



## Portfolio Holder Decisions

### Resources, Planning and Economic Development, Street Scene, Parks and Open Space Portfolios

- 1. Relocation of the ICT and Digital Team from the ground floor to the first floor at the Civic Centre, Poulton-le-Fylde** (Pages 1 - 4)

Report of the Resources Portfolio Holder and Service Director Performance and Innovation
- 2. Capital Project - refurbishment of children's playground on Jean Stansfield Memorial Park** (Pages 5 - 8)

Report of the Street Scene, Parks and Open Spaces Portfolio Holder and Service Director People and Places
- 3. Trial Street Market on Victoria Road West, Cleveleys** (Pages 9 - 12)

Report of the Planning and Economic Development Portfolio Holder and Service Director Performance and Innovation
- 4. Procurement of a Citizen Access Portal, Integrated Revenues and Benefits E-Forms, a Content Management Software upgrade and the associated redesign of the council website** (Pages 13 - 20)

Report of the Resources Portfolio Holder and Service Director Performance and Innovation

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr Alan Vincent, Resources Portfolio Holder and Deputy Leader	9 August 2018

<b>Relocation of the ICT and Digital Team from the Ground Floor to the First Floor at the Civic Centre, Poulton-le-Fylde</b>
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### 1. Purpose of report

- 1.1 To seek approval for building works to enable the relocation of the ICT and Digital Team from the ground floor to the first floor at the Civic Centre, Poulton-le-Fylde and to include the scheme in the Council's 2018/19 Capital Programme.

### 2. Outcomes

- 2.1 Building works are undertaken to accommodate a restructured department and to develop better collaborative working relationships.
- 2.2 We will maximise commercial opportunities and improve the return from our assets.

### 3. Recommendations

- 3.1 That approval is given for building works to the vacant corridor above the Doctor's surgery in the Civic Centre.
- 3.2 That the scheme, budgeted at £30,000 (including contingences for some minor works), is added to the Council's 2018/19 Capital Programme.
- 3.3 That additional income from the vacant rooms formerly occupied by the ICT and Digital Team is achieved through a lease or similar arrangement.

#### 4. Background

4.1 Following the SOCITM review of the IT service, the recommendations included exploring the accommodation for the service. It was felt that the current layout and office constraints were a barrier to developing better collaborative working relationships within the team. A restructure is currently underway to create a new ICT and Digital department. The new department also includes the Communications and Marketing Team. Revised accommodation for the team is therefore required.

#### 5. Key issues and proposals

5.1 To address the inadequacies of the current office space and allow for the incorporation of the Communications and Marketing Team, the vacant area above the Doctor's surgery in the Civic Centre has been identified as a suitable location, but requires building works to achieve the desired layout.

5.2 Quotations for the works have been sought through 'The Chest' procurement portal. A supplier has been selected to undertake the scheme with a budget of £30,000.

#### 6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider the management, repair, maintenance and use of the Council's land and buildings."

<b>Financial and legal implications</b>	
Finance	The total scheme budget is £30,000 and this will be funded from the Capital Investment Reserve. The project will be added to the 2018/19 Capital Programme accordingly. Additional income over and above existing budgets from any new lease or similar arrangement for space at the Civic Centre or Bungalow will be used to top-up the Reserve to cover the cost. Following this, the income would be an efficiency saving against revenue budgets.
Legal	The quotation process is compliant with the Council's Contract Financial Procedure Rules. A contract will be entered into with the successful contractor.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>x</b>
health and safety	<b>x</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>✓</b>
climate change	<b>x</b>
data protection	<b>x</b>

<b>report author</b>	<b>telephone no.</b>	<b>email</b>	<b>date</b>
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<b>List of background papers:</b>		
<b>name of document</b>	<b>date</b>	<b>where available for inspection</b>
None		

### **List of appendices**

None

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Cllr. Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	9 August 2018

<b>Capital Project – Refurbishment of Children’s Playground on Jean Stansfield Memorial Park</b>
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### 1. Purpose of report

1.1 To seek approval to deliver the final phase of the refurbishment of the playground on Jean Stansfield Memorial Park, Poulton using unallocated monies from the Council’s 2018/19 Capital Programme and Performance Reward Initiatives (PRI) Reserve as well as grants secured by and a donation from the Friends of Jean Stansfield/Vicarage Park.

### 2. Outcomes

2.1 Improved playground facility for children and young people with more opportunities for improved health and wellbeing.

### 3. Recommendations

3.1 That the Council’s 2018/19 Capital Programme be amended to include improvements to the playground on Jean Stansfield Memorial Park using a donation of £22,817 from the Friends of Jean Stansfield/Vicarage Park, a grant of £30,000 secured by the group from the Lancashire Environment Fund and any grant awarded under the Tesco Bags for Life scheme expected to be between £1,000 and £4,000.

3.2 That the Council act as accountable body for the grant awarded by the Lancashire Environment Fund to the Friends of Jean Stansfield/Vicarage Park and any grant awarded under the Tesco Bags for Life scheme referred to at 3.1.

- 3.3 That the Council allocate £3,300 of the 2018/19 Capital Budget for playground refurbishment to the playground improvement works as the contribution to the landfill operator in order to release the Lancashire Environment Fund grant.
- 3.4 In addition the Council allocate a maximum of £7,683 of the 2018/19 Capital Budget for playground refurbishment at Vicarage Park, with £2,957 of the total £10,983 maximum contribution being a transfer from the PRI Reserve.

#### **4. Background**

- 4.1 At the Cabinet meeting held on the 10<sup>th</sup> December 2007 the Wyre Play Strategy was adopted which included a study of all play facilities within Wyre to help guide future provision and investment at sites such as Jean Stansfield/Vicarage Park.
- 4.2 Since 2013 the group have been successful in securing £144,736 to fund a phased refurbishment of the playground on Jean Stansfield/Vicarage Park.
- 4.3 The final phase is estimated at £63,800 and the work will include the installation of play equipment and safety surfacing to replace existing.
- 4.4 The Council's Capital Programme for 2018/19 contains an unallocated sum of £36,688 for playground refurbishment.

#### **5. Key issues and proposals**

- 5.1 To accept the donation from the Friends of Jean Stansfield/Vicarage Park and act as accountable body for grants from the Lancashire Environment Fund and Tesco Bags for Life scheme.
- 5.2 The friends group are awaiting the results of funding from the Tesco Bags for life grant which will be between £1,000 and £4,000 and is expected to be confirmed in September 2018. If funding is confirmed then the council's contribution will be reduced accordingly and reallocated to other playground scheme/s.

#### **6. Delegated functions**

- 6.1 The matters referred to in this report are considered under the following executive function delegated to the Street Scene, Parks and Open Spaces Portfolio Holder (as set out in Part 3 of the council's constitution): To consider matters relating to parks, open spaces, playing fields, playgrounds and allotments.



<b>Financial and legal implications</b>	
Finance	The works are estimated to cost £63,800 funded from the Friends Group donation (£22,817), Lancashire Environment Fund grant (£30,000), the Council's PRI Reserve (£2,957) and the unallocated Capital Budget (£8,026)_for playground refurbishment. Any monies awarded by the Tesco Bags for Life scheme will reduce the council's capital contribution from the unallocated playground refurbishment allocation.
Legal	The contract(s) for goods, works or services to deliver the improvements will comply with the Council's Financial and Contract Procedure rules and if applicable the European procurement regulations.

### **Other risks/implications: checklist**

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<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>x</b>
health and safety	<b>x</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>✓</b>
climate change	<b>x</b>
data protection	<b>x</b>

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None	-	-

### **List of appendices**

None

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr Michael Vincent, Planning and Economic Development Portfolio Holder	9 August 2018

### Trial Street Market on Victoria Road West, Cleveleys

#### 1. Purpose of report

- 1.1 To approve a 14 week trial of a street market on Cleveleys Plaza, Victoria Road West with a view to regularising the market if successful by agreeing that it will operate as a statutory market under the provisions of the Food Act 1984 Part III.

#### 2. Outcomes

- 2.1 The establishment of a statutory market which will operate every Wednesday on Victoria Road West.

#### 3. Recommendation

- 3.1 That approval is given to trial Cleveleys street market with a view to regularise, if successful, as a statutory market under Section 50(1) of the Food Act 1984.

#### 4. Background

- 4.1 Under section 50(1) of the Food Act 1984, as amended, a local authority such as Wyre Council, may establish a market within their area.
- 4.2 Since 26 October 2011, the council has been operating a very successful outdoor market in Poulton-le-Fylde located in Market Square. The market is held every Monday and its presence has led to increased footfall to the town centre. Following consultation with local businesses in Cleveleys, it is felt that the operation of a street market will help with the continuity of trade and increase visitor numbers to its high street.

- 4.3** The Council has received lots of positive feedback and wishes to trial the weekly market to run every Wednesday starting on 22 August for 14 weeks. In order to do this it is necessary for the council, as a market authority to pass a resolution for its establishment under the provisions of S.50(1) of the Food Act 1984. The main objective is to increase footfall and stimulate trade in the town centre.
- 4.4** The Council will promote the Cleveleys market in the Wyre area and at the same time will assist with the promotion of other markets operating in Wyre.

## **5. Key issues and proposals**

- 5.1** The market will be held on a Wednesday to avoid a conflict with Fleetwood Market which has the right to oppose a rival market within 6 <sup>2</sup>/<sub>3</sub> miles. Fleetwood Market is closed on Wednesdays and therefore has no objection to the market operating on these days. The operating times of the market will be 8am to 4pm and there will be a maximum of 12 stalls.
- 5.2** Permission is not required as the Plaza is our land and no other events are planned for these dates. Lancashire County Council have been consulted and have no objections at this time.
- 5.3** There is a requirement for a formal assessment for health and safety, access to and from stalls and also to adjoining shops/premises for emergency services and provision of public liability insurance by operators of £5m for any one or subsequent claim. Owing to the position of the Market it will be subject to weather conditions e.g. high winds would prevent the market taking place.
- 5.4** The proposed fees and charges are based on Poulton-le-Fylde Market's fees and charges and will be £26 for 3 metres linear frontage. These fees represent the summer rates and if the trial is extended or a permanent market established other charges may apply during the winter.

## **6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following executive functions delegated to the Planning and Economic Development Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider matters relating to the operation of public markets" and " To determine charges or fees for any relevant services operated within the portfolio".

<b>Financial and legal implications</b>	
Finance	The charges have been set at a level comparable with Poulton and other outdoor markets operating in the Wyre area at £26 per stall. Full occupancy for a complete 14 week period would result in additional income for the Council of £4,368. Other costs including officer time, advertising and promotions will be accommodated within existing budgets.
Legal	There are no legal implications for the trial but if successful, a further report will be required to comply with the Food Act 1984 for the creation of a Statutory Market.

### **Other risks/implications: checklist**

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<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	✓

<b>risks/implications</b>	<b>✓ / x</b>
asset management	✓
climate change	x
data protection	x

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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