, quicker and easier alternative to bankruptcy for individuals who have less than £1,000 in assets, aren't homeowners and have less than £50 in disposable income per month.

To qualify for a DRO individuals must have less than £20,000 in qualifying debts and haven't had an existing Bankruptcy Order, Individual Voluntary Arrangement or a Debt Relief Order in the last six years.

A DRO usually lasts for 12 months, and listed Creditors are not able to take action to recover the amounts owed, however normal expenses that fall due during the period, such as utility bills, council tax and rent, must be paid.

Arrangements to repay creditors must be made if the financial circumstances of the individual improve during the 12 month period.

The courts are not involved in the process and individuals contact an approved debt adviser like the Citizen's Advice Bureau who can check if the relevant conditions are met and assist in completing the relevant application.

DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|------------------------------------|---------------------------------|---------------|---------|
| MEMBER DEVELOPMENT STEERING GROUP | FINANCE AND DEMOCRACY COMMITTEE | 19 MARCH 2018 | 6 |
| WEB CONFERENCING TECHNOLOGY | | | |

PUBLIC ITEM

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

SUMMARY

The report provides details of the on-going work undertaken by the Member Development Steering Group (MDSG) on the trialling 'Google hangouts'. Google Hangouts is one of many communication platforms/tools that are available on the market for web conferencing. This particular product which was tested by the MDSG includes instant messaging, video chat, SMS (Short Message Service) and VOIP (Voice over Internet Protocol) features. The report also makes reference to opportunities to explore other web conferencing technology generally available.

For the past 8 months, the 'video chat' element of 'Google Hangouts' has been tested/trialled by Councillor Mark Bamforth in conjunction with the Member Development Steering Group at informal office meetings; meetings of the MDSG and at the monthly briefing sessions for members in the Reception Room and Porritt Room at the Town Hall. In view of the fact that the trial has been tested for an 8 month period, it is considered appropriate to present an interim report to the Finance and Democracy Committee.

The MDSG are scheduled to meet on 9 March to give further consideration to the trial and the way forward. Some of the considerations to date are summarised in the report. A verbal update on the outcome of the 9 March meeting will be given by the Chairman of the MDSG, Councillor Ed Nash, to the Committee.

Of relevance to this matter, on 19 June 2017, the Finance and Democracy Committee extended the remit of the Member Development Steering Group to include 'member wellbeing'. The 'Working with Councillors with Disabilities' document (previously approved) was subsequently retitled and updated by the MDSG on 1 Dec 2017 to reflect how the Council will recognise and support member wellbeing. The updated document is also presented to the Finance and Democracy Committee for approval at Appendix 1 of the report.

There is an ongoing commitment to optimise the most appropriate technical solutions to enable members to participate as fully as possible in meetings, taking into account the legislation and the practical constraints involved in running meetings.

RECOMMENDATIONS

1. To consider the recommendations of the MDSG held on 9 March with a view to determining the most appropriate method of extending web conferencing technology to other meetings as appropriate.
2. To approve the updated version of the Working with Councillors with Disabilities and Welfare Document.

SUMMARY OF PREVIOUS DECISIONS

Full Council – 3 April 2017 - To request that the Member Development Steering Group consider extending its remit to include member wellbeing.

Finance and Democracy Committee – 19 June 2017 - Agreed to extend the remit of the Member Development Steering Group to include 'member wellbeing and to update the 'Working with Councillors with Disability Policy Document' as deemed appropriate and to support the on-going work of the MDSG

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

REPORT

- Over the last 8 months, the Member Development Steering Group has been trialling the 'video chat' element of 'google hangouts' with Councillor Mark Bamforth. 'Google Hangouts' is one of many communication platforms/tools that are available on the market for web conferencing which allows individuals have a group conversation online in an informal or formal meeting setting. In view of the fact that the trial has been tested for an 8 month period, it is considered appropriate to present an interim report to the Finance and Democracy Committee.
- The trial has taken place in the Reception Room or in the Porritt Room at meetings of the Member Development Steering Group and the monthly Briefing sessions for members. It has also been tested in an informal office meeting setting. The MDSG were conscious that the right environment for testing any web conferencing product would be the new Council Chamber but at the time of the trial, this meeting room was not available. The testing in the Council Chamber will provide the MDSG with an opportunity to draw on experiences/challenges to date.
- Separate to the above but of relevance, on 19 June 2017, the Finance and Democracy Committee extended the remit of the Member Development Steering Group to include 'member wellbeing'. The 'Working with Councillor with Disabilities' document (previously approved) was subsequently retitled 'Working with Councillor with Disabilities and Councillor Welfare' and updated by the MDSG on 1 Dec 2017 to reflect how the Council will recognise and support member wellbeing. The policy on members with disabilities sets out the arrangements that are in place to assist with the particular needs of councillors who have a disability with the aim of complying with the duties in the Equality Act 2010. A copy of the updated document is also presented to the Finance and Democracy Committee for approval at Appendix 1.
- An extract from the updated 'Working with Councillors with Disabilities and Welfare Policy' documents is set out below:

"As a council, we will look to:

 - Remove or minimise any disadvantages members may have because of their disability.
 - Take steps to meet the needs of people with disabilities that are different to needs of people who don't.
 - Take steps to encourage people with disabilities to get involved in public life or any activity in which their participation is disproportionately low".
- Amongst other things, at the meeting of the MDSG in December the Group recommended the following:
 - To endeavour to advise the Council on supporting and enabling members to participate fully in the business of the council.
 - To look at ways in which the new Council Chamber and current committee rooms will cater for those with disabilities.
 - To undertake an ongoing review the 'Working with Councillor with Disabilities' document as appropriate with a view to identifying how the Council will recognise and support member wellbeing.
- There is an ongoing commitment to optimise the most appropriate technical solutions to enable members to participate as fully as possible in meetings, taking into account the legislation and the practical constraints involved in running meetings. The testing of the product in other meeting rooms in the Town Hall was not ideal and the long term vision was to use the most appropriate web conferencing technology (whatever that may be) in the new Council Chamber.

7. The new Council Chamber has the facility for the webcasting of Council meetings live but for legislative reasons does not allow remote voting. In addition, there is a facility to use web conferencing technology. Google Hangouts and other web conferencing platforms will be further tested/explored in the Council Chamber for the first time by the MDSG at its meeting on 9 March/future meetings.
8. The evaluation of the initiative is to try to understand what technology offers the best pathway to achieving that objective. Google Hangouts was one of the web conferencing options used. Whilst the experience was not seamless, it was acknowledged that we are not bound to specific solutions and it would be prudent to explore other options that are fit for purpose in the new Council Chamber. Whatever method is chosen for formal meetings, it must not interfere in any material way with the proper conduct of the meeting.
9. Given that the new Council Chamber is now officially in use, it would seem appropriate to ask the MDSG to continue with the trial of web conferencing in the Chamber with a view to providing feedback generally and suggestions regarding the introduction of a formal/informal set of procedures for web conferencing for consideration by the Finance and Democracy Committee.
10. Members are reminded that Standing Order 22 (a) of the Rules of Procedure of the Constitution states that:
"Members of the Council may attend any Committee or Sub-committee even if they are not a member of it and may address the committee once on each item being considered by the committee, but must not otherwise take part in the proceedings without the consent of the Chairman, and must not vote"
 The above Standing Order would give a member the ability be involved in the meeting remotely and to address the committee with the consent of the Chairman. But the relevant legislation would not allow such involvement to be formally counted as attendance and would not allow a member not physically present in the meeting room to vote.
11. In light of the above, members of the MDSG, at their meeting on 9 March, are invited to consider if it would now be timely to extend this opportunity via the web conferencing facility to the various committees of the Council. Councillor Nash will update members on the deliberations of the MDSG verbally at the Finance and Democracy Committee.
12. In the interests of inclusivity, the MDSG will continue to work on alternative solutions which might arise to ensure all members are able to participate as fully as possible in meetings of the Council.
13. The issue of attendance at full Council meetings in this manner would require further consideration to consider if any adjustment was necessary, or otherwise, to the Council's Standing Orders.

| IMPLICATIONS | | |
|---|---|---|
| Finance | The Council has an open source software platform so no ongoing costs such as licensing etc. In terms of hardware these costs are covered within the existing "Purchase of computer equipment" and are not specific to members or staff. | |
| Legal | None arising directly from the report | |
| Community Safety | None arising directly from the report. | |
| Human Rights and Equalities | None arising directly from the report | |
| Sustainability and Environmental Impact | None arising directly from the report. | |
| Health & Safety and Risk Management | None arising directly from the report. | |
| LEAD AUTHOR | CONTACT DETAILS | DATE |
| Lyndsey Lacey- Simone | 01253 658504 | Feb 2018 |
| BACKGROUND PAPERS | | |
| Name of document | Date | Where available for inspection |
| Council Minutes | 3/04/17 | https://fylde.cmis.uk.com/fylde/Committees.aspx |
| MDSG notes | 19/05/17 | Democratic Services Section |

Appendix 1: Working with Councillors with Disabilities and Councillor Welfare



| | |
|---------------|--|
| Title: | Working with Councillors with Disabilities and Councillor Welfare |
|---------------|--|

1.0 Introduction

1.1 Elected councillors are at the heart of the local authority. They set the strategy and direction of the Council, take the most important decisions and lead and guide the organisation. Councillors do much of their work with individuals and bodies in their communities. However, it is also important for them to take part in council and committee meetings, where policies and priorities can be debated, discussed and decided.

1.2 As the democratically elected champions of their communities, councillors have a crucial role in articulating the views of those they represent. Some members will be appointed to particular positions, such as council leader or chairman of a committee. Fylde Council is committed to assisting persons of all backgrounds to stand for election and, if elected, to help each member to be the most effective councillor that they can.

1.3 The Local Government Association has been working with a range of local authorities and disabled councillors to encourage more disabled people to seek elected office. As the number of disabled councillors grows, there will be an increasing need for appropriate and timely support. The Association has published a [guide](#) to becoming a councillor for people with disabilities.

1.4 A disability is defined under the Equality Act 2010 *"if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities"*, although the Council aims to provide support for those with short term needs also. Reference throughout this document to 'disability' aims to reflect the definition.

1.5 Whether or not they have disability, the role of a councillor can be physically and emotionally draining. Members are not exempt from and can suffer from worry and stress.

1.6 The Member Development Strategy details the arrangements that have been put in place to help all councillors to carry out their responsibilities. This policy sets out the arrangements that are in place to assist with the particular needs of councillors who have a disability and to help all councillors manage welfare issues.

| Directorate | Resources | Section | Governance | Ref. Number | |
|----------------------|---------------------------------|------------------|--|--------------------|-----------------------|
| Authorised By | Tracy Morrison | Job title | Director of Resources | Issue Date | Updated December 2017 |
| Author | Ian Curtis/Lyndsey Lacey-Simone | Job title | Head of Governance/ Principal Democratic Services Officer | Revision No | 3 |
| Page 1 of 1 | | | | | |

2.0 The Law

2.1 Under the Equality Act 2010, the Council has a duty to make reasonable adjustments to make sure that, as far as is reasonable, a disabled councillor has the same access to everything that is involved in carrying out the role of a councillor as a non-disabled councillor does. This may mean the removal of physical barriers, providing extra support or changing the way some things are organised.

2.2 The duty is a positive and proactive one to take steps to remove or reduce or prevent the obstacles a councillor faces.

2.3 In addition, as a public body, the Council is subject to the Public Sector Equality Duty. This includes the duty to have regard, in exercising its functions, to the need to advance equality of opportunity between people who are disabled and those who are not. Among other things, this involves encouraging people who are disabled to participate in public life.

2.4 Councils are not under any legal obligation to provide welfare support for councillors except where associated with disabilities. However, the Council recognises and is mindful of its public sector equality duty in helping councillors to be the best councilor that they can be which can include helping individual members to deal with the pressures of their role.

2.5 As a council, we will look to:

- Remove or minimise any disadvantages members may have because of their disability.
- Take steps to meet the needs of people with disabilities that are different to needs of people who don't.
- Take steps to encourage people with disabilities to get involved in public life or any activity in which their participation is disproportionately low.

3.0 Our Aims

3.1 We aim to comply with the duties in the Equality Act, not just because we have to, but because we need the contributions that disabled people may be able to make as councillors, and because it is good for the make-up of councils to reflect the make-up of their communities.

3.2 We will put in place actions that will help disabled people who are thinking of standing for election to the council, actions to help us to understand the individual needs of disabled councillors, and, as far as practicable, actions to address those needs.

3.3 We also aim to assist members to cope with the stresses and pressures caused by being a councillor, and will put in place services and facilities for those purposes.

| Directorate | Resources | Section | Governance | Ref. Number | |
|---------------|---------------------------------|-----------|--|-------------|----------------------|
| Authorised By | Tracy Morrison | Job title | Director of Resources | Issue Date | Updated December2017 |
| Author | Ian Curtis/Lyndsey Lacey-Simone | Job title | Head of Governance/ Principal Democratic Services Officer | Revision No | 3 |
| Page 1 of 1 | | | | | |

4.0 Actions to help disabled people who may be considering standing for election to the council

4.1 We will offer anyone who has disabilities, of whatever nature, and is considering standing for election to the council the chance to discuss with a senior officer how their disability might affect the ways they could serve as a councillor and what adjustments could be made to assist them.

4.2 We will signpost any potential candidates who are disabled to other sources of assistance, for example the Government's Access to Elected Office Fund and the Local Government Association.

5.0 Actions to help us understand the individual needs of disabled councillors

5.1 When a candidate puts in nomination papers to stand for election, we will ask them to briefly indicate whether they have a disability and, if they do, the nature of the disability. This will help us to start thinking early about the adjustments that might need to be put in place if they are disabled and are elected.

5.2 We will meet with each newly-elected councilor individually during the induction process following their election. For a disabled councilor, this will include exploring in detail with them what particular arrangements and facilities they might need to help them in their new role.

5.3 Our Member Development Programme includes an invitation for each councillor to complete a questionnaire that is used to develop with them a Personal Development Plan ("PDP"). The questionnaire will ask whether a councillor considers themselves to be disabled. This will allow support for disabled councilors to be included in the PDP, even if the councillor did not have the disability when first elected.

6.0 Actions to address the needs of disabled councillors

- To assist councillors who have a hearing impairment, we will hold council and committee meetings in premises where an induction loop is available.
- To assist councillors with mobility issues, we will hold council and committee meetings in premises that are wheelchair accessible.
- We will plan the ongoing refurbishment of the Town Hall to fully comply with our legal obligations under the Equality Act and to be as accessible as possible to all councilors.
- We will produce committee papers in pdf format so that they can be "read aloud" by Windows and Mac operating systems.
- Should it be necessary, we will produce committee papers in braille or large print.

| Directorate | Resources | Section | Governance | Ref. Number | |
|---------------|---------------------------------|-----------|--|-------------|----------------------|
| Authorised By | Tracy Morrison | Job title | Director of Resources | Issue Date | Updated December2017 |
| Author | Ian Curtis/Lyndsey Lacey-Simone | Job title | Head of Governance/ Principal Democratic Services Officer | Revision No | 3 |
| Page 1 of 1 | | | | | |

- As well as these commitments, we will work with councillors with disabilities to seek to meet their specific needs as identified by our engagement with them set out above.

7.0 Actions to help members with general welfare issues

- We have given the Member Development Steering Group a wider remit to encompass general member welfare issues, as well as development and training.
- We have given members' access to the Employees' Assistance Programme. This will provide assistance for members and their families who are going through personal difficulties or difficulties related to their council role.
- We will regularly review the whether our arrangements for member welfare are appropriate and effective.

8.0 Revisiting this policy

We will aim to review this policy in the twelve months before each ordinary election to the council, and make any revisions to it that help us to better address the requirements of disabled councillors.

| | | | | | |
|----------------------|---------------------------------|------------------|--|--------------------|-----------------------|
| Directorate | Resources | Section | Governance | Ref. Number | |
| Authorised By | Tracy Morrison | Job title | Director of Resources | Issue Date | Updated December 2017 |
| Author | Ian Curtis/Lyndsey Lacey-Simone | Job title | Head of Governance/ Principal Democratic Services Officer | Revision No | 3 |
| Page 1 of 1 | | | | | |

DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|-----------------------|---------------------------------|---------------|---------|
| RESOURCES DIRECTORATE | FINANCE AND DEMOCRACY COMMITTEE | 19 MARCH 2018 | 7 |

APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS

PUBLIC ITEM

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

SUMMARY

Each year full Council appoints members to outside bodies for the forthcoming municipal year.

In May 2015 Council asked that the programme committees make recommendations from within their respective memberships for those outside bodies relating to the brief for the committee.

This report covers those nominations that relate to the Finance and Democracy Committee.

RECOMMENDATIONS

The committee is invited to

1. recommend nominations to the outside bodies listed for consideration by council
2. confirm the establishment of the working groups(s) listed which will meet as and when required
3. to note the reports from members currently serving on outside bodies

SUMMARY OF PREVIOUS DECISIONS

20th May 2015 - Council sought recommendations from individual programme committees as to nominations for representation.

6 July 2015 – Council confirmed the nominations from the programme committees.

11 April 2016 – Council confirmed the nominations from the programme committees.

3 April 2017 - Council confirmed the nominations from the programme committees.

CORPORATE PRIORITIES

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

REPORT

1. The 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. In May 2015, the Council deferred the decision to appoint to '*... allow the various programme committees the opportunity to recommend appointments from within their respective memberships for those outside bodies relating to the brief of their committee*'.
2. The Council needs to make appointments to outside bodies at its meeting on 16 April 2018 for the forthcoming municipal year 2018/19. Nominations are sought from the programme committees for representatives to the outside bodies.
3. This report deals with the outside bodies that relate to the terms of reference for the Finance and Democracy Committee. The first table below includes the name of the body/group, the role/purpose and which elected member currently represents the Council. The committee is invited to recommend nominations for consideration by Full Council.
4. Under the previous governance arrangements there existed the facility through scrutiny for members to establish specific task and finish groups to look in some depth at particular issues and make recommendations to Cabinet. With the adoption of the new governance arrangements that is no longer possible. However 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.
5. The second table below lists those working groups that relate to the terms of reference of the Finance and Democracy Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
6. 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.
7. The members nominated should ideally be a member of the programme committee to which the matter relates to.
8. 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.
9. The conclusion of any working group would be brought to committee in a formal report as previously occurred in scrutiny.

| Finance and Democracy Committee- Outside bodies/partnerships | | | |
|---|---|---|--|
| Outside body / partnerships | Role/Purpose | Frequency of meetings | Current representation |
| Blackpool Airport and Hillhouse Enterprise Zone Project Board | Responsible for the operational delivery of the two EZs, with a remit encompassing activity including commercial, financial, development, legal, planning, land, infrastructure, and highways works and, marketing and promotion. | As required | Chairman of Finance and Democracy – Councillor Karen Buckley |
| Fylde Community Project Fund | Decision making body allocating small grants to local volunteer groups and organisations from the Community Project Fund | 3 x p/a plus smaller bids considered by email | The Mayor |
| North West Employers Organisation | Provides a network of support, advice and consultancy regarding human resources, policy and practice, leadership, development, organisational design and performance. It works with regional and national partners representing North West authorities as employers including consultation on pay and conditions. | Quarterly (4xp/a) | Councillor Buckley (Councillor Small as named substitute) |
| North West of England & the Isle of Man Reserve Forces & Cadets Association | To support and maintain Armed Forces Reserves and Cadets in North West England. | Annually with two optional outside days | Councillor Ed Nash |

| Finance and Democracy Committee– Working groups | | | |
|---|---|--|---|
| Working group | Role/purpose | Notes | Current representation |
| Budget Working Group | To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of the overall financial position of the Council, capital bid expectations, fees and charges levels etc | The establishment of this working group was considered and recommended for approval by the Governance Working Group. The group meet as and when required during the annual budget setting cycle. It is recommended that the group includes representation from each of the main programme committees in order to ensure a corporate cross-cutting approach to budget setting | Councillors Fazackerley, Buckley, Little, Aitken, Eaves, Fiddler, Redcliffe, Small and Settle. |
| Accommodation Working Group | To oversee and give a steer to the implementation of the council's overall accommodation rationalisation strategy | The group meets as and when required | Councillors Fazackerley, Oades, Buckley, Fiddler, Ford and Jacques. |
| The Transformation Strategy | To review the consultation on the strategy and provide input. | Formed 17/6/17 | Councillors Susan Fazackerley, Karen Buckley, Liz Oades, Linda Nulty, Richard Redcliffe, David Donaldson. |

| 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 | 20/2/18 |

| BACKGROUND PAPERS | | |
|-------------------|------|--------------------------------|
| Name of document | Date | Where available for inspection |
| None | | |

Attached documents

Appendix 1 – Status of reports from Outside Bodies representatives

Appendix 2 – Reports from Outside Bodies representatives.

| Outside Body | | Councillor | Report rec'd |
|--|---|---|---|
| Finance and Democracy Committee, 19/3/18 meeting | | | |
| | Blackpool Airport and Hillhouse Enterprise Zone Project Board | Chairman of Finance and Democracy | To Follow |
| | Fylde Community Projects Fund | The Mayor – John Singleton | 27/2/18 |
| | North West Employers Organisation | Chair F&D – Karen Buckley (sub Roger Small) | Nil return – no meetings |
| | NW of England & Isle of Man Reserve Forces & Cadets Association | Ed Nash | Nil return – no meeting as association is relocating. |

Details

| | |
|--|--|
| Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) | John Singleton |
| Email | johnsingleton1@outlook.com |
| Period this report covers (date): | February |
| Name of Outside Body: | Fylde Community Projects Fund |
| How often does the organisation meet? And how often have you attended? | 4 times a year. Attended all during 2017 the next meeting is planned for Tuesday 20th March. |
| Key issues arising for Fylde Borough Council | Provides a good community focus together with grant funding for a good business case. The panel looks at the request and interviews the applicant. |
| | Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc |
| Who did you inform of these issues within Fylde Borough Council? | The panel stays inside the budget |
| In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? | Yes |
| Any further comments? | The panel have agreed to around 50% of applications and are still under budget. |

DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|---|---------------------------------|---------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | FINANCE AND DEMOCRACY COMMITTEE | 19 MARCH 2018 | 8 |
| PROMENADE GARDENS WATER PLAY AREA (SPLASH) | | | |

PUBLIC ITEM

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

SUMMARY

At the Budget Council meeting of March 2016, approval was confirmed for a capital growth item in the sum of £100,000 in respect of a new water play facility on the Promenade Gardens. Following additional technical research and consultation, the Finance and Democracy Committee at the meeting of 25th September 2017 approved a fully funded budget increase for the scheme within the Capital Programme in the sum of £50,000 to be met from the Capital Investment Reserve. The total estimated scheme costs of £150,000 is now included within the approved 2018/19 Capital Programme.

The Finance and Democracy Committee are requested to approve a further addition to the cost of the scheme within the Capital Programme for 2018/19 in the sum of £109,285, to be met in full from the various external grants and Section 106 contributions as detailed within this report. The contribution to the scheme from Fylde Council remains at £150,000.

Approval is also sought for the Council to act as the accountable body for the delivery of the entire scheme.

This matter was considered by the Tourism and Leisure Committee at the meeting of 8th March 2018.

RECOMMENDATION

The Finance and Democracy is requested to approve the recommendations of the Tourism and Leisure Committee as follows:

1. To approve a fully-funded increase to the value of the Promenade Gardens water play facility scheme within the Capital Programme for 2018/19 in the sum of £109,295 to be met in full from the various external grants and Section 106 contributions as detailed within this report; and
2. To approve that the Council may act as the accountable body for the delivery of the scheme in its entirety in the total sum of £259,295.

SUMMARY OF PREVIOUS DECISIONS

Full Council meeting in 02 March 2016:

1. To approve and adopt the recommendations of the Finance and Democracy Committee as follows:
(c) The updated Five Year Capital Programme including the changes proposed by the Budget Working Group, as set out in Appendix G,

Tourism and Leisure Committee 07 September 2017

Following consideration of this matter the committee RESOLVED:

1. To note the current position with regard to the water play project;
2. To support the re-circulatory system of recirculating the water of the new water play facility as set out in the

report.

3. To agree Option 3 as set out in the report which recommends to the Finance and Democracy Committee approval of a fully funded budget increase for the scheme within the Capital Programme for 2017/18 in the sum of £50,000 to achieve the project budget of £250,000 with the additional £50,000 to be met from the Capital Investment Reserve.

Finance and Democracy Committee 25 September 2017

1. Note the preference expressed by the Tourism and Leisure Committee at the meeting of 7 September 2017 to support Option C of the alternatives as detailed in section 20 of the report in respect of the delivery of the new water play facility on the Promenade Gardens; and

2. Approve a fully-funded budget increase for the Water Play scheme within the Capital Programme for 2017/18 in the sum of £50,000 to be met from the Capital Investment Reserve.

Tourism and Leisure Committee 08 March 2018

Following consideration of this matter the committee RESOLVED:

1. To recommend to the Finance and Democracy Committee approval that the Council may act as the accountable body for the Promenade Gardens water play facility scheme in the total sum of £259,295;

2. To recommend to the Finance and Democracy Committee approval to a fully-funded addition to the Capital Programme in 2018/19 in the sum of £109,295 in respect of the Promenade Gardens water play facility scheme, fully funded from the various external grants and Section 106 contributions as detailed in the report, noting that the approved Capital Programme for 2018/19 currently includes funding in respect of this scheme in the sum of £150,000, funded from the Capital Investment Reserve;

3. Subject to the approval by the Finance and Democracy Committee to 1 and 2 above, to authorise the proposed expenditure in respect of the Promenade Gardens water play facility scheme as detailed in the report;

4. Subject to approval of the above, to approve the letting of the contract for the design and build of the promenade water play facility and associated infrastructure improvement works to Kingcombe Aquacare in the sum of £259,295.

CORPORATE PRIORITIES

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

REPORT

BACKGROUND

1. At the Budget Council meeting of March 2016, approval was confirmed for a capital growth item in the sum of £100,000 in respect of a new water play facility on the Promenade Gardens.
2. Further to additional technical research and consultation, the Finance and Democracy Committee at the meeting of 25th September 2017, approved a further fully funded budget increase for the same scheme within the Capital Programme for 2017/18 in the sum of £50,000 to be met from the Capital Investment Reserve, on recommendation from the Tourism and Leisure Committee meeting 7th September 2017. Therefore, Fylde is providing a budget contribution of £150,000 towards the project, which has now been re-phased into 2018/19 within the Capital Programme.
3. The majority of the remaining budget of £100,000 has been sourced through a variety of funding applications and fund raising initiatives which are listed in section 15, Table of internal and external grants.

SCHEME DETAILS

4. The new water play area will be housed in the 'paddling pool' area on the Promenade Gardens in St. Annes. The current area is not functional and in poor condition.
5. The new facility will include a range of water play apparatus, including aqua tent, variety of in-ground jets, water rainbow spray arches, 'whoosh' shower, twin tipping buckets and spray shooter cannons.
6. Full details of the scheme were presented and agreed by the Tourism and Leisure Committee at the meeting of 8th March 2018.

THE METHOD AND COST OF FINANCING THE SCHEME

7. Fylde Council have previously approved funding for this scheme within the Capital Programme in the total sum of £150,000 as previously described.
8. The Friends group have undertaken numerous community events over the last 2 years to raise funding for the project, and have actively sought funding from local businesses. To date the group have raised £8,550.
9. In addition to community fundraising the Friends have also been successful in gaining grant funding from the Lancashire Environmental Fund of £30,000.
10. The existing S106 contribution below had been 'ring-fenced' to the project. The planning process generally requires housing developers to contribute towards improvements to public open space in the vicinity of the new development. Fylde council is holding funds that have been secured through developer contributions associated with a new housing development at Orchid Court, 35-37 south Promenade, St. Annes.
11. The terms of the Planning Agreement 14/0327 for Orchid Court, St. Annes in relation to the public open space contribution states *"the sum of fifty five thousand seven hundred and forty five pounds (£55,745) to be applied towards the provision and improvement of promenade gardens, Lytham St. Annes"*.
12. Due to the cost of all the tender returns being higher than the budget, it is proposed to use a further £15,000 S106 contribution from the Planning Agreement 07/0187/76 for the North Promenade development. The public open space contribution states *"Sums payable under this part of the schedule are intended to be used by the Council to provide or improve or to facilitate the provision or improvement of public open space or the public realm likely to benefit the occupiers of the development"*
13. The Tourism and Leisure Committee are requested to support the allocation of the section 106 contributions of £70,745 from the Orchid Court development and North Promenade development to help deliver the project.
14. The group, assisted by officers from Fylde have been successful in one further external grant application of £30,000 from the Lancashire Environmental Fund, giving a total project budget of £259,295.
15. Table of internal and external grants:

| Source | Amount | Status |
|--------------------------------------|-----------------|---------|
| Fylde Council | £150,000 | Secured |
| LCC Environment & Community Projects | £6,000 | Secured |
| Business Donations | £2,050 | Secured |
| Lancashire Environmental Fund | £30,000 | Secured |
| Section 106 contribution | £70,745 | Secured |
| LCC Local Members Grant Scheme | £500 | Secured |
| TOTAL | £259,295 | |

FUTURE REVENUE BUDGET IMPACT

16. There are no further budget revenue implications relating to the proposed scheme. The original Capital Bid agreed at the Budget Council meeting of March 2016 included an annual revenue increase of £16,000 per annum to operate a water play facility on the Promenade Gardens. The proposed scheme will have an annual operating cost of around £5,600 for chemicals, water and electricity with the remaining monies covering additional staffing and repair costs.

RELEVANT VALUE FOR MONEY ISSUES

17. In order to ensure that value for money is achieved a procurement exercise has been undertaken in accordance with the Council's contract procedure rules. Selection of the successful tenderer will be on the basis that value for money is a key consideration as well as the suitability of the new facility.

PROCUREMENT PATH (AND ANY DELEGATIONS AS REQUIRED)

18. Quotations have been received for the provision of a new water play facility and associated improvement works on a design and build basis. The suppliers were given a project value figure of £243,795 and a design brief prepared by officers from Parks and Technical Services, which provided suppliers with comprehensive details of the essential project requirements.
19. To provide the council with numerous design options, the Invitation to Tender allowed for suppliers to submit two different design options, which would be evaluated separately.
20. 4 completed tenders were received by 2 suppliers and these have been evaluated on a 60% quality and 40% cost basis.
21. The price evaluation was carried out as follows: the proposals were to be based on the original budget of £243,795 including a contingency. 40 marks were awarded for the lowest price. The tenders thereafter will be prorated against the difference from the lowest tender. Tenders that are above the allocated budget will score 0%.
22. As all 4 tenders were above the highest financial threshold, they all scored zero points on the financial evaluation.
23. Both submissions from Kingcombe Aquacare scored the highest marks on the quality evaluation. To establish which option would provide to be the best scheme, this company was interviewed with both project options being further evaluated. The result of the interview evaluation for each design option is shown below.

| Evaluation Criteria | Design Option 1 | Design Option 2 |
|--|------------------------|------------------------|
| Value Engineering | 20 | 30 |
| Experience | 10 | 10 |
| Overall Design and Play Provision | 15 | 11.25 |
| Design & Water Quality Management System | 20 | 20 |
| Health and Safety & Project Management | 10 | 10 |
| Future Maintenance and Sustainability | 5 | 5 |
| Total | 80 / 100 | 86.25 / 100 |

24. The evaluation panel considered that Option 2 by Kingcombe Aquacare demonstrated a better quality provision in terms of quality of design, range of play equipment and associated infrastructure. The quotation figure for the recommended submission is £259,295, including a contingency. The delivery of this project can commence on site early May and will be completed for the end of July.

25. The proposal is to award the tender to provide a new water play facility and associated improvement works as detailed in this report at Promenade Garden, as per the agreed tender specification to Kingcombe Aquacare, to the value of £259,295 for completion before the end of July 2018.

SUMMARY

26. The approved Capital Programme for 2018/19 currently includes funding in respect of this scheme in the sum of £150,000, funded from the Capital Investment Reserve; with the remainder of the budget sourced through various external grants and S106 contributions as detailed in the report, providing a total project budget of £259,295.

| IMPLICATIONS | |
|---|--|
| Finance | The report requests approval to a fully-funded increase in the value of the Promenade Gardens water play facility scheme that is currently within the Capital Programme for 2018/19 in the sum of £109,295, to be met in full from the various external grants and Section 106 contributions as detailed within this report; and approval that the Council may act as the accountable body for the delivery of the scheme in its entirety. |
| Legal | Section 106 contributions are made by developers under specific planning agreements relating to each new development. The planning agreement will specify how the monies are to be spent in terms of geography and scope and a developer can usually require repayment of S106 contributions, if they have not been spent within 10 years of the agreement. |
| Community Safety | Provision of modern recreational facilities is important in terms of providing diversionary activities |
| Human Rights and Equalities | None arising from this report |
| Sustainability and Environmental Impact | None arising from this report |
| Health & Safety and Risk Management | The quotation requests included Health and Safety information which will be developed by the successful contractor prior to starting on site to safeguard the public and contractor personnel. |

| LEAD AUTHOR | CONTACT DETAILS | DATE |
|-------------|---|---------------|
| Mark Wilde | mark.wilde@fylde.gov.uk 01253 648475 | February 2018 |

| BACKGROUND PAPERS | | |
|---------------------------------|-------------------|---|
| Name of document | Date | Where available for inspection |
| Full Council | March 02 2016 | https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/91/Committee/17/Default.aspx |
| Tourism and Leisure Committee | September 07 2017 | https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/990/Committee/18/Default.aspx |
| Finance and Democracy Committee | September 25 2017 | https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/960/Committee/22/Default.aspx |
| Tourism and Leisure Committee | March 08 2018 | https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/993/Committee/18/Default.aspx |

DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|--|---------------------------------|---------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE | FINANCE AND DEMOCRACY COMMITTEE | 14 MARCH 2018 | 9 |
| ST ANNES REGENERATION : WOOD STREET | | | |

PUBLIC ITEM

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

SUMMARY

This report outlines the proposal to undertake a further area of regeneration within St Annes Town Centre. This would follow on from the virtual completion of St. Andrews Road South as of the end of February. At its meeting on the 26th July 2017, Planning Committee agreed that in accordance with the adopted Regeneration Framework and the Lytham St. Annes 2020 Vision, the next area to be targeted should be Wood Street (the easterly end).

The Councils Capital Programme for 2017/18 contained a specified amount, which has covered the costs associated with St. Andrews Road South, with a sum of £67,000 as yet unallocated.

On 5th March 2018 the Council approved a budget growth item in the sum of £50,000 in respect of the St. Annes Regeneration Programme, to be met from the Capital investment Reserve, for 2018/19. In addition, a further sum of £190,000 is held by The Council, accumulated by way of four Section 106 agreements but not yet contained within the Capital Programme.

To meet the projected costs of Wood Street (c. £300,000) and smaller commitments within the town centre, the aforementioned £190,000 will need to be added to the current St Annes Regeneration Scheme within the Capital Programme for 2018/19.

On the 14th March Planning Committee resolved to support the regeneration of Wood Street as its next priority and recommended to this Committee that this sum be added to the existing scheme for St Annes regeneration within the Capital Programme for 2018/19.

RECOMMENDATIONS

The Committee is recommended to:

1. Approve a fully-funded increase in the total sum of £190,000 in the value of the 2018/19 capital programme scheme for St Annes Regeneration works for the proposed scheme for Wood Street (and other locations within the town centre) to be met from the Section 106 contributions as detailed in the report; and
2. To note that a further report containing full details of the scheme will be presented to the Planning Committee for approval, prior to the commencement of the works.

SUMMARY OF PREVIOUS DECISIONS

At its meeting on 26th July, The Planning Committee resolved (Resolution 2) :

1. To authorise the commencement of the design for the next phase of the Regeneration Programme namely Wood Street (Park Road to St Andrews Road South and Back St Annes Road West) including the appropriate

level of public engagement and present, in due course, a scheme(s) in detail with its full costs of implementation.

On the 14th March 2018 Planning Committee resolved:

2. That the Finance and Democracy Committee be requested to agree to a fully funded budget increase of £190,000 to the approved Capital Programme, 2018/19 for the St. Annes Regeneration Programme, fully funded from Section 106 contributions now held by The Council.

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

REPORT

Background

1. The Regeneration Programme for St. Annes has been extensive, spanning some 18 years. This has been aimed at physically enhancing buildings and public spaces, financed from a number of sources including Government grant and negotiated contributions through planning permissions, where justified.
2. The Council agreed to undertake the most recent street enhancement to St. Andrews Road South which is nearing completion. This was funded by way of Section 106 contributions. In approving the details of the scheme for St Andrews Road South on 27th July 2017, it also agreed that the next phase of regeneration should be detected to Wood Street.
3. Within the Capital Programme for 2016/17 a sum of £237,240 was included for St. Annes, with the assumed outturn cost of the St. Annes Road South scheme being £170,000. The residual amount within the Capital Programme thus being some £67,000. On 5th March 2018 the Council approved a budget growth item in the sum of £50,000 in respect of the St. Annes Regeneration Programme, to be met from the Capital investment Reserve, for 2018/19. The Council currently hold some £190,000 as a result of Section 106 contributions although at present this particular sum is not contained within the Capital Programme.
4. The sum of £190,000 is derived from the following schemes.
 - Pontins Phase 1 : £26,000
 - McCarthy and Stone, South Promenade : £56,000
 - Pontins Phase 2 : £100,000
 - Petros House, St. Andrews Road North : £8,000
5. In order to progress the scheme for Wood Street and other smaller commitments – tied to specific planning permissions – including an extension to the recently delivered street lighting scheme for The Crescent and St. Andrews Road North. Preliminary costings for Wood Street and the other commitments total approx. the £307,000 that is to be available*.
6. The scheme for Wood Street is likely to be developed in two phases but preliminary estimates suggest a cost of approx. £300,000. The scheme as designed in concept form will be subject of potential alteration as a result of consultation and property owners being engaged in the process.

The request is therefore, that the £190,000 currently being held be added to the Capital Programme for 2018/19 for St. Annes, as distinct from other named regeneration schemes within the Programme.

The detailed design for the scheme will be presented to Planning Committee in due course, for its approval.

Scheme Details

7. The proposed scheme for Wood Street relates to that section between Park Road and St. Andrews Road South incorporating the Council car park and opposite large areas of forecourt, two areas of which remain in Council ownership. In essence the refurbishment of this part of the street will naturally join together Park Road, which was completed in 2016 and St Andrews Road South, now almost completed. This part of the town centre has often been seen as somewhat marginal with significant levels of business turnover although there are some well established businesses that attract custom to the area.
8. The principal reason for the regeneration of this part of the town centre will be one of increasing its attractiveness, stimulating business confidence and increasing footfall. The area benefits from off street car parking as well as private forecourt parking.
9. The concepts for the scheme include the refurbishment of the car park around its outer edges (the forecourt areas in front of the shops), removing and enhancing the existing 'dated' planters and street furniture and introducing specimen trees and other landscaping. The surfacing of the car park is presently in good condition and therefore, it is proposed to retain it, subject to cleaning and 'spot repairs'. To the opposite side, a rationalisation of car parking and access points, formation of a focal point seating area, a series of lawns and the introduction of mature tree specimens. The property owners have been contacted and negotiations and discussion are to begin in the short term. As the car park side rests in the full ownership of this Council, then it is proposed that this section will be completed as a first phase. This should take place in late spring/early summer.
10. Full details of the scheme, detailed costings, the method of procurement and timescales will be presented to Planning Committee in due course.

Conclusion

11. A number of Section 106 agreements were negotiated in respect of relevant planning permissions, each relating to and supporting the St. Annes Regeneration Programme. The request to include the sum of £190,000 within the Council's Capital Programme for 2018/19 will enable it to be utilised for its intended purpose to complement that presently contained within and to be carried forward from the present financial year.

| IMPLICATIONS | |
|---|---|
| Finance | The committee is requested to agree a fully-funded increase in the sum of £190,000 in the value of the 2018/19 capital programme scheme for St Annes Regeneration works for the proposed scheme for Wood Street (and other locations within the town centre) to be met in full from the Section 106 contributions as detailed within this report. |
| Legal | The Section 106 agreements require that the public realm contribution paid under them be used to secure works to the public spaces within St. Annes Town Centre. The recommended scheme in all probability will involve an element of works to private forecourts although these are for all intents and purposes public rights of way. Members will need to be satisfied that those works in particular fall within the purposes of the section 106 agreement. If they do not fall within the purposes of the section 106 agreement, the funds could be the subject of a claim for repayment by the developer. It should be noted that virtually all of the schemes, within other town centres as well as St. Annes that have been the subject of regeneration schemes have included forecourts. These forecourts have, due to the nature and relationship to the streets in question are deemed to form part of the public realm. |
| Community Safety | Not relevant. |
| Human Rights and Equalities | No specific issues. The scheme is aimed at benefitting all sections of the community. |
| Sustainability and Environmental Impact | Scheme aimed at sustaining and enhancing the role of St. Annes an important service centre and market town. |
| Health & Safety and Risk Management | Dealt with as part of the contractual arrangements. |

| LEAD AUTHOR | CONTACT DETAILS | DATE |
|--------------|-----------------|-----------------|
| Paul Drinnan | 01253 658434 | 2nd March 2017. |

| BACKGROUND PAPERS | | |
|---|------------|---|
| Name of document | Date | Where available for inspection |
| Planning Application & s106 Agreements 10/877, 14/327,16/0062 | 2010/14/16 | Town Hall, St. Annes |
| Planning Committee Report | 27.7.17 | www.fylde.gov.uk/planning |
| Planning Committee | 14/3/18 | https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/984/Committee/20/Default.aspx |