

# Agenda

## TOURISM AND LEISURE COMMITTEE

Date:	Thursday, 12 January 2017 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Cheryl Little (Chairman)  Councillor Tim Ashton (Vice-Chairman)</p> <p>Councillors Christine Akeroyd, Jan Barker, Brenda Blackshaw, Julie Brickles, Maxine Chew, Richard Fradley, Paul Hodgson, Sandra Pitman, Vince Settle, Raymond Thomas.</p>

### Public Platform

To hear representations from members of the public in accordance with council procedure rule 11. To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> 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	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on 3 November 2016 as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	DECISION ITEMS:	
4	<b>Developing a Policy on Events Including Club Days, Festivals and Concerts</b>	3 - 15
5	<b>Sand Dunes Re-Modelling at North Beach Car Park / Summerfields</b>	16 - 27
6	<b>Capital Programme Schemes Update: Promenade Gardens Water Play Facility and Bryning with Warton Parish Council Play Area</b>	28 - 33
7	<b>Budget Setting – Fees and Charges 2017/18</b>	34 - 41
	INFORMATION ITEMS:	
8	<b>Lytham Promenade Mussel Tank Improvement Project</b>	42 - 48
9	<b>Budget Setting – Revenue Budget 2017/18 – First Draft</b>	49
10	<b>General Fund Revenue Budget Monitoring Report 2016/17 – Position as at 30<sup>th</sup></b>	50 - 54

	<b>November 2016</b>	
<b>11</b>	<b>Capital Programme Monitoring Report 2016/17 – Position as at 30<sup>th</sup> November 2016</b>	<b>55 - 66</b>
<b>12</b>	<b>Lytham Hall</b>	<b>67 - 68</b>
<b>13</b>	<b>Mid Year Performance 2016/17</b>	<b>69 - 71</b>
<b>14</b>	<b>Corporate Plan 2016-2020 Progress Update</b>	<b>72 - 78</b>

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

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

**© Fylde Borough Council copyright 2016**

You may re-use this document/publication (not including logos) free of charge in any format or medium. You must re-use it accurately and not in a misleading context. The material must be acknowledged as Fylde Borough Council copyright and you must give the title of the source document/publication.

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

This document/publication is also available on our website at [www.fylde.gov.uk](http://www.fylde.gov.uk)

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

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	4
<b>DEVELOPING A POLICY ON EVENTS INCLUDING CLUB DAYS, FESTIVALS AND CONCERTS</b>			

## PUBLIC ITEM

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

## SUMMARY

This report proposes the outcome of work to develop a policy on events including club days, festivals and concerts in accordance with the recently approved Corporate Plan.

## RECOMMENDATIONS

The Tourism and Leisure Committee is requested:

1. To approve the attached proposed policy on events including club days, festivals and concerts, (subject to 3 below).
2. To agree proposals for the council's ongoing approach to deliver/support the following events/uses of council land:
  - a) Wartime Weekend
  - b) William Rainford Golf Competition
  - c) St George's Day Charity Festival
  - d) St Annes Kite Festival
  - e) Markets in St Annes and Lytham
3. Dependent upon the proposed approach for each event/use above in 2, the committee agrees to consultation being undertaken with relevant event organisers, users and stakeholders which will be the subject of a further report to committee before adoption of the final policy.

## SUMMARY OF PREVIOUS DECISIONS

### Tourism and Leisure Committee 2 June 2016

Following consideration of this matter it was RESOLVED:

1. To approve the development of a policy on events including club days, festivals and concerts.
2. To agree to the hosting of a workshop involving all members of the Tourism and Leisure Committee to facilitate this work.
3. To present an updated report to committee on the new policy once this work is complete.

### Tourism and Leisure Committee 10 September 2015

#### 7. Memorandum of Understanding – The Open Golf Championship

This report provided an overview of the framework in place for planning any future Open Championship event in the borough and detailed the importance of the infrastructure and facilities surrounding the Royal Course that facilitate The Open.

Cabinet 26 March 2014

Cabinet RESOLVED that subject to the amendment (detailed below) being made, to approve the recommendations made by the Community Focus Scrutiny Committee on 6 February 2014.

Fylde Club Day Arrangements – to include the following addendum:

4. That a report be brought forward to scrutiny and Cabinet in the autumn to review the arrangements put in place for 2015.

Scrutiny Review – Fylde Club Day Arrangements

1. To acknowledge the current position of Lancashire County Council and the Police and recognise the requirement of the Borough Council to make future temporary traffic regulations under its current powers in section 21 of the Town Police Clauses Act 1847.

2. To agree to assist club day / event organisers to meet the cost of any training required of them to undertake their duties within the new arrangements.

3. To seek Cabinet’s agreement in principle to supporting club day organisers in future years if and when necessary.

-----  
Cabinet 27 November 2013

Cabinet approved the recommendations made by the Community Focus Scrutiny Committee held on 12 September 2013

Report of the Supported Events Task and Finish Group

1. To recommend the findings of the Task and Finish Group to Cabinet as follows:

A review/ improvement of the appropriate section of the Council’s website relating to tourism related events with a view to making the information more accessible/ transparent and detailing the support and help on offer.

To seek the support of the Council’s Press Officer in publicising such information every 12 months.

-----  
Cabinet 27 June 2012

Policy Development Scrutiny Committee Report on Assets Let at Below Market Value

Cabinet considered the details set out in the report before it and at the meeting and RESOLVED: To approve the recommendations of the Policy Development Scrutiny Committee as set out in the appendix to the report (St Annes Farmer’s Market)

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

## REPORT

### BACKGROUND

1. In February, Council agreed the new Corporate Plan which runs from 2016 to 2020. The plan contains five themes. One of the priorities over the next four years under the theme 'A great place to visit' is *'Deliver and support quality events throughout the Fylde'*. An agreed action to deliver this is *'Develop a policy on events including Club Days, festivals and concerts'*.
2. The terms of reference for the Tourism and Leisure Committee includes 'reviewing, and formulating where necessary, policies relating to tourism and events promotion'.
3. In June 2016 the Tourism and Leisure Committee approved the development of a policy on events including club days, festivals and concerts. To achieve this the committee agreed to the hosting of a workshop involving all members of the Tourism and Leisure Committee to facilitate this work.
4. There have been three workshop sessions held with committee members on 7 July, 13 October and 9 December. The sessions have given members an important insight into the council's current role in events, and enabled them to provide officers with an 'initial steer' on the direction of the draft events policy. The feedback from many members attending, has been that the sessions have been informative and helpful in improving their knowledge and understanding of the council's current role and approach to events.
5. The council has a role in events in many ways. This includes directly providing or commissioning events, licensing/approving events held by others, providing support for events that others provide such as financial/operational support and also by promoting events.
6. There has been no formal review of policy on events undertaken previously by Fylde Council. Given the increase in the number of events held in recent years it is important that a review has now been carried out.

### THE ECONOMIC VALUE OF EVENTS

7. Fylde's reputation and experience of high profile events across the Borough means that new events and civic occasions have the opportunity to increase and play a pivotal role in the economy and profile of Fylde.
8. The Fylde Borough has an annual tourism revenue of £222 million as identified by the 'official' STEAM<sup>1</sup> figures and supports 3,000 fte jobs in the district. Over 3 million annual visits are made to Fylde, of which 15% are overnight stays. A visitor staying overnight spends approximately 8 times more than a day visitor, hence the opportunity to increase overnight visits through events. Figure 1 presents an infographic containing the key information of the value of the Fylde visitor economy.

---

<sup>1</sup> The STEAM (Scarborough Tourism Economic Activity Monitor) model used by most destination management organisations, uses locally derived data from a variety of sources such as hotels, attractions, tourist information centres, events and other accommodation to estimate the number of visitors, revenue generated and employment supported by tourism.

**FIGURE 1 – VALUE OF FYLDE’S VISITOR ECONOMY 2015**



**WHAT IS AN EVENT?**

9. Defined by the Oxford English Dictionary as – “A planned public or social occasion” or “a thing that happens or takes place, especially one of importance”.
10. This report covers the role of the council in authorising and approving events or use of land either in its role as land owner or as licensing authority. This includes use of council land for private use or by casual concessions or traders.

**PREVIOUS POLICY DECISIONS**

11. A review of all committee decisions since 1974 in relation to events and use of land has been undertaken. Prior to around 1999 all events/uses of land were reported to committee. After this time all events were included in the scheme of delegations. There has been custom and practice developed over the years in supporting certain events such as club days, galas and carnivals.
12. In 2012 Scrutiny looked at assets that were let at below market value. One of the assets considered was the use of the car park in St Annes Square for the monthly Farmer’s Market. Scrutiny noted the use was without charge and that the traders were predominately from in and around the borough and that it had the support of the Town Council. Scrutiny recommended that the current financial arrangements should remain unchanged which was approved by Cabinet.
13. In 2013 Scrutiny looked at the council’s approach to supported events. The recommendation was for a review/ improvement of the appropriate section of the Council’s website relating to tourism related events with a view to making the information more accessible/ transparent and detailing the support and help on offer. Also to seek the support of the Council’s Press Officer in publicising such information every 12 months.

14. In 2014 Scrutiny looked at the council's approach to Club day arrangements. The recommendation was to continue to support Club Days, with any necessary training and support for its organisers, and that, following guidance from the County Council and the Police, the Council continues to make future temporary traffic regulations of this nature, under its current powers in Section 21 of the Town Police Clauses Act 1847.
15. In 2015 the Tourism and Leisure Committee received an information report which provided an overview of the framework in place for planning any future Open Championship event in the borough and detailed the importance of the infrastructure and facilities surrounding the Royal Course that facilitate The Open. It covered the use of land for car parking, support with road closures, support with event planning/ licensing, etc.

#### THE ROLE OF THE COUNCIL IN EVENTS

16. There are four main roles for the council in events.

- Licensing/Regulatory role
- Land owner
- Event support
- Tourism/Promotion

17. The following sections outline the council's role in more detail.

#### LICENSING/REGULATORY ROLE

18. The council is responsible for the following licensable activities:

- Alcohol sales
- Live/recorded music
- Films/plays
- Dancing
- Street trading
- Charity collections

19. Events of less than 499 attending can be dealt with through a [Temporary Event Notice](#). Only the Police and Environmental Protection can object. It is an extremely light touch approach.

20. Events where more than 499 are attending require a Full Licence Application. This requires consultation with "Responsible Authorities" and residents may make representation.

21. Representations have to relate to licensing objectives of; prevention of crime and disorder, prevention of public nuisance, public safety and protection of children from harm. Representations are determined by a Licensing Panel. If there are no representations then the licence must be granted.

22. The council also undertakes regulatory functions in relation to events which include Health & Safety, Food Safety, and Environmental Protection e.g. noise.

#### LAND OWNER

23. The permission of the council is required if an individual or group wish to hold an organised event on council owned or controlled land. Some minor uses would not be classed as an event, and are part of everyday use of public open spaces, e.g. family picnic, group of friends walking or playing informal sport, etc. and so not require permission.

24. There is an [application form](#) for event organisers to notify the council of an event which is available on the council's website.

25. If a use is considered to be an event or use requiring permission as landowner then usually a decision would be made in principle at an early stage with more details to follow. Detailed conditions could include providing a plan to define the extent of the use and a schedule of

activities. Also public liability insurance (min £5m), an event plan, certifications, Health & Safety/Risk assessments, details of any charges or fees payable (if applicable), along with reinstatement conditions.

26. The council's [Constitution](#) sets out the delegations which are in place to the Director of Development Services to determine requests for use of council owned land for activities and for recreational purposes. Currently this presumes there will be no charge where the activities benefit the community in general although where the use is for activities that benefit an individual/organisation it allows for the setting of charges as deemed appropriate, in consultation with the Chief Finance Officer.
27. The approval of events is usually exercised by the Director in consultation with the Chairman and Vice Chairman of the Tourism and Leisure Committee (previously the portfolio holder).

#### EVENT SUPPORT

28. Here the council can assist with events. Perhaps offering general advice, help and assistance. As the role of event management has grown in recent years there are some good practice guides that organisers can benefit from along with signposting to other organisations that may have equipment for loan or hire.
29. With many events on council land the land is given free of charges, usually as the event is for the benefit of the community or is in relation to charitable fund raising. Some uses relate to use of part or all of a council owned car park. Those events that do this have been the subject of consideration by the Car Parking Working Group. New uses would normally be required to cover the cost of the loss of any income arising from the use of part or all of a car park if it was considered to have an impact on income.
30. The council also provides support for a number of long established events such as club days, carnivals and fetes which includes waste management, the rental of equipment such as bunting/staging/chairs, etc. Current support for these services is in region of £18k per annum (2016).
31. There is also a budget of £8k to provide grants to events to encourage activities and attractions that will: generate tourism income for the benefit of the resident community, project a positive image of Fylde and raise awareness of the tourism industry, facilitate a wider range of facilities and infrastructure than would otherwise be available to the resident community, provide additional employment opportunities and create a sense of pride and identity in the area for the resident community. The [application form](#) is available on the council's website.

#### TOURISM/PROMOTION

32. The council aims to capture and promote information on every event held in the borough. This is done through the council's tourism website [www.visitlythamstannes.com](http://www.visitlythamstannes.com) which contains an ongoing list of events and activities in the Fylde. It is constantly updated, fully searchable and links to partner organisations. It is possible for users to build their own bespoke events itinerary.

#### EVENT DETERMINATION RESPONSIBILITIES

33. Applications are considered by the Safety Advisory Group (SAG) which is made up of key council officers and emergency services responsible for different aspects of event management. The group is virtual in nature and provides comments and feedback to organisers. A licensing application would be considered and determined by the council's Environmental Health team, whilst an event or use of land requiring permission from the council as land owner, the provision of event support or promotion would be considered and determined by Development Services.

#### CONSIDERATION OF APPROACH TO SPECIFIC EVENTS/USES

34. [The Lytham Festival](#) is the largest event that takes place in Fylde. It is held on Lytham Green usually in early August over several nights. In 2014 Cabinet agreed a 15 year agreement (2014 –

- 2028) for 3 nights per year. One off extensions were agreed in 2014, 2015 & 2016 for additional nights. Payment is made for using the land based on ticket sales and in 2015 £20.4k income was received. In November 2016 the Tourism and Leisure Committee approved increasing the number of nights to a maximum number of 5 per year. It costs around £1.5k in officer time to support along with £2k for additional cleansing.
35. Members attending the events workshops recognised the success of the festival and that it had increased awareness in Fylde as a quality festival destination. The event is currently the only large event that the council receives a fee from for use of council land.
  36. In 2010 the council held an event to commemorate the 70th anniversary of the Battle of Britain. This has since become a regular annual [Wartime Weekend event](#) and takes place over 2 days. The event in 2016 had direct costs of £24.7k and income of £9.7k = net £15.k. It also requires approx. £5k officer time to organise / admin / run.
  37. Members attending the events workshops recognised the success the Wartime Weekend event has been since being established although some felt the cost of the event should be contained and reduced. This is a key issue for consideration and agreement by the committee.
  38. [The William Rainford golf competition](#) has been run by the council for over 20 years. The competition sees 82 couples from all over the UK and from Holland take part in the competition that is spread across the 4 golf courses across Lytham St Annes. The direct costs of the event are fully met by income received. Sponsorship pays for the various prizes involved. There is around £5k of officer time to organise/admin/run.
  39. Members attending the events workshops recognised the value of the competition although some felt that officers should explore all options for alternative methods of delivery to reduce the level of resources required to organise/admin/run. This is a key issue for consideration and agreement by the committee.
  40. [The St George's Day Charity Festival](#) takes place over several days in late April on Lytham Green. It is run by the St George's Day Festival Committee and in 2016 generated over £80k for local charities. Free use of the Green is given with approx. £0.6k officer time to support the event.
  41. Members attending the events workshops recognised the success of the event although some felt the cost of any support required to support the event should be contained and reduced. This is a key issue for consideration and agreement by the committee.
  42. [The St Annes International Kite Festival](#) takes place over a weekend in July and has grown in popularity in the last few years, now attracting thousands of visitors. The event was organised by St Annes Town Council in 2016. Free use of the beach/promenade is given. In 2016 a grant of £5k was given by the borough council towards the event. There is around £1.6k officer time to support.
  43. Members attending the events workshops recognised the success and value of the Kite Festival. It was noted that the £5k grant provided in 2016 from the borough council was a one off grant. However some members felt that Fylde Council should continue to provide support at an increased level. This is a key issue for consideration and agreement by the committee.
  44. Monthly markets take place on council land in St Annes and Lytham town centres. The St Annes farmer's market was borne out of work by the 'Keep The Fylde Farming' initiative several years ago whilst the Lytham market has commenced more recently. Neither market pays any rent to the council. Members attending the events workshops noted the previous review of the St Annes farmer's market and the decision by Cabinet to not charge. However some members felt it was time this was reviewed and that a reasonable charge be set for both markets in recognition of the commercial nature of their use. This is a key issue for consideration and agreement by the committee.

45. Members attending the events workshops noted that support for existing club days, galas and carnivals had been long established and included waste management, the rental of equipment e.g. bunting/staging/chairs, etc. Current support for these services was in region of £18k per annum. All members felt the current level of support by the Borough Council for such events should continue.

#### DRAFT EVENTS POLICY

46. The workshops with members went through a number of specific policy areas. Appendix 1 contains the draft policy on events including club days, festivals and concerts. It includes a table with 6 categories of events to ensure greater consistency in approach between differing requests received. As part of this categorisation it is proposed that dependent upon the event the council support/income expectation is set out in the right hand column.

47. The size and nature of an event will dictate the amount of forward planning that is required. The table at appendix 2 proposes the different lead in times dependant on size of event. This is useful in giving organisers an indication of the likely time required to properly plan for an event.

48. The Committee is also asked to agree proposals for the council's approach to deliver/support the following events/uses of council land:

- Wartime Weekend
- William Rainford Golf Competition
- St George's Day Charity Festival
- St Annes Kite Festival
- Markets in St Annes and Lytham

IMPLICATIONS			
Finance	None arising directly from this report		
Legal	None		
Community Safety	None		
Human Rights and Equalities	None		
Sustainability and Environmental Impact	None		
Health & Safety and Risk Management	None		
LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	15 <sup>th</sup> December 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Tourism & Leisure Committee agenda & minutes	2 June 2016	<a href="#">CMIS &gt; Meetings Calendar</a>
Corporate Plan 2016-20	8 Feb 2016	<a href="http://www.fylde.gov.uk/council/performance/">http://www.fylde.gov.uk/council/performance/</a>
Tourism & Leisure Committee agenda & minutes	10 Sept 2015	<a href="#">CMIS &gt; Meetings Calendar</a>
Cabinet agenda & minutes	26 March 2014	<a href="#">CMIS &gt; Meetings Calendar</a>
Cabinet agenda & minutes	27 Nov 2013	<a href="#">CMIS &gt; Meetings Calendar</a>
Cabinet agenda & minutes	27 June 2012	<a href="#">CMIS &gt; Meetings Calendar</a>

Attached documents

1. Draft Events Policy
2. Event application timescales

## APPENDIX 1



<b>Title:</b>	<b>DRAFT EVENTS POLICY</b>
---------------	----------------------------

1. The aims of the events policy are to:
  - provide a strategic framework for an events programme
  - provide consistency in approval and support of events
  - ensure the highest standards of health and safety are followed at events
  - establish a clear framework for the financial support of events
  - establish a clear structure of how events are processed within FBC
2. The policy objectives of the events policy are to:
  - To encourage events in the Borough and provide agreed support and assistance.
  - To facilitate an events programme for Fylde to enhance the Fylde tourism offer, profile and economic impact.
  - To develop a co-ordinated approach to encourage and increase the provision of events exploiting all opportunities
  - To attract major events of regional, national and international significance.
  - To increase and sustain economic growth from events
3. Events are categorised to ensure greater consistency in approach between differing requests received. The table attached contains 6 categories of events and includes the level of council support/charging expectations dependent upon the event.
4. The size and nature of an event will dictate the amount of forward planning that is required. The table attached indicates the different lead in times dependant on size.
5. Any events or use of council land/facilities must not, in the reasonable opinion of the Council, be inappropriate or objectionable or be likely to subject the Council to adverse publicity, reputational damage or prosecution.
6. Events must not be political or appear to be designed in whole, or in part, to affect public support for a political party.
7. Event organisers must provide for adequate public liability insurance as required by the council.
8. Event organisers must agree to pay for the reinstatement of any damage caused or removal of waste left.
9. Requests to land/take off drones from council land must satisfy the [safety requirements of the CAA for unmanned aircraft](#).
10. Barbeques held on Council land as part of events should be done so in a responsible manner and limiting inconvenience and nuisance to others and held in appropriately constructed

equipment. Any evidence of a barbeque having taken place should be disposed of responsibly and appropriately once completed along with any litter generated.

11. Chinese Sky lanterns are not to be launched from Fylde Council land.
12. Handheld balloon launches are not to take place on Fylde Council land.
13. Fireworks only to be launched on Fylde Council land with the express permission of Fylde Council in permitted locations under strict conditions of use.
14. Grant requests for events should be considered against whether the event is innovative and provides tourism related benefits to the borough. Any grant provided would normally be one off in nature. If further requests are received they should normally be reduced by 50% for year 2 and a further 50% for year 3 – e.g. £1K / £500 / £250 for maximum 3 years support.
15. Support for Club Days, Galas and Carnivals is to continue at same level.
16. The table attached sets out the different categories of events and summarises the council's approach to charging/recovery of cost/support:

## EVENT CATEGORISATION

Category	Event type	Description	Example(s)	Council approach to charging/recovery of cost/support
<b>A</b>	One off large scale events	Significant one off events which happen infrequently but can bring significant economic benefit to the area	Olympic Torch, R&A Open Golf, Ricoh Women's Golf	Bespoke plan and support as appropriate re logistical support (e.g. traffic management, land usage, parking)
<b>B</b>	Commercial events on council land	Events organised by a commercial company. A contribution may be given to registered charities.	Lytham Festival,	Usually a charge for use of council land and any associated costs/loss of income re charged
<b>C</b>	Commercial trading or private use of council land	Where an activity takes place on council land for commercial gain, trading or private use.	Commercial filming requests, concessions, markets, ice rink, weddings	Usually a charge for use of council land and any associated costs/loss of income re charged
<b>D</b>	Societies, and organisations holding events on council land	Where an activity takes place on council land by community groups/ societies/organisations. There may be some limited trading/ commercial element to cross subsidise the event.	Triathlon, Vehicle rallies, Park Fun days	Any council costs/loss of income to be re charged to the event organiser
<b>E</b>	Charity Events on council land	Where an activity takes place on council land where the main intention is to raise money for charity and all/majority of the proceeds are passed on to registered charities.	Charity Fun Days – e.g. RNLI, RSPB, St Georges Day Festival	Usually free use of Council land and FBC costs may be absorbed internally if minor or recharged to event organisers if more significant
<b>F</b>	Council/ community organised or supported events	Where the borough council/Parish/Town Council is the event organiser and stages an event for the benefit of the community	Wartime Weekend, Club Days, Kite Festival, Rainford Golf, remembrance events, opening ceremonies, beacon lighting	Costs normally budgeted within FBC, or met by Town/Parish Councils, or where other agreed support is provided e.g. bunting, chairs, staging, or financial grant given

**APPENDIX 2**

**EVENT APPLICATION TIMESCALES**

<b>Event size category</b>	<b>Anticipated attendance numbers</b>	<b>Infrastructure requirements</b>	<b>Lead time required for event applications</b>
<b>Major event</b>	10,000+	Major infrastructure usually required, taking days to construct, dismantle and reinstate	9 months
<b>Large event</b>	between 5,000 and 9,999	Has infrastructure and equipment which can take up to a day to construct and remove and reinstate	6 months
<b>Medium event</b>	between 250 to 4,999 people	Has some equipment which can be set up and removed in a few hours	3 months
<b>Small event</b>	No more than 249 people	Has little or no infrastructure involved	6 weeks

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	5
<b>SAND DUNES RE-MODELLING AT NORTH BEACH CAR PARK / SUMMERFIELDS</b>			

## PUBLIC ITEM

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

## SUMMARY

The report sets out the details of a scheme included in the council's agreed capital programme for 2016/17 for the remodelling of sand dunes at North Beach Car Park / Summerfields, to maintain and repair the dune as a soft sea defence

The report also summarises the context and details the receipt of tenders and tender assessment following the procurement process for the remodelling of the dunes, and seeks the agreement of the Committee to allow officers to award the contract and manage the project.

## RECOMMENDATIONS

The Tourism & Leisure Committee is requested:

1. To approve the proposed expenditure in respect of the scheme to remodel the sand dunes at North Beach Car Park / Summerfields. The approved Capital Programme for 2016/17 includes funding for a scheme for this purpose in the sum of £17,000.
2. To approve the letting of the contract for the remodelling of sand dunes in the sum of £17,000, to Lancashire Wildlife Trust, fully funded from the approved Capital Programme for 2016/17, subject to all appropriate consents having been granted.

## SUMMARY OF PREVIOUS DECISIONS

**Budget Council Meeting 3 March 2015** - a capital scheme to remodel the sand dunes at North Beach Car Park / Summerfields to the value of £20,000 was agreed for inclusion in the 2015/16 Capital Programme.

**Operational Management Committee 31 May 2016 – Long Term Management of Lytham St. Annes Dunes** - unanimously RESOLVED

- 1) To note the progress of the Sand Dunes Management Action Plan.
- 2) To endorse the recommendations within the geomorphological study.
- 3) To authorise the procurement route and subsequent Capital Expenditure totalling £17,000 (£15,000 from the approved 2016/17 capital programme and £2,000 that was being requested as slippage as part of the Outturn report to the Finance and Democracy Committee in June) to deliver the remodelling of the dunes to the rear of North Beach Car Park.

**Finance & Democracy Committee – 20 June 2016** – with regard to the £17,000 capital slippage

3. To Approve the Capital Outturn as set out in sections 6 to 9, the capital slippage detailed in Appendix E, and the proposed capital financing as set out in Table 5;

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

## **BACKGROUND**

1. The Council is currently delivering the Fylde Sand Dunes Management Action Plan (2008). The Council has established a steering group to oversee the delivery of the Sand Dunes Action Plan comprising Blackpool Council, Lancashire County Council, Environment Agency, Natural England and Lancashire Wildlife Trust. Within the terms of reference of the Tourism and Leisure Committee it is responsible for considering reports, reviewing, and formulating where necessary policies relating to sand dunes management.
2. The partnership has been successful in gaining revenue funding from the Environment Agency over the last 5 years and has recently secured funding for a further 5 years, to address these main issues:
  - Safety issues resulting from high dunes
  - Wind-blown sand causing nuisance to residents
  - High levels of erosion due to recreational pressures
3. In order to assess the success of the partnership and better understand the natural processes that are occurring with regards to sediment movement on the coast, and enable decisions to be taken about the long term management of the dunes the Dunes Steering Group commissioned a geomorphological study.
4. The dune accretion and modelling project described in this report is not covered by the funding outlined above as this funding is fully committed for specific outputs defined in the external grant from the Environment agency. The main aim of this project is to maintain and repair the dune to act as a soft sea defence.
5. This report refers to a specific project concerning the area of dune backing onto North Beach car park which is causing issues from wind-blown sediment accumulation against property and infrastructure. This has resulted in several health and safety issues regarding the build-up of sediments against walls that were never designed to retain large depths of sand and windblown sediments covering access tracks and roads. In general, the effects of these issues can be reduced by promoting foredune accumulation to enable dune procession. This will reduce the volume of wind-blown sand further inland and its accumulation against property and infrastructure. The main aims of the project are to extend the dune seaward and some localised remodelling to make the dune safe. The area is shown in the photograph as appendix 1.
6. A capital bid was supported at Budget Council in March 2015 of £20,000, to undertake the remodelling of the dune at North Beach Car Park / Summerfields. Works would be undertaken to a project brief and ecological surveys, undertaken by ecological experts, to ensure that all environmental factors were considered. Once a brief was prepared and agreed the project would be delivered by a suitable contractor with environmental and ecological expertise, due to the environmental sensitivity of the works.

7. A copy of the project brief is included at appendix 2.
8. Breakdown of the Capital bid

Cost Heading	Description	Net Figure (£)
Design, Supervision & Fees	Undertaken by ecologist	2,000
Plant & Equipment	Remodelling of the dune	12,000
Soft Landscaping	Stabilisation and Protection	4,000
Contingency		2,000
<b>Total Project Costs</b>		<b>20,000</b>

9. A report was considered at the Operational Management Committee on 31 May 2016, in relation to the council's wider coastal defence responsibilities. It was confirmed that £3,000 had been spent on the preparation of the project brief and ecological surveys leaving a budget of £17,000 for physical works. The Tourism and Leisure Committee should have been the committee approving the spending elements of the capital scheme. The remainder of this report achieves this.
10. Subsequently the £17,000 budget to undertake the physical completion of the project was slipped into 2016/17 at the Finance & Democracy Committee in June 2016.
11. A Planning application is being submitted. The project will not commence until all appropriate consents have been granted.
12. Due to the scale and specialism of the works, officers felt that the project would be best delivered by an external specialist contractor.

#### **SCHEME DETAILS**

13. The proposal is to widen the dunes towards the sea to the north of the Coastguard Station, which will naturally reduce the height of the dune against North Beach Car Park. Some localised remodelling of the high dune on North Beach Car Park as per the proposed profile in the brief. The project will include re-stabilisation of the dune, by installing an organic biodegradable planting mat to control erosion.
14. Paladin mesh powder coated green fencing will be installed, once the groundworks are completed to protect the area and allow stabilisation.
15. The Coast & Countryside Team along with volunteers will plant the area with Marram grass.

#### **PROCUREMENT PROCESS & EVALUATION**

16. Officers from the Parks & Coastal Services Team have led the procurement process. The tender followed the 'quick quote' procedure using the CHEST procurement portal.
17. Quotations have been received for the remodelling of the sand dune. The suppliers were given a project value figure of £17,000 and the project brief, which provided suppliers with comprehensive details of the essential project requirements.
18. Three completed tenders were received and evaluated on a 100% quality basis, due to the project budget being set at £17,000.
19. The quality evaluation was carried out as based on the following quality criteria:
  - Reference - 20%
  - Experience of ground re-profiling works - 30%
  - Experience of ground works in ecological areas - 30%
  - Health & Safety - 20%

20. The quality evaluation was made under the criteria listed below, and the information required from the suppliers was scored on the following basis:

Score	Description
0	The Evaluation Panel felt that none of the requirement was met or demonstrated or no response was provided.
1	The Evaluation panel felt that a few areas (20% or less) of the requirement has been met or demonstrated.
2	The Evaluation panel felt that some areas (between 21% and 59%) of the requirement has been met or demonstrated.
3	The Evaluation panel felt that most of the requirement (60% and above) has been met or demonstrated
4	The Evaluation panel felt that the requirement has been fully met or demonstrated.
5	The Evaluation Panel felt that the supplier had exceeded this requirement.

21. The result of the tender evaluation exercise is set out overleaf. The evaluation panel comprised of officers from the Parks & Coastal Service Team.

22. The evaluation panel considered that the Lancashire Wildlife Trust submission demonstrated the best option in terms of the quality criteria above. The quotation figure for the recommended submission is £17,000, including a contingency. The delivery of this project can commence on site in January 2016 and will be completed for March 2016.

Criteria	Evaluation Points %	JVT	Singleton Landwork	Lancashire Wildlife Trust
<b>Quality</b>				
Reference	20	16	8	8
Experience of ground re-profiling works	30	12	18	24
Experience of ground works in ecological areas	30	12	18	24
Health and Safety (methodology)	20	16	12	16
<b>Total</b>	<b>100</b>	<b>56</b>	<b>56</b>	<b>72</b>

#### FINANCE DETAILS

23. The estimated cost breakdown of the proposed Lancashire Wildlife Trust scheme is as follows:

Categories	Net Figure
Undertake groundworks to re-profile dune	3,420
Supply and install organic geo-textile biodegradable matting (erosion control)	6,900
Supply and install paladin mesh powder coated green fencing	4,980
Contingency	1,700
<b>TOTAL (Net)</b>	<b>£17,000</b>

### **Method and cost of financing the scheme**

24. Funding for a scheme for this purpose is included within the approved Capital Programme for 2016/17 in the sum of £17,000.

### **Future revenue budget impact**

25. There are no additional revenue implications to this proposal.

### **Risk assessment**

26. A risk assessment has been carried out to identify and mitigate any risks associated with the project which is attached at appendix 3.

### **Value for money and details of procurement path**

27. In order to ensure that value for money has been achieved, a procurement exercise has been undertaken in accordance with the Council's contract procedure rules. Selection of the successful tenderer is on the basis that value for money is a key consideration as well as the professional delivery of the project brief.

### **Detailed objectives, outputs and outcomes**

28. The objectives, outputs and outcomes are to:

- Agree scheme fully delivered to the design
- Reduction of height of dune
- Soft sea defences maintained and enhanced
- Provide safe environment for residents and visitors
- Improved dune habitat
- Widening of dunes for soft sea defences.
- Delivery of the dune action plan
- "A great place to visit" Maximise the natural assets of our coast & countryside by improving their facilities (Corporate Plan)

### **SUMMARY**

29. The proposal is to award the tender to remodel the sand dunes at North Beach Car Park / Summerfields, as per the agreed project brief to Lancashire Wildlife Trust, to the value of £17,000 for completion before 31<sup>st</sup> March 2017.

IMPLICATIONS	
Finance	The committee is requested to approve expenditure in respect of the proposed scheme to remodel the dunes at North Beach Car Park / Summerfields. Funding for a scheme for this purpose is included within the approved Capital Programme for 2016/17 in the sum of £17k, fully financed from the Capital Investment Reserve.
Legal	None arising from this report.
Community Safety	The remodelling of this dune will improve public safety.
Human Rights and Equalities	None arising from this report.
Sustainability and Environmental Impact	None arising from this report.
Health & Safety and Risk Management	The tender includes a project specific risk assessment and detailed method statements which will be monitored by the Senior Coast & Countryside Officer.

LEAD AUTHOR	TEL	DATE	DOC ID
Mark Wilde	01253 658475	14.12.2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Budget Council Meeting	3 March 2015	<a href="#">Full Council 03-03-2015</a>
Operational Management Committee Report - Long Term Management of Lytham St. Annes Dunes	31 May 2016	<a href="#">Operational Management Committee 31-05-2016</a>
Finance & Democracy Committee	20 June 2016	<a href="#">Finance and Democracy Committee 20-06-2016</a>

Attached documents

1. Photograph of Dunes at North Beach Car Park / Summerfields
2. Landscape Design Proposal
3. Committee Risk Assessment



**INVITATION TO TENDER FOR THE RE-PROFILING OF A SAND DUNE IN LYTHAM ST ANNE'S**

**PROJECT BRIEF**

Fylde Council are inviting you to tender to re-profile a large sand dune to the rear of North Beach Car Park, St Anne's. Please note that this area is within a British Heritage Site and surrounded by the Ribble and Alt Estuaries SPA and RAMSAR.

Main Issues

- Safety issues resulting from high dunes
- Wind-blown sand causing nuisance to residents
- High levels of erosion due to recreational pressures

The decision to carry out these works has been made on health and safety grounds due to the high levels of erosion to this dune section and the collapse of small sections into the car park brought about by high levels of human trampling and strong winds. This particular section of dunes are classed as mobile dunes and because of development / infrastructure that has been placed in this area, this has resulted in some unwanted effects such as wind-blown sand blowing into nearby properties and high vertical fronted dunes, which in turn reduces the effectiveness of the dunes as a soft sea defence.

Previous management in this area was to remove sand which had built up against the car park wall, however this was stopped to stabilise the wall and allow the dune to build up against the wall. This has led to a build-up of sand against the wall resulting in higher volumes of sand building on the Summerfield properties and North Beach Car Park.

See attached images of existing dune, profile images of expectations and work already done by volunteers



Volunteer work

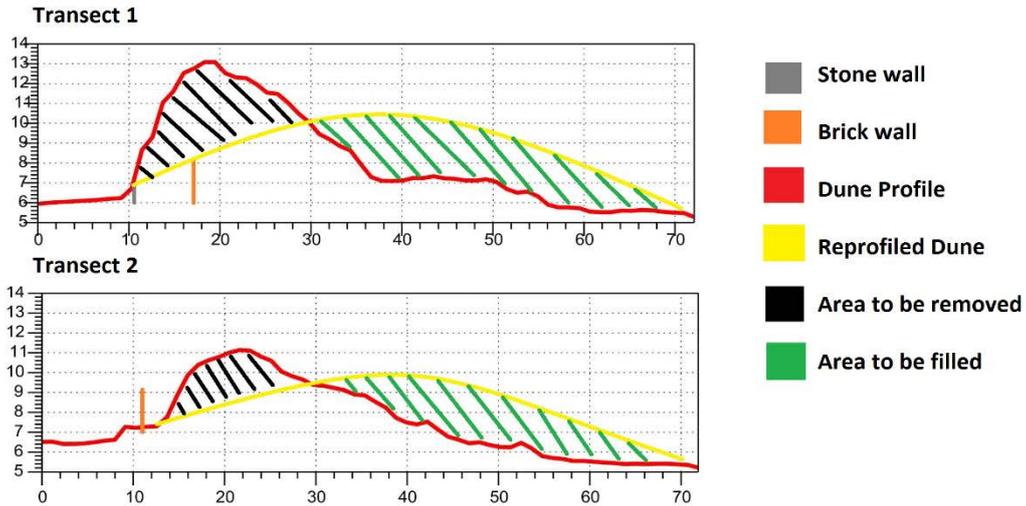


Existing dune

### Approximate area of work

Re-profiling should consist of a sloped gentle rise from the car park to approximate height of existing brick wall, a drop in height of approximately 2m (4m above the height of the car park).

The two transects below show the profile running through the dunes from the car park on the left (where the sand has built up) to the beach to the right hand side.



2879 cubic meters of sand to be moved

Once re-profiling has been completed along the required stretch, geo-textile erosion control biodegradable matting needs to be installed and secured over the whole area to control windblown sand.

Supply and erect approx. 83m x 2.4m high paladin mesh powder coated green (RAL 6005) fencing - galvanised. Mesh pattern 165 x 38mm resistance welded at each intersection, with 5mm dia horizontal wires and 5mm dia vertical wires. Mesh fixed to the face of 60 x 40mm rhs posts with a 41mm x 21mm channel clamp bar and cup square M8 bolts with permacone nuts. Posts set in concrete bases at 2.485m centres.

Fylde Council will then follow up with planting of Marram Grass plugs across the textile covered area.

**Committee Risk Assessment Template**

Directorate: Development Services		Date of Assessment: 15 <sup>th</sup> December 2016		
Section: Parks & Coastal Services		Assessment Team: Ben McCabe & Geoff Willetts		
Assessment Activity / Area / Type: Re-profiling of a sand dune in Lytham St Anne's				
Do the hazards create a business continuity risk? No				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Failure of contractor to deliver to specification	6	The project will be managed by the Senior Coast & Countryside Officer in the Parks & Coastal Services Team to ensure competent project delivery and budget management.	4	Geoff Willetts
Possibility of personal injury to the public during the construction period.	12	A site specific risk assessment has been carried out by Lancashire Wildlife Trust and public liability insurance has been provided. The project will be managed by the Senior Coast & Countryside Officer to ensure safe working practices of the contractor.	8	Geoff Willetts

Project not delivered on time and funding not utilised.	9	It has been written into the procurement documentation that Lancashire Wildlife Trust must complete the work before the end of March 2016. Senior Coast & Countryside Officer will work closely with Lancashire Wildlife Trust to ensure that this happens.	6	Geoff Willetts
Project overspend	6	A pricing schedule has been worked up by Lancashire Wildlife Trust which includes a contingency to ensure that the project budget has been met. Senior Coast & Countryside Officer will work with the contractor to ensure that the project comes in within the specified budget of £17,000	4	Geoff Willetts
Damage to private property	9	A site specific risk assessment has been carried out by Lancashire Wildlife Trust and public liability insurance has been provided. The project will be managed by the Senior Coast & Countryside Officer to ensure safe working practices of the contractor. Methodology has been provided by Lancashire Wildlife Trust in their submission and a pre start meeting with contractor will be undertaken.	6	Geoff Willetts

Risk Likelihood  
6 = Very High  
5 = High  
4 = Significant  
3 = Low  
2 = Very Low  
1 = Almost impossible

Risk Impact  
1= Negligible  
2 = Marginal  
3 = Critical  
4 = Catastrophic

Multiply the likelihood by the impact and if the score is above 12 then mitigating action should be undertaken to reduce the risk. This action should be recorded and monitored in either a directorate or corporate risk register.

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	6
<b>CAPITAL PROGRAMME SCHEMES UPDATE: PROMENADE GARDENS WATER PLAY FACILITY AND BRYNING WITH WARTON PARISH COUNCIL PLAY AREA</b>			

## PUBLIC ITEM

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

## SUMMARY

This report provides committee with an update on two capital projects under its control and recommends that a time limit is set in relation to progress with the grant to Bryning with Warton Parish Council scheme.

## RECOMMENDATIONS

The Tourism and Leisure Committee is requested to note the report and agree to set a deadline of 31 March 2018 for the project at Bridges Playing Field Warton. If project funding has not been secured by this date the offer of a contribution would be rescinded and returned to the capital investment reserve.

## SUMMARY OF PREVIOUS DECISIONS

### Council Minutes – 11 April 2016

Council RESOLVED to adopt the revised Capital Strategy with effect from the 2017/18 budget cycle.

### Budget Council Meeting 3 March 2015

The following capital schemes were agreed for inclusion in the 2015/16 Capital Programme.

- Promenade Gardens Water Play facility      £100,000
- Bryning with Warton Parish Council Play Area   £50,000

### Finance and Democracy Committee – 22 February 2016

Committee RESOLVED

1. To recommend to Council the inclusion of the proposed capital bid of £50k, to be funded from the Capital Investment Reserve, for the refurbishment of the recreation area at Bridges Playing Fields, Warton. The funding would only be released when all the necessary steps of the Parks Improvement Programme had been satisfactorily met, and with the Council being the accountable body; and
2. To reject the request from the Parish Council for an advance payment of £50k from the receipt of a s.106 payment due to be made by the developer of Riversleigh Farm towards the improvement of Bridges Playing Field.

### Tourism and Leisure Committee – 12 November 2015

After full consideration it was RESOLVED:

1. To support the proposed capital bids for Hope Street footways and the water play area project at the Promenade Gardens, St Annes in that priority order for further consideration by the Budget Working Group; and
2. the bid relating to Bridges Playing Fields, Warton be not supported by the committee.

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

## **REPORT**

### **BACKGROUND**

1. The Tourism and Leisure Committee at its meeting on 12 November 2015 considered capital bids for three proposed schemes that fell within its remit. After consideration the committee agreed to support the proposed capital bids for Hope Street footways and the water play area project at the Promenade Gardens, St Annes in that priority order for further consideration by the Budget Working Group; and the bid relating to Bridges Playing Fields, Warton be not supported by the committee.
2. The Finance and Democracy Committee at its meeting on 22 February 2016 considered a report in relation to the capital bid by Bryning with Warton Parish Council for funding towards its proposed project at Bridges Playing Field. The Finance and Democracy Committee had determined to consider new information which had emerged as part of their remit to lead the budget setting process. The Clerk to the Parish Council attended the meeting and came to the table to answer questions from members.
3. After a full discussion the committee resolved to recommend to Council the inclusion of the proposed capital bid of £50k, to be funded from the Capital Investment Reserve, for the refurbishment of the recreation area at Bridges Playing Fields, Warton. The funding would only be released when all the necessary steps of the Parks Improvement Programme had been satisfactorily met, and with the Council being the accountable body. The committee rejected the request from the Parish Council for an advance payment of £50k from the receipt of a s.106 payment due to be made by the developer of Riversleigh Farm towards the improvement of Bridges Playing Field.
4. In March 2016 Budget Council approved two schemes for inclusion in the capital programme. These are shown in figure 1, below.

Scheme title	2016/17 £000	2017/18 £000	Description
Promenade Gardens Water Play Facility	0	100	The project involves the creation of an interactive water play area e.g. water jet plaza with ornamental features (including lighting) and a variety of interactive play facilities performing a range of play functions. The area will have an anti-slip surface, and be self-draining, therefore not holding standing water. It will be accessible by all, which will mean alterations to the structure of the pool, to allow access. The equipment will be modern, safe and colourful and provide a range of play activities for children of all ages. The total scheme cost is estimated at £200,000 with the remaining funding to be sourced through external funding bids and the use of s106 planning agreement monies.
Bryning with Warton Parish Council Play Area	50	0	This scheme was initiated by a request on behalf of the Parish Council concerning Bridges Playing Fields, Canberraway, Warton. The Parish Council have requested a £50,000 donation toward the refurbishment of the site due to the significant importance the grounds have both as a sports ground and community recreational facility within the Borough. The scheme is divided into a number of phases with the cost of the total works being in the region of £300,000. The remaining funding to be sourced through a combination of external funding bids, the use of s106 planning agreement monies and a contribution from the Parish Council.

**Figure 1 – Summary of two capital schemes approved by Budget Council 2 March 2016**

5. This report provides a progress update on both projects.

#### PROMENADE GARDENS WATER PLAY FACILITY

6. The project is intended to create an interactive water play area on the site of the former paddling pool in the Promenade Gardens, St Annes.
7. The water feature could include a variety of water themed play including opportunities for paddling, with; jets, fountains, mist, coloured surfaces, and lights that are motion and / or time activated for wet play. If possible the feature will be available for use during daylight and twilight hours. Twilight use would be as a water display with feature lighting.
8. The facility includes a pump/power house. It is proposed the facility will be fully accessible and the option of changing facilities and a concessionary Kiosk are being discussed and considered. The preliminary name given to this project is the Promenade Gardens Water Plaza.
9. The project is being backed by a local friends group, The Promenade Gardens Friends (PGF). The group is fully constituted and made up of volunteers from the local community and includes residents, hoteliers and small business owners. They are supported by Fylde Council officers.
10. The scheme is a two year project with work in the first year to work up and agree the scheme and in year 2 seek funding and deliver the project.
11. The Friends group have held very successful initial consultations with the public to assess appetite for the project. Over 300 surveys have been completed with 98% of respondents agreeing to the renovation of the Paddling Pool.
12. A project timetable has been agreed with officers and Friends which is set out in figure 2 below.
13. The Council's contribution of £100k is intended to attract additional match-funding from other sources. Possible options have been identified with Lancashire Environmental Fund, Coastal Communities Fund and Veolia bids are being prepared with the aim of securing funds by late 2017. S106 funds of £55K have been ringfenced to this project and a successful grant of £6K has been secured from LCC.

Date	Progress stage
Early December 2016	FBC presented 2 concept designs at last meeting (6/12/16)
January/February 2017	Friends group to organise a second round of public consultations through public awareness events using the 2 agreed concept plans
March 2017	Focus groups to discuss the plans. These groups will be made up from a cross section of people who have expressed a desire to be further involved. This group can discuss issues that are harder to unpick using the questionnaire format  Hold fundraising opportunity to promote public interest for the project
End of March 2017	Feedback will be used by FBC to form the Masterplan together with the Bill of Quantities for costing of the project prior to funding applications
August 2017	Outcome of the funding applications should be known and funding in place.  Project goes to tender
October 2017	Contractor selected
October/November 2017	Project presented to Tourism & Leisure and Finance & Democracy committees for approval
Dec 2017/Jan 2018	Project build commences
March 2018	Facility completed

**Figure 2 – Key milestones for delivery of the Promenade Gardens Water Plaza**

14. The scheme will require ongoing maintenance and management. The budget agreed also provides for ongoing revenue costs which are shown below in figure 3.

Scheme title	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	Description
Capital Scheme - Promenade Gardens Water Play Facility - on-going Revenue Costs	8	16	16	16	Additional revenue requirement arising from the approval of the capital scheme considered by Tourism and Leisure Committee are estimated at up to £16k per annum, comprising additional costs relating to electricity, water and purification chemicals.

**Figure 3 – Ongoing approved revenue budgets for Promenade Gardens Water Plaza**

15. A report will be presented to the Tourism and Leisure Committee and the Finance and Democracy Committee at the appropriate time to agree the scheme and the inclusion of the total cost of the scheme (including external contributions) within the capital programme and to seek authorisation to commencement of the works as and when the additional funding has been secured.

#### BRYNING WITH WARTON PARISH COUNCIL PLAY AREA

16. The capital programme scheme is to provide a £50,000 grant towards a potential £300,000 overall scheme to refurbish and improve Bridge's Playing Fields in Warton.

17. A condition of the grant recommended to Council by the Finance and Democracy Committee was that the monies would only be released when all the necessary steps of the Parks Improvement Programme had been satisfactorily met, and with the Council being the accountable body.

18. The Parks Improvement Programme contains ten steps, which ensures that proposed development/improvement follows a logical sequence of events with sufficient preparation being undertaken to ensure any scheme is fully developed and has the support of the local community. This also includes a key stage to ensure that all external sources of grant funding are fully explored prior to any approach to Fylde Council for assistance.



**Figure 4 – The Parks Improvement Programme**

19. [Council on 11 April](#) considered a revised Capital Strategy to include additional guidance in respect of bids for recreational facilities on non-council land. The report clarified that parks schemes would be considered eligible to bid for capital funding, once the project had reached stage 7 of the 10 stage process. Council resolved to adopt the revised Capital Strategy with effect from the 2017/18 budget cycle.
20. Officers are working with the Friends Group and are taking account of the results of the consultation by the Town Council. Alongside the data collected from the Local Neighbourhood Plan, officers have agreed with the Friends group to pursue additional, detailed information from further public consultations. Two concept plans have been prepared and presented to the group and a consultation event held. The Friends Group are also taking the plans into local schools to gain more data and reach more people.
21. The project at Bridges Playing Field is at stage 4 of the Parks Improvement Process. Once there is sufficient feedback collated a masterplan will be drawn up and costed to identify appropriate funding streams. A report will be presented to the Tourism and Leisure Committee prior to any expenditure being incurred. It is proposed that the scheme will be re-phased into 2017/18 as it is now unlikely to be delivered in 2016/17.
22. It is important that the Friends Group and Parish Council devote enough time towards the project in the near future to ensure the project does not lose momentum and that the ideas and aspirations of the local community are harnessed and delivered within a reasonable timescale.

23. When the council approved a grant to the Freckleton Memorial Gardens Community Project in 2015 a time limit of two years was placed on securing the total project funding and that if the project funding had not been secured within the time limit the contribution would be rescinded and returned to the capital investment reserve. No such condition is in place for the grant to Bryning with Warton Parish Council and so it is recommended that a time limit of two years be placed on this grant offer which would expire on 31 March 2018.

IMPLICATIONS			
Finance	None arising directly from this report		
Legal	None		
Community Safety	None		
Human Rights and Equalities	None		
Sustainability and Environmental Impact	None		
Health & Safety and Risk Management	None		
LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	16 <sup>th</sup> December 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council agenda & minutes	11 April 2016	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Budget Council agenda & minutes	2 March 2016	<a href="#">CMIS &gt; Meetings Calendar</a>
Finance & Democracy Committee agenda & minutes	22 February 2016	<a href="#">CMIS &gt; Meetings Calendar</a>
Tourism and Leisure Committee agenda & minutes	12 November 2015	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	7
<b>BUDGET SETTING – FEES AND CHARGES 2017/18</b>			

## PUBLIC ITEM

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

### SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2017/18 is accessible at the link below:

<http://www.fylde.gov.uk/council/finance/fees-charges/>

### RECOMMENDATION

**The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:**

1. To recommend to Council a proposed schedule of fees and charges applicable for 2017/18; and
2. To note that the final fees and charges for 2017/18 will be approved by the Budget Council in March 2017.

### SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2017/18.

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

## REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
  - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
  - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
  - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March.

<b>IMPLICATIONS</b>	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2017.
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

<b>LEAD AUTHOR</b>	<b>TEL</b>	<b>DATE</b>	<b>DOC ID</b>
Management Team		December 2016	

**Attached documents**

Appendix A – Fees and Charges Schedule – Tourism and Leisure Committee

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

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

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

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

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

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

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

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

TOURISM AND LEISURE COMMITTEE	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	<u>Approved</u> 2016/17 Fees & Charges £	<b>DRAFT</b> 2017/18 Fees & Charges £
<b><u>Hewitt Lecture Room:</u></b>					
Per hour or part there of:					
Monday to Friday	c	Per Hour*	D	16.00	<b>16.00</b>
Saturdays & Bank Holidays	c	Per Hour*	D	22.00	<b>22.00</b>
Commercial Hire	c	Per Hour*	D	45.00	<b>45.00</b>
Share Room (Room 2)	c	Per Hour*	D	13.00	<b>13.00</b>
*Rate per hour in half hour periods					
<b><u>Allotment Plots:</u></b>					
- Full plot yearly rent	d	Per Plot	D	40.00	<b>50.00</b>
- Full plot yearly water charge	d	Per Plot	D	5.00	-
- Half plot yearly rent	d	Per Plot	D	20.00	<b>25.00</b>
- Half plot yearly water charge	d	Per Plot	D	2.50	-

**VAT Codes:**

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	8
<b>LYTHAM PROMENADE MUSSEL TANK IMPROVEMENT PROJECT</b>			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

At its meeting on 12<sup>th</sup> November 2015 the committee considered a progress report on Lytham Promenade Mussel Tank Improvement Project.

*After full consideration it was RESOLVED:*

- 1. To note the progress to date by the Lytham St. Annes Civic Society with the Mussel Tank Improvement Project.*
- 2. To agree in principle that the Council will act as accountable body on behalf of the Civic Society in delivering the proposed Mussel Tank Improvement Project.*
- 3. To note that a further report will be presented to the Finance and Democracy Committee seeking approval for a fully funded addition to the capital programme, and a subsequent report will be presented to Tourism and Leisure Committee in due course detailing the full financial and management details of the project before any work is approved or commenced.*

Since the meeting officers have been in discussion with the Lytham St Annes Civic Society to confirm and finalise the scheme details and costings. Recently the Civic Society has confirmed that it is now ready to proceed with its revised proposals subject to final consultations in January.

Attached to this information report are some drawings which show the final draft scheme currently being consulted upon.

It is proposed that the final agreed scheme is presented to the Tourism and Leisure Committee at its meeting in March 2017 with a view to the work being undertaken in the early summer.

## SOURCE OF INFORMATION

Director of Development Services

## LINK TO INFORMATION

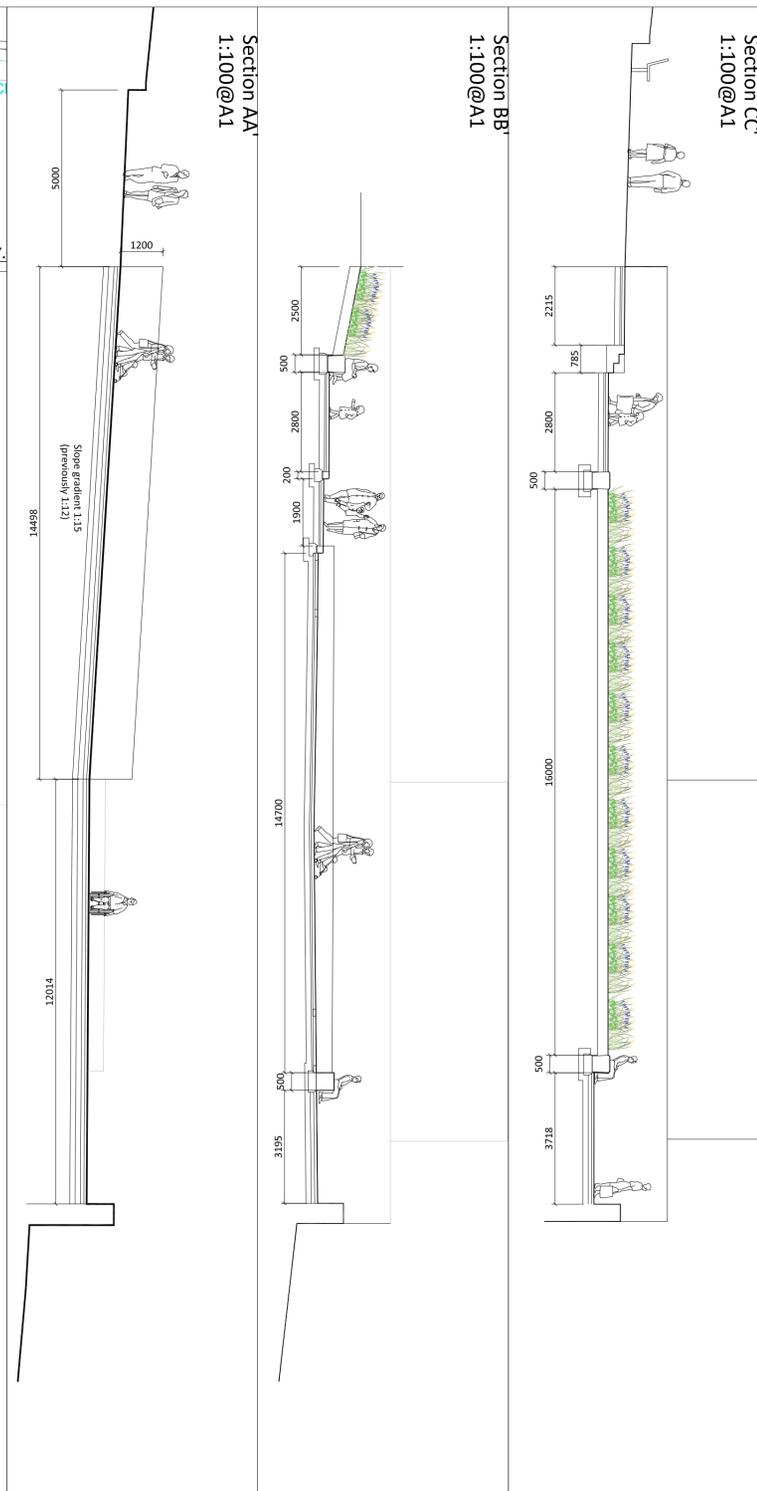
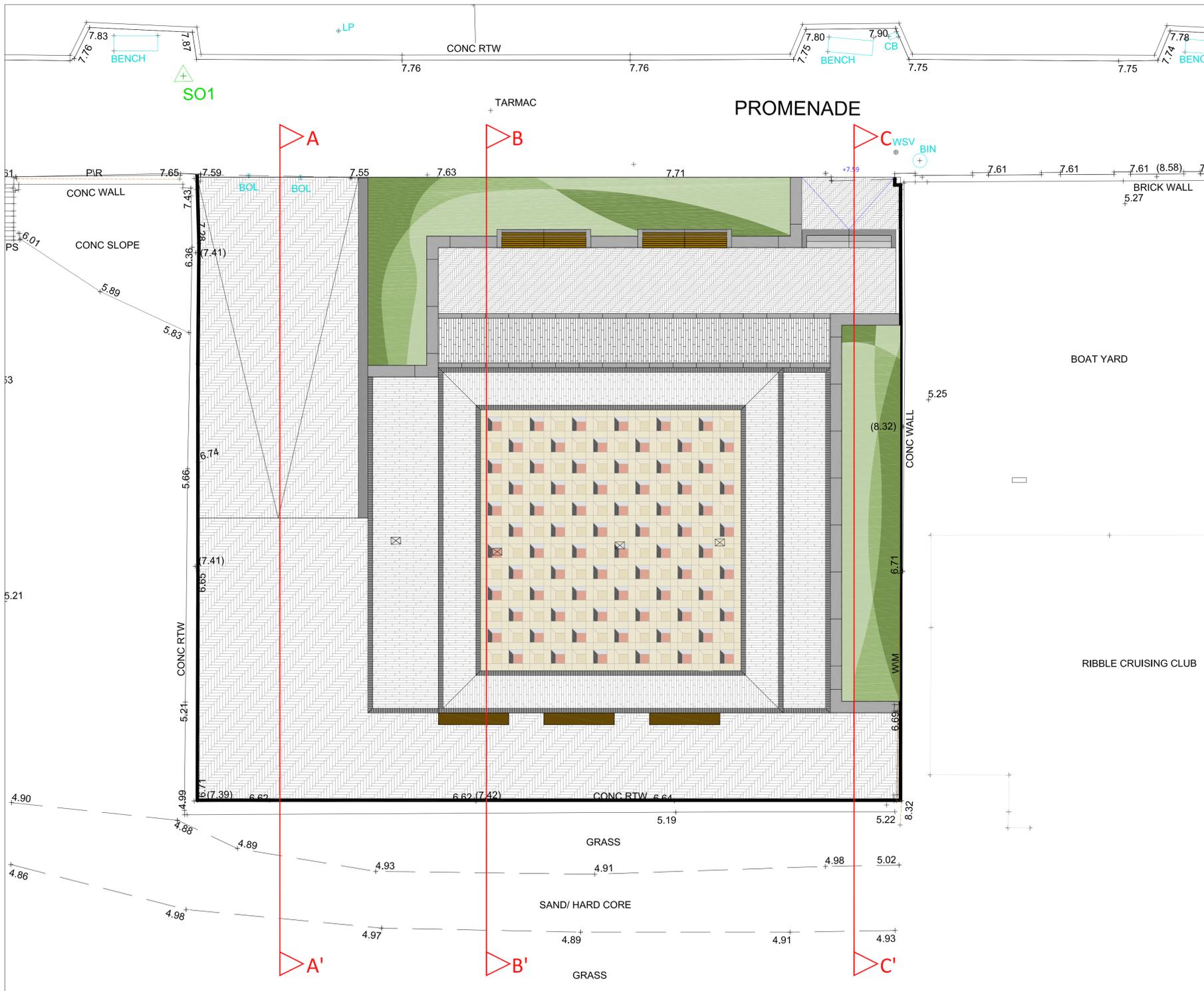
[Tourism and Leisure Committee 12 November 2015](#)

## WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To update members on the progress of the resolution from the last consideration of this matter in November 2015

## FURTHER INFORMATION

Contact Paul Walker, tel: 01253 658431



### Key

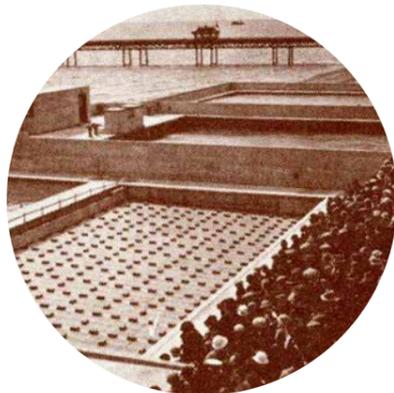
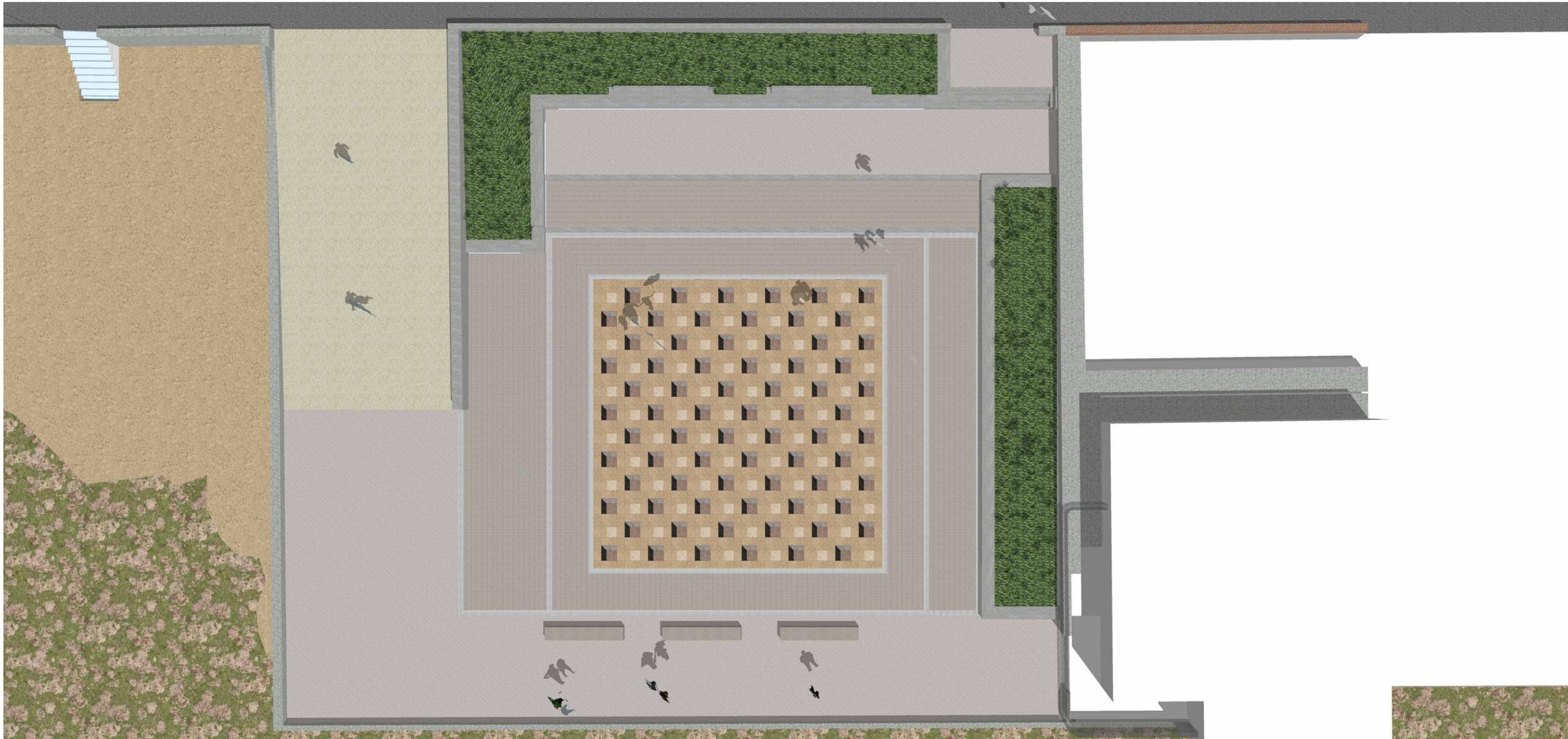
- Material: Kellen  
Finish/colour: Liscio - Giallo  
Size: 400x400x80
- Material: Kellen  
Finish/colour: Breccia - Giallo  
Size: 300x300x80
- Material: Kellen  
Finish/colour: Breccia - Giallo  
Size: 200x600x80
- Material: Kellen  
Finish/colour: Breccia - Giallo  
Size: 300x600x80
- Material: Kellen  
Finish/colour: Liscio - Ambrogio  
Size: 400x400x80
- Material: Kellen  
Finish/colour: Breccia - Ambrogio  
Size: 400x400x80
- Material: Kellen  
Finish/colour: Breccia - Tagenta E  
Size: 200x600x80
- Material: Elementale  
Name: Solid Double Sided Corner
- Material: Elementale  
Name: Solid Double Sided Straight (2m)
- Material: Elementale  
Name: Solid Double Sided Straight (1m)
- Material: Elementale  
Name: Solid with back (wooden seat)
- Material: Elementale  
Name: Solid 3 tread element
- Material: Elementale  
Name: Step unit 20 serial
- Material: Wood  
Name: 500x500x2000 wooden seat solid
- Material: Kellen  
Finish/colour: Breccia - Tagenta E Herringbone  
Size: 50x200x80
- Material: Kellen  
Finish/colour: Breccia - Tagenta E Stretcher bond  
Size: 50x200x80
- Material: Kellen  
Finish/colour: Breccia - Tagenta E soldier course  
Size: 50x200x80



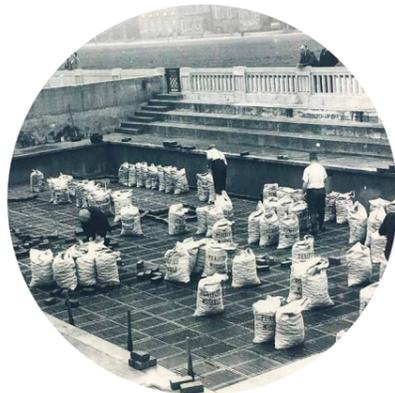
DRAFT

Client	Lytham Civic Society	Scale	Varies@ A1	Created by	CM	Last edited by	MITCHELLC	Date	November 2016
Job title	Lytham St Annes Mussel Tank	Project number	13.536	Drawing number	100	Issue	D 2	Checked	TH
Drawing title	General Arrangement								

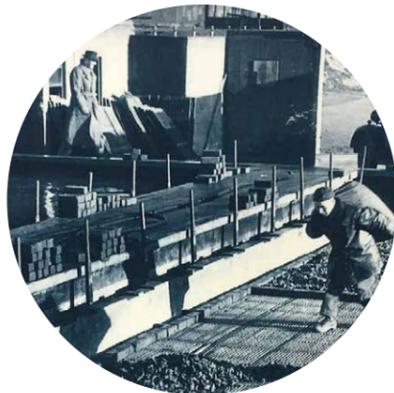
16 OLD HALL STREET  
LIVERPOOL  
L3 9JQ  
TELEPHONE +44 (0)151 245 6161  
FAX +44 (0)151 245 6169  
EMAIL info@bcalandscape.co.uk  
WWW SITE www.bcalandscape.co.uk



Historic image of mussel Tank opening



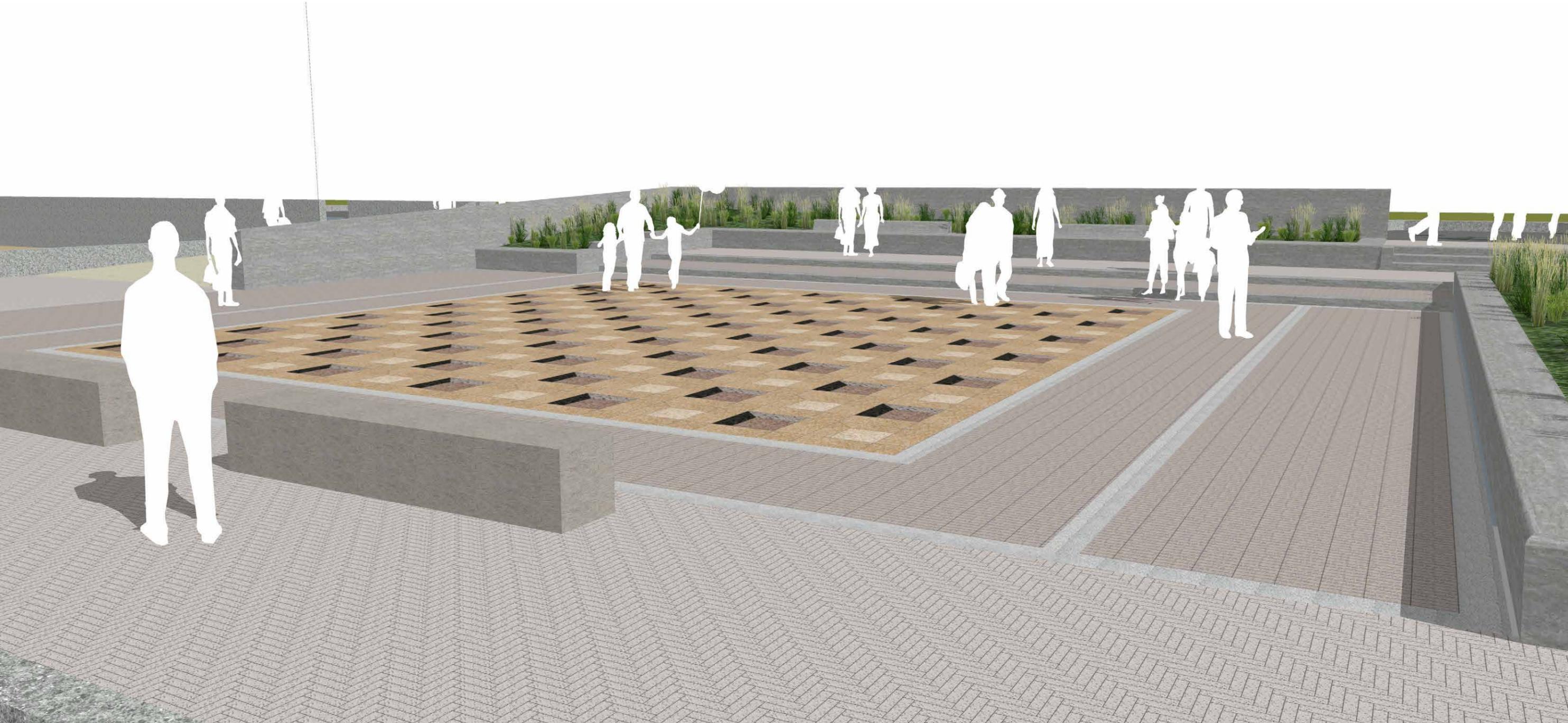
Mussel Tank in use  
- note grid like pattern in the floor



Mussel Tank in use



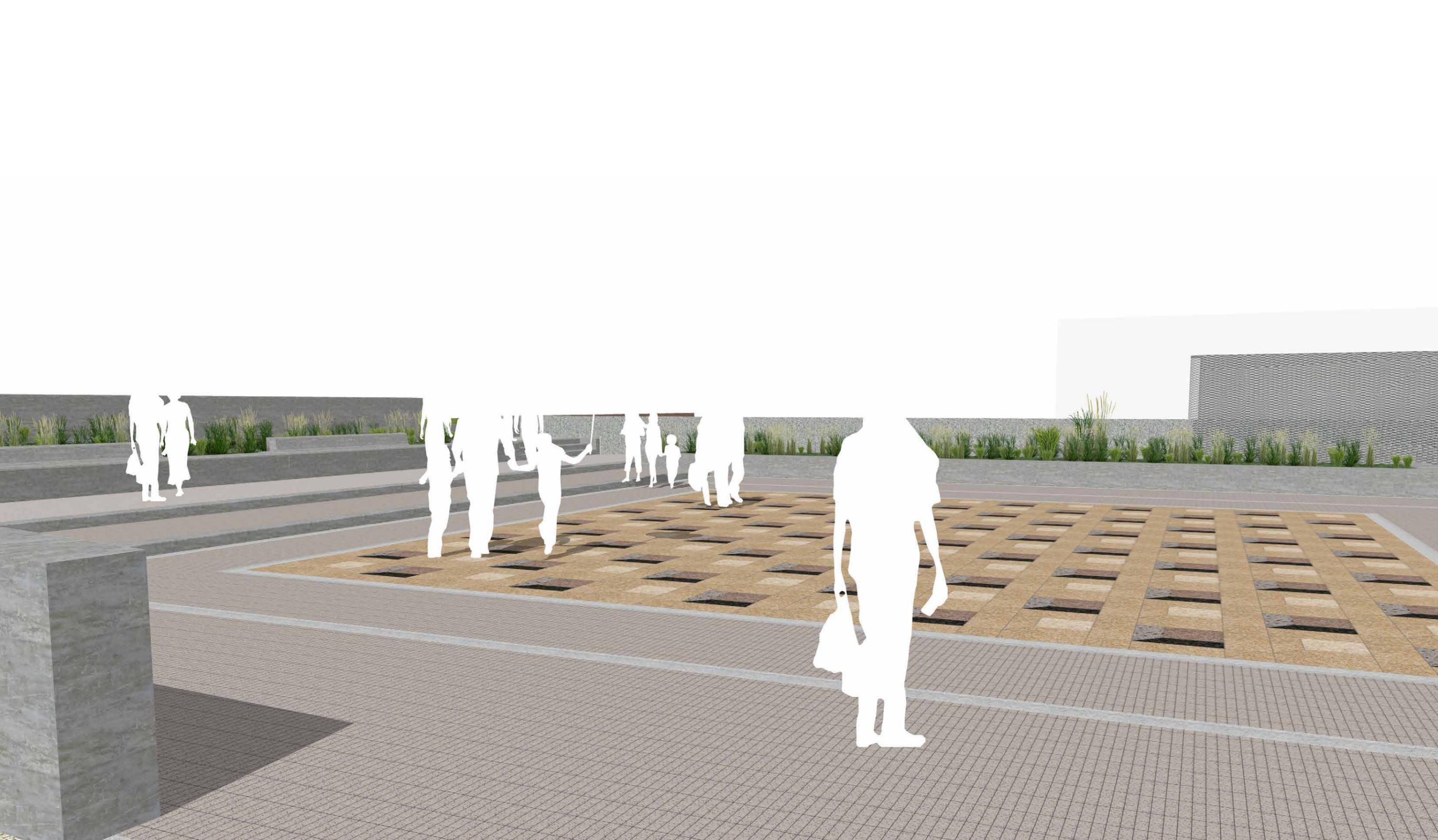
Proposed paving pattern to link to the mussel tanks history (repeat the lost grid of the tank)  
Page 44 of 78

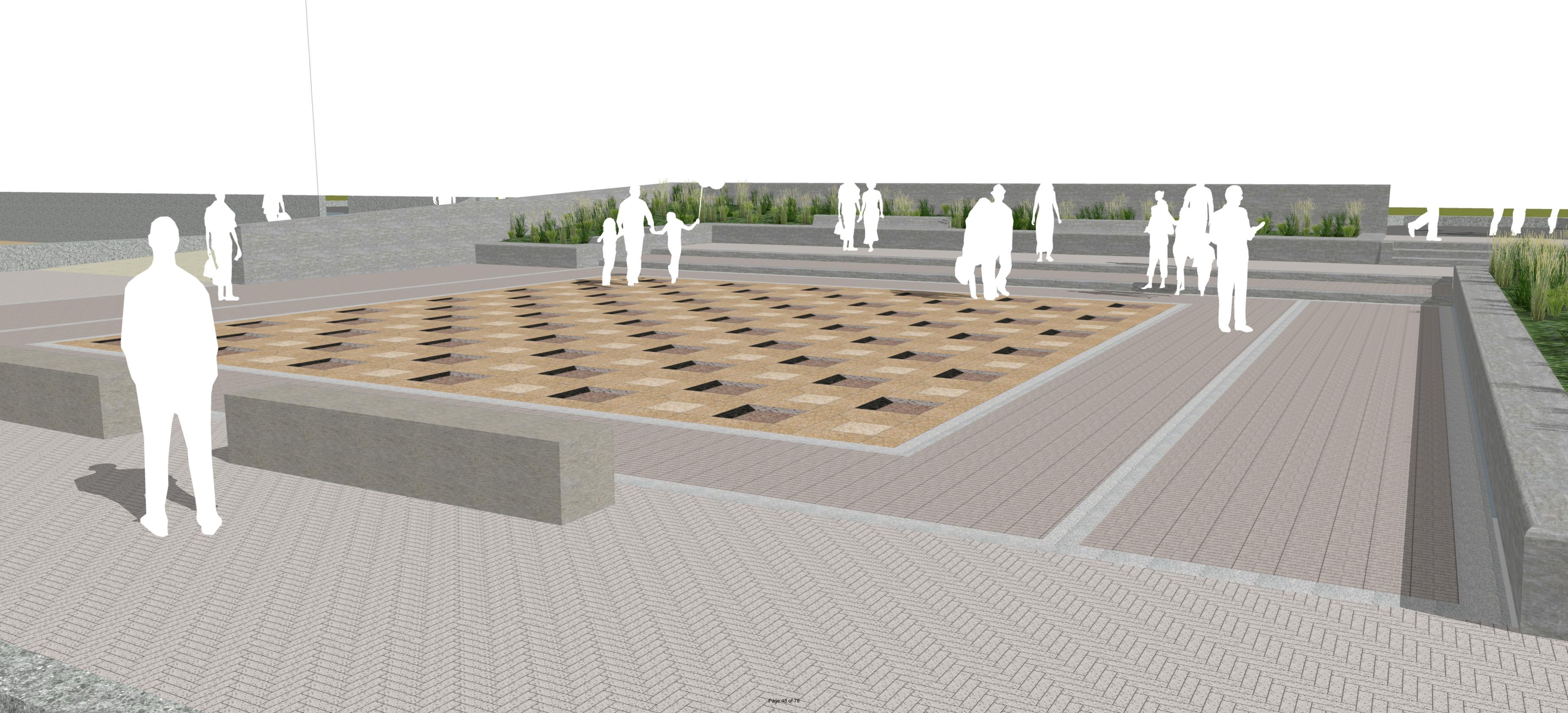




Example of low level planting:  
- Hardy  
- Coastal appropriate  
- Low maintenance







# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	9
<b>BUDGET SETTING – REVENUE BUDGET 2017/18 - FIRST DRAFT</b>			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

The first draft of the revenue budget for 2017/18 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

**SOURCE OF INFORMATION:** Revenue Budget Book 2017/18 – First Draft

## LINK TO INFORMATION

<http://www.fylde.gov.uk/council/finance/first-draft-budget-book-2017-18/>

## WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2017/18 Revenue Budget to the Council's Programme Committees is referenced within the Timetable for Developing Budget Proposals 2017/18 report which was approved by the Finance and Democracy Committee at the meeting of 26th September 2016.

This allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee lead officer, service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2017/18 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. A further budget-rightsizing exercise will be carried out early in 2017 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2017/18 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 2<sup>nd</sup> March 2017.

**FURTHER INFORMATION:** Contact: Paul O'Donoghue, Chief Financial Officer.

Telephone: 01253 658566

e-mail: paul.o'donoghue@fylde.gov.uk

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	10
<b>GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 - POSITION AS AT 30<sup>th</sup> NOVEMBER 2016</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's General Fund (GF) Revenue Budget as at 30<sup>th</sup> November 2016 and specifically for those areas under the Committee's remit.

### SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the Council's financial ledger system for the period to 30<sup>th</sup> November 2016.

### LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 30<sup>th</sup> November 2016:

<https://www.fylde.gov.uk/revenuenovember2016/>

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the committee's remit.

### FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

e-mail: paul.o'donoghue@fylde.gov.uk

# GENERAL FUND REVENUE BUDGET MONITORING REPORT 2016/17 –

## POSITION AS AT 30<sup>TH</sup> NOVEMBER 2016

### Summary

The purpose of this report is to provide an update on the Council's General Fund Revenue Budget as at 30<sup>th</sup> November 2016. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances (those in excess of £5k) for all of the Council services by Committee and provides a brief explanation for each variance.

### 1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30<sup>th</sup> November 2016.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2016/17 budget at its meeting on 2<sup>nd</sup> March 2016. Subsequently on 20<sup>th</sup> June 2016 the Finance and Democracy Committee approved the Council's outturn position for 2015/16. The impact of those approvals, including savings and growth options approved at Council and slippage from 2015/16 approved by the Finance and Democracy Committee, are now reflected in the Council's financial ledger.

### 2. Budget Rightsizing Exercise

- 2.1 Since 2011 an annual budget rightsizing exercise has been undertaken to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process was undertaken during the autumn of 2016 and the resulting changes to budgets were reflected in the revised Financial Forecast that was presented to the Council in December 2016. These amendments have also now been reflected in the Council's financial ledger. Therefore this report monitors expenditure and income against the updated approved budgets.

### 3. Budget Areas to Note

As would be expected, because monitoring is being undertaken as a comparison to recently revised budgets, there are only a small number of variances from that revised position to note. The main variances are described below:

#### i. Employee Costs

The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum from 2016/17 onwards. The actual savings achieved in relation to direct employee costs for the current year are significantly in excess of this level and consequently the target for the current year was increased to £310k as part of the revised Financial Forecast that was presented to the Council in December 2016. As compared to this revised target the position as at November 30<sup>th</sup> is a further favourable variance of £39k. This budget will be kept under review during the remainder of the financial year.

#### ii. Council Tax Costs Recovered

Income is in excess of the budget due to additional court summonses being issued in the first part of the year in respect of Council Tax debts. In 2015/16 there was a reduction in the number of such cases whilst

a legal challenge (to Haringey Council specifically but by extension to all councils in this matter) was resolved. A favourable outturn variance is anticipated.

### **iii. Planning Application Fee Income**

The authority has continued to receive a number of large scale planning applications that have attracted significant application fees. The number of individual planning applications received this year is also notably higher than recent years. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.

### **iv. Planning Appeal Hearing Costs**

The number of planning inquiries expected in the year has reduced as a result of the method of hearing the appeal being revised or a revised application being approved thereby removing the need for the appeal to proceed. A number of appeals have been delayed and will be heard later in 2017. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.

### **v. Car Parking Income**

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

## **4. Conclusions**

- 4.1 The updated financial forecast as presented to the Council in December 2016 is an improved position from that considered by the Budget Council in March 2016. The current position is a forecast surplus in the current year and in 2017/18, with deficits in 2018/19 and beyond, albeit at a reduced level since the budget was set. A significant factor in the improved position is the forecast increase in funding receivable from the Business Rate Retention Scheme, including the impact of joining the Lancashire Business Rate Pool in 2017/18.
- 4.2 In light of the budget challenges that will need to be addressed in the later years of the forecast, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and contribute to reserves over recent years. Through continued focus on the importance of financial stability the Council has delivered a significant savings programme since 2007 and has continued to significantly reduce senior management costs and other overheads. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain frontline services to customers. This work has yielded ongoing savings to help improve the Council's overall financial position over that period.
- 4.3 Finance staff work continuously with budget holders across the Council, and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.
- 4.4 Regular budget monitoring reports such as this one are an integral part of the Council's financial monitoring framework. These are made available on the Councils website.

**REVENUE MONITORING 2016/17 - Period 8 to November 30th 2016 (Variances in excess of £5k)**

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

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAV / ADV	Variance	Alert	Budget Holder Comments
		£	£	£	£		%		
<b>FINANCE &amp; DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS</b>									
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	8,275,520	5,447,616	5,408,307	-39,309	FAVOURABLE	-0.7%	GREEN	The budget forecast which was approved by Budget Council in March 2016 assumed reduced payroll costs as a result of 'turnover savings' (delays in the recruitment to vacant posts) of £200k per annum from 2016/17 onwards. The actual of savings achieved in relation to direct employee costs for the current year to date is in excess of this level and consequently the target for the current year was increased to £310k as part of the revised Financial Forecast that was presented to the Council in December 2016. As compared to this revised target the position as at November 30th is a further favourable variance of £39k. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.
Council Tax Collection Costs	Council Tax Costs Recovered	-150,000	-100,020	-167,303	-67,283	FAVOURABLE	-67.3%	GREEN	Income is in excess of the budget due to additional court summonses being issued in the first part of the year in respect of Council Tax debts. In 2015/16 there was a reduction in the number of such cases whilst a legal challenge (to Haringey Council specifically but by extension to all councils in this matter) was resolved. A favourable outturn variance is anticipated.
<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>									
Development Management	Planning Application Fees	-700,000	-613,400	-625,533	-12,133	FAVOURABLE	-2.0%	GREEN	The authority has continued to receive a number of large scale planning applications that have attracted significant application fees. The number of individual planning applications received this year is also notably higher than recent years. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.
Planning Appeals	Planning Appeal Hearing Costs	100,000	42,922	30,020	-12,902	FAVOURABLE	-30.1%	GREEN	The number of planning inquiries expected in the year has reduced as a result of the method of hearing the appeal being revised or a revised application being approved thereby removing the need for the appeal to proceed. A number of appeals have been delayed and will be heard later in 2017. This budget will be kept under review during the remainder of the financial year. At this stage a favourable outturn variance is anticipated.

**REVENUE MONITORING 2016/17 - Period 8 to November 30th 2016 (Variances in excess of £5k)**

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

Service Area	Detailed Description	Full Year Budget	Budget as at Period 8	Actual & Commitments as at Period 8	Variance as at Period 8	FAV / ADV	Variance	Alert	Budget Holder Comments
		£	£	£	£		%		
<b>ENVIRONMENT HEALTH &amp; HOUSING COMMITTEE</b>									
Residential Park Homes Licensing	Mobile Homes - Annual Licence Fee	-	-	-6,315	-6,315	FAVOURABLE		<b>GREEN</b>	This income arising from the introduction of a new fee new fee for this licence from 2016/17. A favourable outturn variance is anticipated and the budget in respect of future years will be adjusted to reflect this income.
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>									
Car Parks	Car Parking Fees	-544,852	-414,096	-478,230	-64,134	FAVOURABLE	-15.5%	<b>GREEN</b>	Income levels across most car parks are in excess of the budget, and are also higher than in previous years, as a result of mostly favourable weather during key periods of the season. A favourable outturn variance is anticipated and the budgets in respect of future years will be adjusted to reflect increased income expectations.
Computer Services	Purchase of Computer Equipment	108,432	70,136	59,878	-10,258	FAVOURABLE	-14.6%	<b>BLUE</b>	The IT team have had a number of staffing vacancies during the year which has resulted in the rescheduling of expenditure into the latter part of the financial year. It is currently anticipated that the remaining budget will be fully spent by year end in delivering corporate priorities around IT.
	Computer - Other Expenditure	53,644	35,768	16,482	-19,286	FAVOURABLE	-53.9%		

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	11
<b>CAPITAL PROGRAMME MONITORING REPORT 2016/17 - POSITION AS AT 30<sup>th</sup> NOVEMBER 2016</b>			

## PUBLIC ITEM

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

## SUMMARY OF INFORMATION

The purpose of this report is to provide an update of the Council's approved Capital Programme as at 30<sup>th</sup> November 2016 and specifically for those schemes under the Committee's remit.

## SOURCE OF INFORMATION

Chief Financial Officer – the report is based upon information extracted from the financial ledger system for the period to 30<sup>th</sup> November 2016.

## LINK TO INFORMATION

Capital Programme Monitoring 2016/17 as at 30<sup>th</sup> November 2016:

<https://www.fylde.gov.uk/capitalnovember2016/>

## WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

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

## FURTHER INFORMATION

Contact: Paul O'Donoghue (Chief Financial Officer)

Tel: 01253 658566

## CAPITAL PROGRAMME MONITORING REPORT 2016/17 –

### POSITION AS AT 30<sup>TH</sup> NOVEMBER 2016

#### Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2016/17, together with an update on the Council's overall Five Year Capital Programme. This report includes a narrative description of the most significant risks to the Capital Programme and details any actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2016/17. Appendix B provides a summary of the latest position for the 5 year Capital Programme and Appendix C provides details of the financing of the programme.

#### 1. Background

The Council approved the Capital Programme on 2<sup>nd</sup> March 2016. That update showed a balanced capital programme position from 2016/17 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2016. The Programme has also been rolled forward to include the year 2020/21.

#### 2. Notes on Specific Schemes

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

##### (i) Accommodation Project

Phase 3 of the project (the east wing refurbishment) was completed during the summer of 2016. Phases 4 and 5 (the Chaseley Link Bridge and One Stop Shop) were completed in November 2016. The new one stop shop and call centre are now operational.

A report was approved by Finance & Democracy on 26th September 2016 for a £194,000 fully funded budget increase to Phases 6 & 7 to the capital programme in 2016/17 and also recommended to Council that monies from earmarked reserves totalling £518k (Land Charges New Burdens - £28k, Vehicle Maintenance Reserve - £127k, Vehicle Replacement Financing Reserve - £212k and General Fund Reserves - £151k) fund all of Phase 6 (£363k) and part of Phase 7 (£155k of the total £475k).

In December 2016 Council approved a further transfer to the Accommodation Project Reserve of £320k to be funded from favourable in-year budget variances, such that there would then be sufficient funds for the completion of the project up to phase 7.

Regular update reports on the project will continue to be provided to Members. Phases 6 and 7a works have commenced. The project is due for completion up to phase 7 during the early part of 2017/18.

##### ii) Coast Protection Scheme

The Strategic Appraisal Report for the Fylde Shoreline Strategy was approved by the Environment Agency's Large Project Review Group (LRPG) in January 2014 and included the replacement of sea defences at Fairhaven and Church Scar. Following this approval further funding was released by DEFRA and Cabinet approved spend for a Coastal Headland Study Project Appraisal Report (PAR) in the sum of £175k with a further £95k awarded in August 2016, fully funded from DEFRA resources. The PAR report was submitted for approval by the Environment Agency's LRPG on the 6th August 2015. Following a number of queries and points of clarification the Project Appraisal report has been approved.

The next stage is the preliminary detailed, customer led design of the new sea walls and involves gaining the necessary approval for the work to progress, planning permission, Marine Management Organisation licence,

environmental impact assessment and appropriate assessment with regards to the potential to disturb overwintering birds during construction. Once these approval are obtained it will unlock funding for both Fairhaven Lake and Church Scar sea defence construction schemes.

The overall cost of the Fairhaven and Church Scar Coast Protection Scheme within the Capital Budget is £16.5m including a contribution from Fylde Council of £400k. The DEFRA funding spans the years 2016/17 to 2018/19. Fylde Council's contribution of £400k towards sea wall development works is fully-funded from the Capital Investment Reserve. Following annual review of the Environment Agency's Medium Term Plan (MTP) the project funding has been reviewed and re-phased as follows 2016/17 £1.4m, 2017/18 £13m, 2018/19 £5.825m. The total project cost is now calculated as £20.225m, including the contribution from Fylde Council of £400K. We have now received confirmation of these revised scheme costings and consequently this will be reflected in a future updated MTFs. Further re-phasing of the expenditure profile between the years is likely to be required as the scheme progresses and the capital programme will be updated accordingly and reported to members.

### **(iii) Disabled Facilities Grants (DFGs)**

As local housing authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the Department for Communities and Local Government (DCLG).

As part of the 2013 Spending Round review the Government established the 'Better Care Fund', with the intention of "providing an opportunity to transform local services so that people are provided with better integrated care and support". Under these new arrangements from 2015/16 onwards the funding for Disabled Facilities Grants (DFGs) transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier authority for that area. As such, in Lancashire the fund will be administered by Lancashire County Council. Each upper-tier authority then allocates the funding to their respective housing authorities (i.e. district councils within their area) to enable them to continue to meet this statutory responsibility.

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

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

Following the review of processes for delivering DFG's and the significant increase in funding it has been possible to make progress with reducing the waiting list to 8 cases (Dec 16), from a high of 80 cases (April 2015). Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases. Once further cases are processed by the OT Service this will likely lead to higher demand for DFG's than currently.

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

### **(iv) Project Slippage**

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

### **(v) Other Capital Receipts**

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

**(vi) Capital Investment in St. Annes Pool**

As part of the arrangement with the YMCA for the operation of the pool, the Council undertook to provide Capital support in the event of major works, repair or breakdown and a provision of £153k was included in the programme for this eventuality. There is now a remaining capital resource of £93k in 2016/17. The plant and equipment at St Annes Swimming Pool is in need of replacement and a 5 year replacement programme is currently being developed which will be presented to committee in 2017/18. There is a risk that this remaining resource is insufficient to meet future capital expenditure needs for the facility.

**3 Conclusions**

- 3.1 Actual expenditure to 30<sup>th</sup> November 2016 is £2.305m against an updated full year budget of £9.355m. This equates to approximately 25% of the full year budget. The expenditure on a number of schemes is phased later during the financial year and there is usually a period of time that elapses between the completion of schemes and the final settlement of all invoices.
- 3.2 The current Capital Programme as updated is showing a balanced position for 2016/17 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2017/18.
- 3.3 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However Budget Council on 4<sup>th</sup> March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31<sup>st</sup> March 2016 was £2.275m. However all of this is committed to deliver approved schemes in the years 2016/17 to 2019/20 and there is presently no funding available within this reserve for additional future projects. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme in future years, additional contributions to the reserve would be required in order to create such a funding source.

**CAPITAL PROGRAMME - 2016/17 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/16**

**Appendix A**

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>								
Accommodation Project - Phase 3, 4 & 5 - East Wing Inc. Lift, Chaseley Link Bridge and One Stop Shop	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	784	19		803	750	53	Phase 3 of the project (the east wing refurbishment) was completed during the summer of 2016. Phases 4 and 5 (the Chaseley Link Bridge and One Stop Shop) were completed in November 2016. The new one stop shop and call centre are now operational.
Accommodation Project - Phase 6 - Council Chamber & Ground Floor		296		67	363	16	347	These phases of the project have progressed during 2016/17. Some elements will continue into the early part of 2017/18 and budgets may need to be re-phased to reflect this. Further details are provided at section 2(i) of the accompanying report.
Accommodation Project - Phase 7a - Internal Refurb / Services - First Floor		348		127	155		155	
Accommodation Project - Phase 7a - Internal Refurb / Services - 2nd Floor		0			320		320	
Accommodation Project - Phase 8 - Car Park & External Works		0			0		0	
<b>Sub total</b>		<b>1,428</b>	<b>19</b>	<b>194</b>	<b>1,641</b>	<b>766</b>	<b>875</b>	
<b>TOURISM &amp; LEISURE COMMITTEE</b>								
Ashton Gardens Depot	Proceeds from the sale of surplus Council Assets	63			63		63	The scheme is currently on hold pending the disposal of the Public offices site (the works will need to be completed prior to that disposal). The scheme may be re-phased into 2017/18 as the disposal of that site is now not expected to take place until later in 2017/18.
St Annes Pool	No external finance funded by borrowing/general asset disposal receipts	93			93		93	This represents the balance of the maintenance scheme resource which will be retained and drawn upon when required. The scheme may be re-phased into 2017/18. The plant and equipment at St Annes Swimming Pool is in need of replacement. A 5 year replacement programme is currently being developed which will be presented to committee in 2017/18.
St Annes Pool - External Works	Capital Investment Reserve/ Arts Council Grant	120			120		120	A scheme has been proposed which will be designed in-house subject to the delivery of other priority projects. Once designed there will need to be consultation with stakeholders and then dialogue with the Arts Council over match funding. This scheme may be re-phased into 2017/18. A report will be presented to Committee prior to any spend.

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>TOURISM &amp; LEISURE COMMITTEE (CONT)</b>								
Fairhaven Lake & Promenade Gardens - First round	Capital Investment Reserve	20			20		20	The Council has submitted a bid to the Heritage Lottery Fund in August 2016 for development funding to restore Fairhaven Lake and Gardens historic buildings ,structures and landscapes. An update on the bid will be given to the Tourism and Lesiure Committee at its meeting in January 2017. If successful the match funding will be required in 2017/18. A report will be presented to committee prior to any spend. This scheme is to be re-phased into 2017/18.
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	40	7		47		47	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report was presented to the Tourism and Leisure Committee on the 8th September 2016 and authorisation was granted for the expenditure works in 2016/17. The works are now substantially complete and will be fully completed during 2016/17.
Hope Street Footways	Capital Investment Reserve	24			24	24	0	A report was presented to The Tourism and Leisure Committee to authorise the expenditure for resurfacing works to Hope Street Park footpaths in 2016/17. This scheme has been completed to budget.
Lowther Pavilion Roof	Capital Investment Reserve	115	3		118	11	107	The scheme was planned to be delivered by Lowther Gardens Trust during the summer of 2016. Unfortunately the scheme has been delayed and is proposed to be delivered in January 2017. The grant is still to be paid when the works have been completed.
Sand Dunes re-modelling at North Beach Car Park / Summerfields	Capital Investment Reserve	15	2		17		17	Surveys have been undertaken and a scheme design prepared. The scheme has been consulted upon and tendered. A report is due to be presented to the Tourism and Leisure Committee at its meeting in January 2017. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The scheme is expected to be completed to budget during 2016/17.
Freckleton Memorial Park	Capital Investment Reserve / S106 Monies / External grants and contributions	50		122	172	141	31	Finance & Democracy Committee in June 2016 approved the Council to act as accountable body and approved a fully funded capital budget increase to the 2016/17 capital programme of £122k to be fully funded from various external grants and Section 106 contributions to give a total capital budget of £172k. Letting of the contract was agreed and awarded to Wicksteed playgrounds and the scheme is expected to be completed to budget during 2016/17.
Warton-with-Westby Parish Council Play Area	Capital Investment Reserve	50			50		50	Officers are working with the Friends group and taking account of the results of the consultation by the Town Council. Progress meeting are on going and a Report will be presented to Committee prior to any spend. The scheme may be re-phased into 2017/18.
Improvements to Children's Play Area - Derby Road, Wesham	S106 Developer Contributions	0		24	24		24	On 26th September 2016 the Finance & Democracy Committee approved a fully-funded addition to the capital programme of £24k in 2016/17 to be met from a S106 developer contribution. The scheme is expected to be completed in line with the budget during 2016/17.
<b>Sub total</b>		<b>590</b>	<b>12</b>	<b>146</b>	<b>748</b>	<b>176</b>	<b>572</b>	

Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>								
Replacement Vehicles	Capital Investment Reserve / Borrowing	346	60	56	462	365	97	The budget for this scheme has been adjusted to reflect the slippage and fully funded capital budget increase for a weed removal vehicle as approved by the Finance and Democracy Committee of 20th June 2016. All vehicle acquisitions are expected to be completed in line with the budget during 2016/17.
Vehicle Wash-down Facility - Snowdon Rd Depot	Capital Investment Reserve	25			25		25	The scheme has been tendered, a report presented to the Operational Management Committee in November 2016 and the contract has now been awarded. Completion is expected during 2016/17.
North Promenade Toilets Refurbishment	Capital Investment Reserve	84			84		84	The scheme has been completed to budget in 2016/17.
Bus Shelter Replacement Programme	Capital Investment Reserve	30			30		30	In November 2016 the Operational Management Committee authorised commencement of the works which are expected to be completed during in 2016/17.
Car Park Improvements	no external finance - funded by borrowing/general asset disposal	30			30	29	1	The scheme has been completed to budget in 2016/17.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	0	38	95	133	85	48	Preliminary design work completed. Marine Management Organisation application submitted and planning application submitted during December 2016. Natural England consent to be sought through the planning process.
Fairhaven and Church Scar Coast Protection Scheme	Specific Government Grant (Environment Agency) / Capital Investment Reserve	3,600			3,600		3,600	The current year budget of £3.6m is based upon the original expenditure profile for the scheme, as provided by the Environment Agency. An updated expenditure profile has now been provided by the EA as detailed within the body of the report. Work is currently ongoing with Blackpool Council with regards to project delivery and a further report will be presented to Committee to update and propose the best options available for Fylde on the delivery of this scheme.
Repair & Renewal - Flood Defences	Specific Government Grant (Environment Agency)	0	33		33	1	32	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. Any unused grant will be returned to the Environment Agency.
<b>Sub total</b>		<b>4,115</b>	<b>131</b>	<b>151</b>	<b>4,397</b>	<b>480</b>	<b>3,917</b>	

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	468	46	381	895	355	540	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A report was also approved by Council on 4th July 2016 for a £380,621 fully funded capital budget increase due to an increased DFG allocation via the Better Care Fund. A review of how DFGs are delivered has recently been agreed by the EH&H Committee which together with increased funding has seen the waiting list reduce from 80 to 8 within two years. Whilst the significant increase in grant is to be welcomed it is unlikely to be fully spent within this financial year due to the backlog in assessments by the Occupational Therapy (OT) Service. The OT Service has pledged to appoint additional resources over the coming months to reduce the backlog of cases.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	0	105		105	4	101	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. A detailed scheme is currently being designed and costed and a report will be considered by the Environment, Health & Housing Committee at a later date.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	0		460	460	0	460	A report was approved by Council on 4th July 2016 for a £920,000 fully funded addition to the capital programme, phased over two financial years (£460,000 payable in 2016/17 and £460,000 payable in 2017/18) to be met from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose totalling £865,155.44, and a further £54,844.56 when funds become available, totalling £920,000. The programme is expected to be completed in line with the budget during 2016/17.
Rapid Deployment CCTV Replacement Projects	Specific Grant (LSP Performance Reward Grant)	0	38		38		38	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The budget for CCTV camera replacement is planned to be spent on the revised CCTV project as approved by Council. Any remaining monies are to be earmarked and allocated to replacement cameras as and when they are required (subject to a community impact assessment and approval by committee) as also previously agreed by Council. A Working Group has been established to consider Rapid Deployment Cameras and their replacement and will report back to the Environment, Health and Housing Committee in due course.
Lytham Park Cemetery - Windbreak Canopy	Capital Investment Reserve	60			60		60	An initial scheme has been designed in partnership with Blackpool Council involving a fully glazed extension. Consultation with relevant staff, members and users of the facility resulted in the initial proposals being rejected. Revised proposals have been drafted and informally consulted upon involving a large pergola feature. Initial feedback indicates a number of issues with the revised proposals meaning it does not deliver the intended outcomes of the project. New ideas and proposals are being generated to result in an alternative scheme. If this is acceptable the scheme will be presented to committee in February to approve the scheme and seek authorisation for the expenditure with the scheme completed in 2016/17."
New memorial garden - Lytham Park Cemetery	Capital Investment Reserve	33			33		33	A new boundary fence has been installed. A report was presented to the November 2015 meeting of the Environment, Health & Housing Committee approving the location, draw down of funding and the procurement route of the various elements of the scheme. The scheme was re-phased into 2016/17 and is expected to be completed to budget during the year.
<b>Sub total</b>		<b>561</b>	<b>189</b>	<b>841</b>	<b>1,552</b>	<b>359</b>	<b>1,232</b>	

## Appendix A (Cont'd)

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	0	19		19		19	A report was presented to Development Management Committee in November 2015 approving commencement of the works. The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. The scheme has been completed to budget in 2016/17. A small amount of residual funding will slightly extend the scheme to a sum of £5,000 and a Funded Budget Increase will be requested in due course. This will allow for the extension of the street lighting scheme subject to match funding by Lancashire County Council and as such the scheme will finally be completed in May 2017. The residual amount will therefore need to be carried over in to the next financial year.
St Annes Regeneration Schemes	S106 Developer Contributions	274			274	39	235	This funding is earmarked for the next phase of St Annes Town Centre including St Andrews Road Road North/South and The Crescent. A draft plan has been prepared and discussions are on going, since August 2016 with property owners in the locality. The first element of the scheme, relating to the new street lighting scheme for The Crescent and St Andrews Road North has been commissioned and will be completed early into the calendar year 2017. The timeframe for delivery of the remainder of the scheme is proposed to be in the Spring of 2017. In view of the delays caused by the initial problems of building owner engagement (absent landlords and the like) the scheme may be re-phased into the financial year 2017/18.
Lytham Regeneration Schemes	S106 Developer Contributions	130			130		130	Design work on the scheme was planned to commence in April 2016 for delivery of the scheme being later in the 2016/17 financial year. However, local community groups have indicated that this funding could also be used to match fund further funding from other bodies. As a result, the scheme content is to be widened to incorporate a public art component and a project group established to work towards a fully integrated scheme. A revised scheme is to be developed over the next few months and it may be necessary to re-phase delivery of the project as a consequence. Any changes to the scheme and delivery timeframe will be reported to Members and the Capital Programme will be updated accordingly. The scheme may be re-phased into the financial year 2017/18, subject to further match funding being identified.
Staining Regeneration Schemes	S106 Developer Contributions	0	40		40		40	The budget for this scheme has been adjusted to reflect the slippage as approved by the Finance and Democracy Committee of 20th June 2016. This project is subject to ongoing discussions with Staining Parish Council. A draft scheme has been prepared based on the outcome of those discussions and the Parish Council has also suggested some features to be included. The plans are to be amended and a further report to Members will follow in due course.
Kirkham Public Realm Improvements	S106 Developer Contributions	0		90	90	60	30	A report was approved by Finance & Democracy on 26th September 2016 for a £90,000 fully funded addition to the capital programme in 2016/17 to be met from a S106 developer contribution. The programme is expected to be completed in line with the budget during 2016/17.

**Appendix A (Cont'd)**

APPROVED SCHEMES	Financing Source	Approved Budget 2016/17 £000	Slippage B/F from 2015/16 £000	Adjustments from 03/03/16 £000	Updated Budget 2016/17 £000	Expenditure to 30/11/16 £000	Variance £000	Comments
M55 Link Road	S106 Developer Contributions	0		425	425	425	0	A report was approved by Council on 4th July 2016 for a £424,765 fully funded addition to the capital programme in 2016/17 to be met from a S106 developer contribution with an in principle contribution of up to £1m towards the cost of construction of the M55 link road up to 2019, the establishment of a specific 'M55 link-road Reserve' a transfer of £196k from the Capital Investment Reserve into the M55 Link-road Reserve with a further report detailing how the remainder of the contribution may be identified. The timing of these transactions is yet to be finalised and the budget may be re-phased into 2017/18 at a later date.
<b>Sub total</b>		<b>404</b>	<b>59</b>	<b>515</b>	<b>978</b>	<b>524</b>	<b>454</b>	
<b>Total Expenditure</b>		<b>7,098</b>	<b>410</b>	<b>1,847</b>	<b>9,355</b>	<b>2,305</b>	<b>7,050</b>	

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

	<b>Updated</b>				
	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/2020</b>	<b>2020/2021</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>					
Accommodation Project - Phase 4 - Chaseley Link Bridge	501				
Accommodation Project - Phase 5 - One Stop Shop	302				
Accommodation Project - Phase 6 - Council Chamber	363				
Accommodation Project - Phase 7 - Internal Refurb / Services	475				
Accommodation Project - Phase 8 - Car Park & External Works	0				
<b>Sub total</b>	<b>1,641</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOURISM &amp; LEISURE COMMITTEE</b>					
Ashton Gardens Depot	63				
St Annes Pool	93				
St Annes Pool - External Works	120				
Fairhaven Lake & Promenade Gardens - First Round	20				
Promenade Gardens Water Play Facility	0	100			
Promenade Footways	47	40	40	40	40
Hope Street Footways	24				
Lowther Pavilion Roof	118				
Sand Dunes re-modelling at North Beach Car Park / Summerfields	17				
Freckleton Memorial Park	172				
Warton-with-Westby Parish Council Play Area	50				
Improvements to Children's Play Area - Derby Road, Wesham	24				
<b>Sub total</b>	<b>748</b>	<b>140</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>OPERATIONAL MANAGEMENT COMMITTEE</b>					
Replacement Vehicles	462	1,212	1,262	471	547
Vehicle Wash-down Facility - Snowdon Rd Depot	25				
North Promenade Toilets Refurbishment	84				
Bus Shelter Replacement Programme	30				
Car Park Improvements	30	30	30	30	30
Fylde Headlands Preliminary Work	133				
Fairhaven and Church Scar Coast Protection Scheme	3,600	7,300	5,600		
Repair & Renewal - Flood Defences	33				
<b>Sub total</b>	<b>4,397</b>	<b>8,542</b>	<b>6,892</b>	<b>501</b>	<b>577</b>
<b>ENVIRONMENT, HEALTH &amp; HOUSING COMMITTEE</b>					
Disabled Facilities Programme	895	468	468	468	468
93 St Albans Road - Compulsory Purchase Order	105				
Affordable Housing Scheme Sunnybank Mill, Kirkham	460	460			
Church Road Methodist Church, St Annes		550			
Rapid Deployment CCTV Replacement Projects	38				
Cemetery and Crematorium - Infrastructure Works	0	294			
Lytham Park Cemetery - Windbreak Canopy	60				
New memorial garden - Lytham Park Cemetery	33				
<b>Sub total</b>	<b>1,591</b>	<b>1,772</b>	<b>468</b>	<b>468</b>	<b>468</b>
<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>					
Woodlands Road Regeneration Scheme - Town Centre Phase 3	19				
St Annes Regeneration Schemes	274				
Lytham Regeneration Schemes	130				
Staining Regeneration Schemes	40				
Kirkham Public Realm Improvements	90				
M55 Link Road	425				
<b>Sub total</b>	<b>978</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>	<b>9,355</b>	<b>10,454</b>	<b>7,400</b>	<b>1,009</b>	<b>1,085</b>

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

	Updated Estimate 2016/17 £000	Estimate 2017/18 £000	Estimate 2018/19 £000	Estimate 2019/2020 £000	Estimate 2020/2021 £000
<b>FINANCING:</b>					
Capital Receipts - General Asset Sales	45	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Capital Receipts - (Accommodation Project)	682				
Capital Receipts - Vehicle Sales					
Leasing					
Better Care Fund / Disabled Facilities Grant	895	468	468	468	468
Section 106 Monies - St Annes	274				
Section 106 Monies - Lytham	130				
Section 106 Monies - Staining	40				
Section 106 Monies - Kirkham	90				
Section 106 Monies - Freckleton Memorial Garden	15				
Section 106 Monies - Play Area - Derby Road, Wesham	24				
Section 106 Monies - 93 St Albans Road CPO	105				
Section 106 Monies - Affordable Housing, Sunnybank Mill	460	460			
Section 106 Monies - Church Road Methodist Church, St Annes		550			
Section 106 Monies - M55 Link-Road	425				
Capital Grant - Repayments					
Capital Investment Reserve	1,324	493	78	182	
M55 Link-Road Reserve					
Accommodation Project Reserve	1,022				
Other External Finance (see analysis below )	3,601	7,300	5,600		
Direct Revenue Finance	56				
Prudential Borrowing	142	1,113	1,184	289	547
<b>Total Financing</b>	<b>9,355</b>	<b>10,454</b>	<b>7,400</b>	<b>1,009</b>	<b>1,085</b>
<b>Total surplus (-) / shortfall in year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cumulative surplus (-) / shortfall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>See note below for external funding available to finance the above schemes:</i>					
<b>Other External Finance: Analysis</b>					
LSP Performance Reward Grant	38				
Environment Agency - Fylde Coastal Preliminaries	3,295	7,300	5,600		
Environment Agency - Flood Defence	71				
Arts Council - St Annes Pool	90				
Freckleton Parish Council	20				
British Aerospace	10				
Friends of Freckleton Memorial Garden	9				
Lancashire County Council	6				
Lancashire Environment Fund	30				
Veolia	32				
New Fylde Housing - DFG Contribution					
	3,601	7,300	5,600	0	0

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	12
<b>LYTHAM HALL</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

At the last meeting members considered the Lytham Hall capital grant monitoring report. Following detailed consideration of this matter it was RESOLVED that Heritage Trust for the North West be advised:

1. *That the committee is not confident based on the information and evidence presented:*
  - (a) *That the capital grant awarded to Lytham Hall has being spent in accordance with the Heads of Terms on the restoration project and*
  - (b) *That the current trustees and management of the Heritage Trust for the North West are capable of successfully completing the restoration of Lytham Hall as originally envisaged*
2. *That the Tourism and Leisure Committee ask for an independent audit to be commissioned to examine in detail and to ascertain:*
  - (a) *The reasons for some of the major funding bodies pulling out of the project.*
  - (b) *The findings of other work undertaken into the project such as the Moore Stephens report prepared by the Heritage Lottery Fund.*
  - (c) *Whether in light of this information the borough council can have any confidence that the existing trustees and management of HTNW will ever be able to complete the restoration of Lytham Hall within a reasonable time period.*
  - (d) *What has the £300,000 that Fylde Council gave to Lytham Hall been spent (to be suitably itemised)*
  - (e) *Whether in light of the outcome of 2 (d) above, the council has any grounds to demand repayment of the £300,000 grant awarded by Fylde Council in 2011.*

Since the meeting officers have been in discussion with Blackpool Council who have agreed to carry out the independent audit on Lytham Hall as part of the existing support / shared arrangements in place. The Auditor assigned has started to review key sources of information and will be meeting to speak with key individuals involved in the project in order to produce a report for consideration by the March 2017 Tourism & Leisure Committee.

### SOURCE OF INFORMATION

Director of Development Services

**LINK TO INFORMATION**

[Tourism and Leisure Committee 3 November 2016](#)

**WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?**

To update members on the progress of the resolution from the last committee.

**FURTHER INFORMATION**

Contact Paul Walker, tel: 01253 658431

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	13
<b>MID-YEAR PERFORMANCE 2016/17</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides details of the key performance measures for the first half of the financial year 2016/17. Performance is reported against the targets set for the year and commentary is provided by performance exception.

### SOURCE OF INFORMATION

Tourism and Leisure team input data into the InPhase corporate online system from service based performance data.

### LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full performance measures for Fylde Council

<http://www.fylde.gov.uk/assets/files/7077/The-Corporate-Plan-2016-2020.pdf> - Full details of the Corporate Plan 2016-20

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE

The performance information is relevant to the committee terms of reference and the responsibility of the committee to monitor performance of the services within its remit.

### FURTHER INFORMATION

Contact Alex Scrivens, Performance Improvement Manager.

## Mid-Year End Commentary by Performance Exception for the Tourism and Leisure Committee

\*\*\*\*\* PERFORMANCE ABOVE TARGET \*\*\*\*\*

*Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.*

PM22: Number of 'in bloom' awards achieved by groups working with LA was 30, the target is 27, and last year's comparison figure was 32.

*The Parks Development team continue to work with community groups from around the whole Borough and recent successes are encouraging additional groups to enter the competition. This year sees an increase in Neighbourhood Awards e.g. Allotments, Housing Associations and Community Initiatives.*

PM23: Number of swims at St Anne's pool was 57764, the target to date is 48000, and last year's comparison figure was 57504.

*The pool attendance figures continue to increase with Swimfit and Aqua Aerobics remaining consistently high in attendance with over 30 plus attending the Aqua Aerobics classes. The Rookie Lifeguard classes are fully booked with 25 on each course. The popularity of the Rookie Lifeguard has helped introduce a new class called Survive and Save which is proving popular. Memberships continue to thrive and the addition of an in house qualified training assessor allows for NPLQ courses to be delivered to centre staff directly to become qualified lifeguards. The school swimming lessons have remained consistent throughout the year and during the spring an extra 2 schools booked weekly swimming lessons. The pool currently has approx. 500 children taking part in the centres swimming lessons which continues to be the centres biggest income generator.*

### PERFORMANCE KEY ICON STATUS

	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	<b>Under Performance</b> – the indicator is under performing against target.
<b>N/A</b>	<b>Not Applicable</b> – no comparable data available. This could be due to the methodology being change or being a new measure created.
	<b>Missing Data</b> – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

**APPENDIX 1: Performance Measures mid-year performance (1st April 2016 - 30th September 2016)**

Tourism and Leisure						
Local Key Performance Indicators	Frequency	Good Performance Is	APR'15- SEP'15	<b>APR'16- SEP'16</b>	Target To Date	Status
PM20: Number of Major parks achieving a 'Green Flag' award	Annual	Bigger is Better	6	<b>6</b>	5	
PM21: Number of community groups supported (including 'in bloom' & 'friends of')	Annual	Bigger is Better	29	<b>32</b>	28	
PM22: Number of 'in bloom' awards achieved by groups working with LA	Annual	Bigger is Better	32	<b>33</b>	27	
PM23: Number of swims at St Annes pool	Monthly	Bigger is Better	57504	<b>57764</b>	48000	
PM94: Number of recorded safety inspections carried out on each unit of children's play equipment	Annual	Bigger is Better	50	<b>24</b>	24	

# INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF CHIEF EXECUTIVE	TOURISM AND LEISURE COMMITTEE	12 JANUARY 2017	14
<b>CORPORATE PLAN 2016-2020 PROGRESS UPDATE</b>			

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The report provides an update on the council's Corporate Plan 2016-2020.

The Corporate Plan is developed through consultation and feedback with stakeholders and takes into consideration emerging legislation, policy and changes in resources and responsibilities, it is also informed by partners, elected members and external organizations.

The Corporate Plan is a strategic document that forms part of the Council's budget and policy framework, it is presented as a single sided 'poster' style matrix with long term outcomes and specific actions. The plan is part of a wider performance management framework and links with the Directorate Service Plans developed each year.

The report outlines the progress to date against Corporate Plan actions that were due to be delivered or progressed between April 2016 and October 2016.

As part of the annual service planning cycle, each of the two directorates have separate dedicated service plans. The service plans are refreshed each year which contain operational improvement activities, these all contribute towards the council five priorities. There are an additional 47 improvement activities for 2016/16 on top of the 41 Corporate Plan 2016-20 actions. All activities are captured within the council's performance management system called [InPhase](#), these are then reported and monitored during monthly senior management meetings.

### SOURCE OF INFORMATION

Officers responsible for actions input data into the InPhase corporate online system from service based performance data.

### LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance for Fylde Council

<http://www.fylde.gov.uk/assets/files/7077/The-Corporate-Plan-2016-2020.pdf> - Full details of the Corporate Plan 2016-20

<http://intra.fylde.gov.uk/resources/performance/service-planning> - further information regarding Directorate Service Plans 2016/17

**WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE**

The information is being included on the agenda of every committee in the current cycle of meetings to ensure all elected members are aware of the opportunity to provide comment, suggestion and seek clarification on the proposed Corporate Plan.

**FURTHER INFORMATION**

Alex Scrivens, [alexs@fylde.gov.uk](mailto:alexs@fylde.gov.uk) 01253 658543  
 Allan Oldfield, [allano@fylde.gov.uk](mailto:allano@fylde.gov.uk) 01253 658500

**PERFORMANCE KEY ICON STATUS**

	<b>Over Performance</b> – the indicator is over performing against target
	<b>On Track</b> – the indicator is performing within tolerance of target.
	<b>Cautionary Under Performance</b> – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	<b>Under Performance</b> – the indicator is under performing against target.
<b>N/A</b>	<b>Not Applicable</b> – no comparable data available. This could be due to the methodology being change or being a new measure created.
	<b>Missing Data</b> – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.

**APPENDIX 1: Corporate Plan 2016-20 actions to date (1st April 2016 – 31<sup>st</sup> October 2016)**

**A VIBRANT ECONOMY**

Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:D:30</u>	Progress the re-opening of the M55 / Moss Road link. The preferred option is to deliver a new road but as a minimum to see its re-opening	30/09/2016	
<p>The council has pledged up to £1m towards the cost of an accelerated single contract to build the new link road. Regular meetings are facilitated by the council between all parties to secure the design of the link road and the letting of a contract for its construction. It is hoped that work will commence mid 2017 with completion during 2019.</p>			
<u>OIP:IA:R:23</u>	Assess the benefits of becoming a member of the Combined Authority.	30/04/2016	
<p>The following benefits should be realised from the Lancashire Combined Authority:</p> <ul style="list-style-type: none"> <li>• A single voice for Lancashire in the debate that will shape the future of the 'Northern Powerhouse'. Lancashire needs a strong voice and a clear understanding of what it wants to achieve to influence the debate and ensure communities are not 'left behind' the rest of the North when securing the freedoms, flexibilities and economies of scale that can only be realised on a regional footprint.</li> <li>• A joint focus for driving economic growth. When new funding arrangements for Local Government are fully implemented, councils will be reliant on business rates to fund services.</li> <li>• An opportunity for all district councils to influence, shape and have accountability for the work of the LEP and the major funding streams that Government distributes through the LEP.</li> <li>• An opportunity to influence and contribute the Fylde coast requirements in a 'Lancashire Plan' focused on economy, skills and development.</li> <li>• The ability to share and access, capacity; expertise; resources; skills; and experience across Lancashire through formal arrangements in a co-ordinated and planned manner.</li> <li>• The ability to work collectively on the common challenge of delivering sustainable public services, every local authority faces ongoing austerity, grant reductions, budget cuts and service reviews</li> <li>• The opportunity to be 'at the table' through formal and transparent engagement in transport decisions providing a strong voice for Lancashire in shaping the priorities in Transport for the North</li> <li>• A structured and transparent governance framework for Lancashire Leaders to meet with voting rights, minutes and agendas that provide increased accountability.</li> </ul> <p>✓ A Devolution Deal is separate from a Combined Authority, the Lancashire Combined Authority will consider a Devolution Deal but does not need to have one</p> <p>✓ A Devolution Deal for Lancashire will focus on the five themes that the Combined Authority is dedicated to dealing with</p>			

- ✓ A Devolution Deal almost always includes the requirement to have a directly elected mayor for the Combined Authority
- ✓ Any devolution proposals will need to be approved by Full Council, it cannot be approved by the Combined Authority
- ✓ An overview and scrutiny committee will be established made up of at least one councillor from each authority who is not a member of the combined authority
- ✓ No additional resources have been required to operate and govern the Lancashire Combined Authority, existing resources are being used
- ✓ In the event any additional resources are required it will require a unanimous vote of the Combined Authority
- ✓ Combined Authority meetings will be held in public and include published minutes and agendas after April 2017, this offers transparency to the Lancashire regional governance arrangements

### CLEAN & GREEN

Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:R:32</u>	Focus resources on the reduction of seasonal litter.	31/10/2016	
Officers have been investigating options for the provision of larger litter bins along the promenade from Starr Gate to Lytham Windmill to increase provision and reduce emptying frequency, they have met with suppliers and are in the process of compiling a report with costings and recommendations.			
<u>OIP:IA:D:45</u>	Support community groups throughout the borough to maximise success in the regional and national 'In Bloom' initiative.	31/10/2016	
In 2016 the various community led In Bloom groups have won 20 national and regional awards working with the local authority to differing degrees. The current working relationships are effective and being developed further in consultation with the community groups, some of which require more support and assistance from the team than others.			

### VALUE FOR MONEY

Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:D:01</u>	Set a timetable with reporting milestones for the accommodation project.	30/06/2016	
A timetable and reporting milestones for the accommodation project has been prepared and presented to the Accommodation Working Group in June 2016. A report was considered by the Finance & Democracy Committee on 26th September which agreed funding of the remaining phases. Good			

progress has been made on the approved phases and it is expected that the scheme will be fully completed during 2017.

#### A GREAT PLACE TO LIVE

Reference	Corporate Plan Action	Due Date	Status
<u>OIP:IA:R:38</u>	Take enforcement action on illegal encampments.	30/06/2016	
Nine of the pitches on the illegal encampment at Hardhorn have been cleared with the remaining six having received planning permission on appeal, officers are working with the travellers on this site to agree and discharge the conditions. A number of other unlawful encampments on public land have been moved on by way of legal proceedings in the minimum of time allowed by law, an established procedure is in place to both prevent and react to illegal encampments.			

Priority H/M/L	Description of Improvement Action	Corporate Priority	Progress Update Due
L	Increase online service and information provision – the only process	Value For Money	May 2017
L	Review and develop social media and online information	Value For Money	Jan 2017
M	Review the waste service to deliver savings through changes	Value For Money	Feb 2017
M	Carry out resident & employee surveys and act upon the findings	Value For Money	Dec 2016
M	Promote initiatives to reduce dog fouling (PSPO's)	Clean & Green	Mar 2017
M	Improve signage across the borough to deter dog fouling and promote dogs on leads	Clean & Green	Mar 2017
M	Produce and implement a commercial investment strategy	Value For Money	Feb 2017
M	Further reduce the requirement for paper & print through the use of technology and behaviour change	Value For Money	Mar 2020
H	Explore and initiate new income streams – a more commercial approach	Value For Money	April 2017
M	Identify and target fly tipping hotspots to reduce incidents	Clean & Green	May 2017
M	Channel business rates funding opportunities to economic development	Vibrant Economy	Mar 2017
M	Review public information systems for residents	Great Place To Live	June 2017
M	Tackle social isolation and health inequalities working with Public Health	Great Place To Live	Mar 2017
M	Work with partners to improve the quality of the bathing water	Clean & Green	Nov 2016
H	Deliver the coastal defence project at Fairhaven and Church Scar with the Environment Agency	Clean & Green	Mar 2017
M	Enforce car parking regulations and review car parking options	Vibrant Economy	Dec 2016
M	Build on the success of the Residents' Car Parking Scheme	Great Place To Live	Mar 2017
M	Review and improve bus shelter provision	Great Place To Live	Jan 2017
M	Engage effectively with the Local Enterprise Partnership	Vibrant Economy	Mar 2017
H	Support the Fylde Coast Highways and Transport Masterplan projects (junction 2)	Vibrant Economy	Mar 2017

M	Investigate the potential of developing the digital high street	Vibrant Economy	May 2017
M	Engage positively in the Duty to Co-operate on planning initiatives	Vibrant Economy	Mar 2017
M	Facilitate and support Town Centre Partnerships	Vibrant Economy	Mar 2017
H	Implement the timetable for the Local Plan delivery (see separate project plan timetable)	Great Place To Live	Jan 2017
M	Provide appropriate provision for Travellers	Great Place To Live	Mar 2017
M	Develop and implement a policy to protect our heritage (see detailed strategy/action plan)	Great Place To Live	Mar 2017
M	Improve entrance signage and welcome points	Great Place To Visit	Mar 2017
M	Strive to achieve Blue Flag status for the beaches	Clean & Green	Mar 2017
M	Improve information in and about tourist areas	Great Place To Visit	Feb 2017
M	Develop and promote rural tourism	Great Place To Visit	Feb 2017
M	Decide the most effective way to market Fylde as a holiday destination	Great Place To Visit	Feb 2017
M	Carry out visitor surveys and act upon the results	Great Place To Visit	Oct 2017
M	Maximise the natural assets of our coast and countryside by improving their facilities	Great Place To Visit	May 2017
H	Revisit the strategy for the development of Fairhaven Lake	Great Place To Visit	May 2017
M	Develop a policy on events including Club Days, festivals and concerts – Tourism	Great Place To Visit	Feb 2017
M	Maintain and increase Green Flag status for parks and open spaces	Clean & Green	Jan 2017

**\*A number of the progress updates are due by March 2017 which is the first year completed of the four year plan**