

## **EXECUTIVE CABINET**

THURSDAY, 18TH JANUARY 2018, 6.30 PM  
COUNCIL CHAMBER, TOWN HALL, CHORLEY

### **AGENDA**

#### **APOLOGIES FOR ABSENCE**

1 **MINUTES OF MEETING THURSDAY, 14 DECEMBER 2017 OF EXECUTIVE CABINET**

(Pages 5 - 10)

2 **DECLARATIONS OF ANY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3 **PUBLIC QUESTIONS**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

**ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)**

4 **ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY FUNDS**

(Pages 11 - 16)

Report of the Director (Business, Development and Growth)

**ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)**

5 **DRAFT BUDGET AND SUMMARY POSITION OVER THE MEDIUM TERM 2017/18**

(Pages 17 - 38)

Report of the Chief Finance Officer

6 **FEES AND CHARGES POLICY AND A REVIEW OF FEES AND CHARGES**

(Pages 39 - 102)

Report of the Director (Policy and Governance)

**ITEM OF EXECUTIVE MEMBER (CUSTOMER, ADVICE AND STREETSCENE SERVICES) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)**

7 **WATER SAFETY POLICY ADOPTION**

(Pages 103 - 106)

Report of Director (Customer and Digital)

8 **EXCLUSION OF THE PUBLIC AND PRESS**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-  
The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

**ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)**

9 **CENTRAL LANCS LOCAL PLAN REVIEW RESOURCING AND PROGRAMME PROPOSALS**

(Pages 107 - 116)

Report of the Director of Business, Development and Growth

10 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR**

GARY HALL  
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Paul Walmsley, Adrian Lowe and Graham Dunn.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%202016.pdf> and scroll to page 48

To view the procedure for “call-in” of Executive Decisions click here

<https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=117&Year=0>

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<b>MINUTES OF</b>	<b>EXECUTIVE CABINET</b>
<b>MEETING DATE</b>	<b>Thursday, 14 December 2017</b>
<b>MEMBERS PRESENT:</b>	Councillor Alistair Bradley (Chair), and Councillors Beverley Murray, Paul Walmsley and Adrian Lowe
<b>OFFICERS:</b>	Gary Hall (Chief Executive), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Business, Economic and Growth)), Chris Moister (Head of Legal, Democratic & HR Services), Jo Oliver (Waste and Streetscene Manager) and Dianne Scambler (Democratic and Member Services Officer)
<b>APOLOGIES:</b>	Councillor Peter Wilson and Graham Dunn
<b>OTHER MEMBERS:</b>	Councillor Danny Gee, Tom Gray, Matthew Lynch, June Molyneaux, Alistair Morwood, Richard Toon, Eric Bell, Greg Morgan and John Walker

#### **17.EC.114 Minutes of meeting Thursday, 16 November 2017 of Executive Cabinet**

**RESOLVED – That the minutes of the Executive Cabinet held on 16 November be confirmed as a correct record for signing by the Chair.**

#### **17.EC.115 Declarations of Any Interests**

There were no declarations of any interests.

#### **17.EC.116 Public Questions**

There were no questions submitted by any members of the public.

#### **17.EC.117 Play, Open Space and Playing Pitch Strategy**

The Executive Leader presented a report of the Director of Business, Development and Growth that updated members on the delivery on the Play, Open Spaces and Playing Pitch Strategy and sought approval for the allocation of existing Section 106 money to schemes, as identified within the Strategy and in accordance with site assessments and policy, in order to continue its delivery.

The existing Strategy is a five year plan from 2014 – 2019 and with the fourth year almost complete, the Council are now working to deliver year five and plan for future years. All of the sites identified in the action plan were those that scored low for quality

or value or those which are located in areas of high usage and subsequently need investment to improve and modernise facilities and infrastructure. A forward plan is needed in advance to justify the collection of developer contributions from new developments and also inform the pooling of Section 106 monies.

The report provided an update on completed schemes to date and detailed the next round of schemes, following a 'light touch' assessment and strategy refresh by officers, pending the publication of the new Open Space and Sports Recreation Strategy 2020 – 2025 which is expected to be completed by Spring 2019. Consultation with Members and the public will be carried out by external consultants throughout 2018 in order to capture suggestions for sites not already included in the existing Strategy.

An overview of the approximate budgets required against the types of schemes was also provided along with the amounts of funding already received for spend against each one.

Members discussed the provision of play equipment for older children and adults. Schemes like Trim Trails to promote healthier lifestyles have been earmarked for inclusion at Coronation Recreational Ground and the Westway Campus.

**Decision:**

- 1. Approval granted for the next phase of projects to enable continued delivery of the play, open space and playing pitch strategy and associated action plan.**
- 2. The allocation of Section 106 monies to the schemes identified in the refreshed strategy action plan be noted.**
- 3. Delegated approval granted of the detailed projects and associated tender exercise to the Executive Member subject to consultation with appropriate ward members.**
- 4. Approval granted for the commission of a new Open Space, Playing Pitches and Recreation Strategy in partnership with South Ribble and Preston Councils linking into the upcoming Local Plan review to provide a new strategy from 2020 to 2025 at an estimated cost of £30,000.**

**Reasons for recommendation(s):**

In order to require and collect developer contributions for Play and Open Space, the Council needs to have in place a strategy which sets out where that investment is required. The Council continually requests and collects Section 106 contributions that are allocated to scheme ready for delivery when all the money required is collected.

**Alternative options considered and rejected:**

If the Council does not have a forward plan of schemes, it would lose the opportunity to request contributions from developers. Section 106 contributions must be spent within a certain timeframe on the agreed scheme; any monies collected could be at risk if not spent.

**17.EC.118 Exclusion of the Public and Press**

To exclude the press and public for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

**17.EC.119 Approval for the contract award procedure and evaluation criteria for the procurement of a new waste and recycling collection contract.**

The Executive Member (Resources) presented the report of the Director of Customer and Digital that sought approval for the contract award procedure and evaluation criteria for the waste and recycling collection contract for households in the Borough. The report also sought approval for waste collection service options and ancillary services which would form part of the tender.

The Council's current waste and recycling collection contract expires on 31 March 2019 and is the largest contract that the Council procures and is high risk in terms of value and reputational risk. It is also a high profile service that is provided to all residents of the Borough.

Consultants, AEA Ricardo were appointed by the Council to assist with this procurement and have completed work on modelling the potential options along with risks and benefits for the new contract. The Council has significant targets to achieve for the 2019/20 budget with a 2017/18 MTFS target of £250,000 for this contract. It was recommended that the service continued to be outsourced. Four options were modelled within the report with indicative costings provided for each one.

The findings of the consultant's report had been presented to the Overview and Scrutiny Committee on 30 November with Option 2 (four weekly blue bin collections) to be included in the tender documentation being recommended by the Committee.

The Council's consideration to either purchase or lease the waste collection vehicles would only be taken up if deemed to be a cost effective option for the authority. The Executive Cabinet accepted that there was an element of risk to these proposals and that any such proposals would be explored fully.

The new contract would include a review of the current waste collection rounds within the first year of the contract to ensure a high level of productivity and efficiency will be achieved. This review would be undertaken by the new service provider and details on how this would be carried out would form part of the tender. This is likely to result in a number of day changes which will cause some short term disruption.

The Council had explored the potential for partnership working with other Councils due geography and contract expiry dates there had been limited possibilities. The proposed contract length is for ten years with a two year extension option so that it will align with the current South Ribble contract which will end in June 2029.

Members commented on how disappointed they were with current recycling rates across the country and asked if Chorley could look at making improvements where possible. Lancashire County Council does not wish to discuss this any further at present and it was thought that rates would only improve when incineration of recycled products was a viable option.

**Decision:**

- 1. Approval granted for the waste and recycling service to continue to be outsourced.**
- 2. Approval granted for the waste tender to be based on the current service and tenders to be evaluated on this basis. Bidders will also be asked to**

price for Option 2, the four weekly collection of plastic, bottles, can and glass (blue Bins) with other waste streams collected as current.

3. Approval granted for the recommended ancillary services detailed in section 43 of the report.
4. Approval granted that the contract period be for ten years with the option of a two year extension.
5. Approval granted for the cost quality ratio for the tender evaluation be 60:40.
6. Approval granted for the waste collection vehicles to be financed and procured by the Council provided it is cheaper to do so.
7. Approval granted for the award of contract to be submitted to Executive Cabinet and full Council in July 2018.

**Reason for recommendation(s):**

1. Evaluation of the consultant's report along with assessment of how we can deliver ancillary services has resulted in the recommendations outlined in the report.
2. Under the Council's contract procedure rules approval by Executive Cabinet is required for contracts over £75,000.

**Alternative options considered and rejected:**

1. A number of other service delivery and collection service options have been considered and these are described in the report along with reasons for unsuitability.
2. To not agree contract procedure and award would fail to comply with the Council's procurement rules.

## **17.EC.120 Business Development and Growth Restructure**

The Executive Leader presented the report of the Director of Business, Development and Growth that presented a proposal for restructuring the Business, Development and Growth Directorate.

The directorate wide review follows on from the review of senior management in 2016 and subsequent appointment of a new Director of Business, Development and Growth in 2017.

The Business, Development and Growth directorate is key to delivering the Council's priority of a strong local economy and the aim of the restructure was to develop a fit for purpose structure which will have the right skills and capacity to deliver existing services and drive forward economic growth through ambitious projects such as the digital health park and bringing forward employment sites.

The proposed restructure would also increase capacity in planning policy and planning obligations and adoptions and will create a number of fixed term project posts to drive forwards capital projects such as Digital Health, Primrose Gardens, Market Walk Extension and other income generating employment sites.

**Decision:**

1. Approval granted of the proposed structure for consultation.
2. Approval granted for the Executive Member for Economic Development and Public Service Reform be given delegated authority for approving the final structure following the period of formal consultation, subject to there being no significant changes to what was proposed in the report.



**Reasons for recommendation(s):**

To ensure the structure of the directorate is fit for purpose and meets the needs of the business in the future.

**Alternative options considered and rejected:**

To continue with the existing structure is an option, however it has been rejected as the current structure is not meeting the current needs of the service. This is partly due to the number of vacant posts, but also the additional work created by a large number of large capital projects which are consuming a significant amount of staff time. Additionally continuing with the existing structure would not achieve the financial savings which are required to meet the MTFS savings target.

Chair

Date

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Report of	Meeting	Date
Director of Business, Development and Growth (Introduced by the Executive Member for Economic Development and Public Service Reform)	Executive Cabinet	18 January 2018

## ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY FUNDS

### PURPOSE OF REPORT

- To seek approval for the allocation of main CIL monies to highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at the Digital Health Park, Euxton Lane, Chorley which is on the Regulation 123 List.

### RECOMMENDATION(S)

- To approve the allocation of £900,000 capital infrastructure monies to the Digital Health Park project for spend in 2017/18 and 2018/19.

### EXECUTIVE SUMMARY OF REPORT

- The Community Infrastructure Levy (CIL) was introduced to simplify the process of calculating and collecting planning obligations and must be spent on infrastructure needed to support the development within the borough.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	<b>Yes</b>	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	<b>2, a contract worth £100,000 or more</b>
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

### REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To allocate the CIL Infrastructure Fund in the way it is intended and ensure the methodology

of how it is allocated is transparent

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 5. None

**CORPORATE PRIORITIES**

- 6. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	x	A strong local economy	x
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	

**BACKGROUND**

- 7. **Chorley’s CIL Charging Schedule** was adopted in September 2013. The CIL charge was calculated by reference funding deficit required to deliver the infrastructure contained on the Regulation 123 list. The current charge for CIL on qualifying infrastructure is
  - a. Dwelling Houses £65 sq.
  - b. Convenience Retail £160 sq.
  - c. Retail Warehouse £40 sq.m
- 8. However, these are subject to indexation, so currently the charges are circa £81, £201, and £50 respectively. The indexation fluctuates, so this can change on a weekly basis. CIL is payable on commencement of development, and receipts are now starting to accrue.
- 9. **Infrastructure** has to be physical items that are required for the operation of the area, and not simply contribute to its wellbeing. The legislation defines what qualifying infrastructure is as for the purposes of CIL as:
  - A charging authority must apply CIL to funding the provision, improvement, replacement, operation, or maintenance of infrastructure to support the development of its area (Regulation 59(1)).
  - The CIL Regulations define infrastructure as the meaning given in section 216(2) of the Planning Act 2008 (as amended by Regulation 63). The list supplied by the Act includes, but is not exclusive to:
    - a. Roads and other transport facilities;
    - b. Flood defences
    - c. Schools and other educational facilities
    - d. Medical facilities
    - e. Sporting and recreational facilities and
    - f. Open spaces
- 10. A report was submitted and approved by Executive Cabinet at its meeting dated 16 November 2017 to allocate £365,000 community infrastructure monies to the Digital Health Park project for spend in 2017/18 and 2018/19. This project has now been superseded by a wider infrastructure scheme which is the detail of this report.

**ALLOCATING CIL EXPENDITURE**

- 11. CIL receipts are split into 3 parts as identified below:
  - a) administration expenses
  - b) the neighbourhood portion

c) CIL Infrastructure portion.

- 12. **Administration Expenses:** The CIL charging authority can charge up to 5% of CIL receipts for the administration of the CIL regime and the Council are using this in order to part finance the staffing costs for the Planning Obligations officers who run the scheme in addition to other planning obligations.
- 13. **Neighbourhood Portion:** The CIL regulations require the CIL Charging Authority to pass 15% of CIL receipts collected within the neighbourhood area in which the development takes place, to the Local Council. The amount of the annual neighbourhood portion is capped at up to £100 per dwelling, plus indexation, within that neighbourhood area and therefore may be less than the 15%.
- 14. **‘Chorley Parish’ CIL Income:** The regulations require that when an area where development occurs does not have a Parish/Civil/Town Council, and then the 15% share that would have been passed to those Civil Parishes is instead put into a separate pot to be used as though there is a Parish Council in place. This is the case in Chorley, with Chorley North East, North West, South West, South East, and East, accumulating CIL receipts.
- 15. The current main CIL pot (this is actual CIL funds received, and does not include instalments not yet paid) is shown at Table 1 below with £1,236,850.52 remaining as follows:

**Table 1**

Cumulative Actual	Income	Spent	Allocated	Remaining
Main CIL Pot	£2,536,850.52	£0.00	£1,300,000.00	£1,236,850.52

**ALLOCATION OF INFRASTRUCTURE MONIES TO CIL 123 REGULATION LIST PROJECTS**

- 16. Provided the projects funded are on the CIL 123 list, it is at the charging authorities discretion as to which projects are allocated funding and how much. The highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at the Digital Health Park, Euxton Lane, Chorley is on the Regulation 123 List.
- 17. A report was submitted and approved by Executive Cabinet at its meeting dated 16 November 2017 to allocate £365,000 community infrastructure monies to the Digital Health Park project for spend in 2017/18 and 2018/19 in accordance with the methodology for assessing projects. This project has now been superseded by a wider infrastructure scheme which will service the whole allocated Euxton Lane site including the Digital Health Park; with the wider village site now being sold on and being progressed to completion. This new scheme continues to supports the corporate priority on economic growth and will create jobs and private sector investment. This project meets the criteria as set out in the policy for the Allocation of CIL Infrastructure as it is strategic, deliverable and has match funding.
- 18. It is important to recognise that CIL is not intended to fully fund infrastructure projects on the CIL 123 list, rather it is to be used a source of match funding to enable projects to come forward. Provided the projects funded are on the CIL Regulation 123 List, it is at the charging authorities discretion as to which projects are allocated funding and how much.
- 19. It is recommended that this project is approved for a CIL allocation as detailed in the table Below:

Infrastructure Project	Lead Authority	What the Project will deliver	Total Cost	Capital Secured	Start and End Dates	Recommended CIL allocation
Digital Health Park	Chorley Council	Highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at the Digital Health Park, Euxton Lane, Chorley	£8,400,000	£7,500,000	February 2018 - November 2018	£900,000

20. There is £1,236,850.52 CIL infrastructure funding available and so it is recommended that following the deduction of £900,000 for the above project the residual amount of £336,850.52 is rolled over to the next cycle of allocation.

**IMPLICATIONS OF REPORT**

21 This report has implications in the following areas and the relevant Directors’ comments are included:

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

22. The budget for the development of the Digital Office Park is included in the capital programme. Any changes to the funding of the project will be updated in the capital programme when these changes are approved. It is not expected that changing the funding for the capital project will influence the council’s revenue budget.

**COMMENTS OF THE MONITORING OFFICER**

23. The recommendation is in accordance with the requirements of the legislation with the allocation being to part fund a scheme on the Regulation 123 list.

MARK LESTER  
DIRECTOR OF BUSINESS, DEVELOPMENT AND GROWTH

Background Papers			
Document	Date	File	Place of Inspection

Governance Arrangements for the CIL and Proposals for the Allocation of Receipts. Allocation of Community Infrastructure Levy Funds	19 January 2017	***	<a href="http://mod/documents/s71686/CIL%20Governance%20Arrangements.pdf">http://mod/documents/s71686/CIL%20Governance%20Arrangements.pdf</a> <a href="http://mod/documents/s80307/Allocation%20of%20Community%20Infrastructure%20Levy%20Funds.pdf">http://mod/documents/s80307/Allocation%20of%20Community%20Infrastructure%20Levy%20Funds.pdf</a>
	16 November 2017	***	

Report Author	Ext	Date	Doc ID
Alison Marland	5281	8 January 2018	***

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Report of	Meeting	Date
Chief Finance Officer (Introduced by the Executive Member for Resources)	Executive Cabinet	18 January 2018

## **2018/19 DRAFT BUDGET AND SUMMARY BUDGET POSITION OVER THE MEDIUM TERM**

### **PURPOSE OF REPORT**

1. To set out the budget position for 2018/19 including the forecast for the following 2 years to 2020/21 and also present the relevant proposals in respect of:
  - The use of forecast resources identified in 2018/19
  - Budget consultation

### **RECOMMENDATION(S)**

2. That Members agree the contents of this report in order to start the budget consultation process and note the following proposed budget items, in particular:
  - Council tax to be increased by 2.99% in 2018/19, this is the equivalent of a £5 increase per year for an average band D property or about 10p per week. In addition, the Council will bring into its budget forecasts a 2.99% increase in 2019/20 & 2% increase in 2020/21
  - The resourcing of corporate priorities for 2018/19
  - The forecast balanced budget for 2018/19
  - The forecast budget position in 2019/20 and 2020/21.

A detailed breakdown of the 3 year budget is provided in Appendix 1

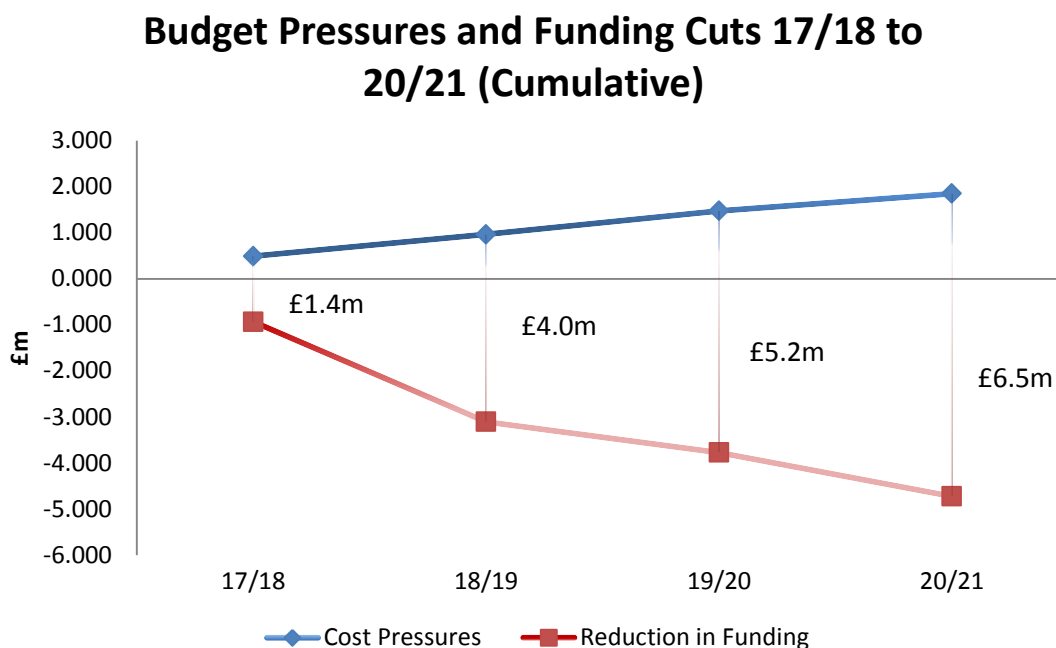
### **EXECUTIVE SUMMARY OF REPORT**

3. The budget forecasts over the next 3 years have been updated to take account of the following:
  - Council tax to be increased by 2.99% in 2018/19, this is the equivalent of a £5 increase per year for an average band D property or about 10p per week. In addition, the Council will bring into its budget forecasts a 2.99% increase in 2019/20 & 2% increase in 2020/21
  - Additional investment of £673k that will deliver corporate strategy priorities
  - Progress against the current Medium Term Financial Strategy (MTFS) budget efficiency objectives including staffing reviews, contract savings and base budget reviews.
  - Policy decisions taken to reduce the budget deficit and the movement to specific reserves to help the Council manage change and invest in future income generation
  - Strategies to reduce the budget deficit in the medium term
4. The Council will continue to experience cost pressures in 2018/19 to 2020/21. These pressures have been inflated for the following reasons:
  - It is expected that a 2% pay increase will be agreed for 2018/19 and 2019/20.

The increase is much higher for staff on lower grades. No announcement has been made by the government regarding the funding of this increase and therefore it is not assumed in this report that additional resources will be provided as part of the final 2018/19 local government finance settlement.

- The council is experiencing large inflationary increases in the cost of its major contracts. These contracts, including waste & recycling and leisure management are increased in line with RPIX that in October 2017 stood at 4.2%.
- As part of a triennial pension review conducted last year, in order to meet the future costs of the scheme, employer pension contributions increased from 11.1% to 14.4% in 2017/18 and will remain at this level in 2018/19..

5. The Local Government Finance Settlement 2016 included core grant allocations for the forthcoming four years, from 2016/17 to 2019/20. In addition, the consultation regarding New Homes Bonus resulted in allocations falling from six years to four years as well as allocations not been received for the first c150 homes built.
6. There remains significant uncertainty regarding the Council's business rates base. The implementation of 100% business rates retention remains uncertain and there is continued exposure of risk to the business rates base due to appeals despite attempts to simplify the process. As a result of this, no increases in the business rates base are assumed over the 2018/19 to 2020/21 budget period.
7. The chart below emphasises the scale of the challenge the Council faces in bridging the budget gap over the next 3 years.



8. Despite the challenge the budget gap represents, the council will continue to invest in its corporate priorities. The council will build £673k of investments into the budget from 2018/19 onwards with a further £223k of one-off investment in 2018/19.
9. The 2016/17 MTFs targeted a total general fund balance of £4m by 2018/19. The council has been successful in increasing balances to £4m in 2017/18 and therefore there is no requirement to budget for contributions to the general fund in 2018/19 onwards.
10. Budget efficiency savings totalling £345k have been achieved and identified for 2018/19 including a review of income generation. A review of reserves and financing will also release

£550k of resources in 2018/19 to meet the budget deficit.

11. Chorley Council continues to realise the benefit of being part of the Lancashire wide Business Rate Pooling Agreement. The council has received confirmation from DCLG that this will continue in 2018/19. The forecast over the medium term assumes the council will continue to benefit from the pooling arrangement. However the level of retained business rates is uncertain in 2020/21 as the new business rates regime is scheduled to be implemented.
  
12. The current Medium Term Financial Strategy (MTFS) sets out options that aim to effectively address the budget deficit position over the longer term to secure financial resilience and sustainability. This 3 year timeframe is considered the maximum period whereby reasonable forecasts can be made. Options that will achieve savings through the Council's Transformation Strategy include:
  - Reviewing and re-tendering the Council's major contracts
  - Achieving savings related to the Council's Transformation Strategy including:
    - Redefining the way services are delivered by working closely with the Council's partners, using technology to improve working cultures and encouraging citizens to utilise online council services
    - Exploring the increased delivery of shared services with neighbouring Councils.
    - Exploiting the Council's access to low interest finance and the greater flexibilities offered by the Localism Act 2011 by investing in income generating projects that also benefit local business and residents.
  
13. Consultation on the proposed budget for 2018/19 will commence following approval of the proposals by Executive Cabinet. The consultation will focus on obtaining feedback on key proposals within the budget. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results will be analysed and published in February for consideration as part of budget finalisation.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

14. To progress the Council's 2018/19 budget setting process to achieve an approved and balanced budget.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

15. Setting the budget is a statutory responsibility

**CORPORATE PRIORITIES**

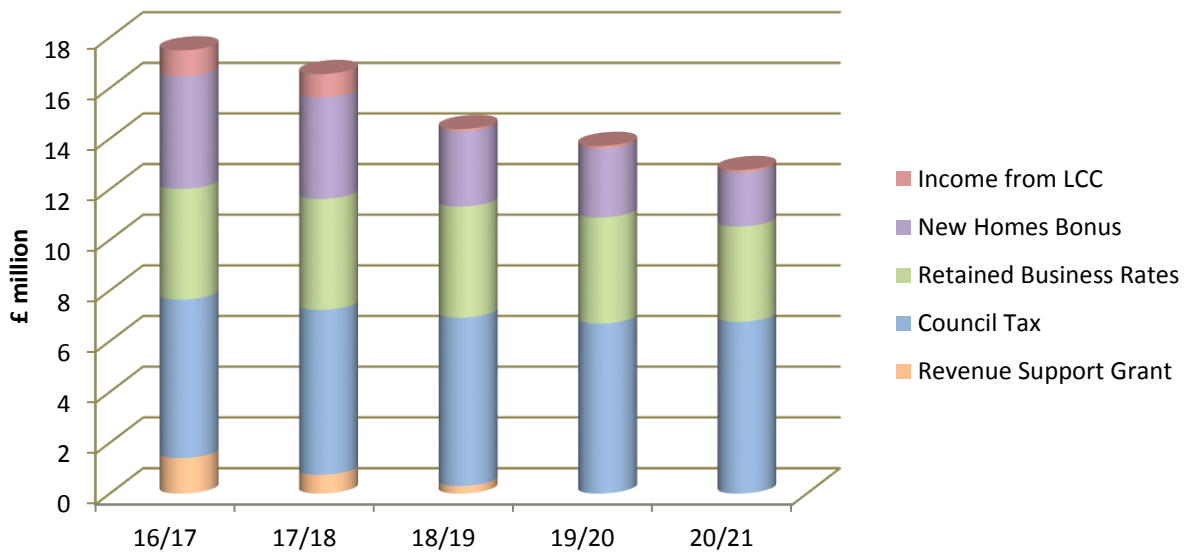
16. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	✓
Clean, safe and healthy communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

**THE BUDGET – REDUCTIONS IN FUNDING SOURCES**

17. Chorley Council has experienced, and will continue to experience in the coming 3 years, large reductions in its major funding sources. The reductions in the largest funding sources are outlined in the chart below.

**Major Sources of Council Funding**



Revenue Support Grant

18. On 16 November 2016 the Council received confirmation from DCLG regarding its four year RSG settlement. 2018/19 will be the final year that the council receives a RSG allocation of £299k after which the council will receive a further reduction of £455k in 2019/20 through a £299k reduction in RSG and an assumed £156k increase in the business rates tariff.

New Homes Bonus

19. The 2016 consultation regarding New Homes Bonus resulted in allocations falling from six years to four years as well as allocations not been received for the first c150 homes built (the deadweight adjustment). The reductions in new homes bonus will continue due to:

- higher than average annual allocations dropping out of the four year funding cycle, such as the £1m 2016/17 allocation dropping out in 2020/21.

- an assumed slowing down of housing expansion in the borough in the coming years.

20. The provisional finance settlement announced on 19 December 2017 confirmed that there would be no further changes to the methodology through which new homes bonus is allocated in 2018/19. This provides the council with certainty regarding the 2018/19 allocation however DCLG retains the flexibility to adjust the allocation methodology from 2019/20 onwards.

Lancashire County Council

21. Income from Lancashire County Council will drop significantly in 2018/19 as the £930k income through the Lancashire Waste Partnerships cost share arrangement comes to an end. The introduction of the subscription based garden waste collection scheme in 2017/18 was put in place to mitigate this reduction in income. The remaining funding from LCC in 2018/19 to 2020/21 will be £96k per annum towards the maintenance of highway green space that is managed within current council resources.

Council Tax Base

22. Chorley Borough has experienced a huge expansion in housing over the past few years. The growth in has resulted in an expansion of the council tax base. Growth in the base, excluding increases in the rate of council tax, are summarised below:

	2015/16	2016/17	2017/18	2018/19	2019/20 Forecast
New Band D equivalent dwellings brought in base	1,259	677	751	680	c.560
Growth (year-on-year)	3.8%	2.0%	2.1%	1.89%	1.50%
Additional council tax income to CBC each year	£223k	£120k	£133k	£123k	£99k

23. Chorley Borough has experienced fast expansion of housing over the past few years, over twice as much as Lancashire on average. Although the expansion results in additional income for the council it is clear from the table above that the additional income is insufficient to meet the inflationary pressures placed on the Councils budget. In addition the expansion of the council tax base has resulted in a faster reduction in the council's grant funding resulting in 2018/19 being the final year it will receive a RSG allocation.

24. The council expects a slowdown in house building over the coming three years as larger housing development sites are already nearing completion and new sites in which to develop housing become increasingly scarce. However it should be noted that between April 2017 and March 2022 there were 2,700 dwellings that have not yet been built (including those under construction) which have planning permission. A prudent 1.5% expansion of the base is forecast in 2019/20 and 2020/21.

Business Rates

25. The level of business rates income retained by the council remains the largest uncertainty in terms of funding levels over the medium term period. Chorley Council is a tariff authority meaning it pays over an amount to central government rather than receiving a top-up payment. Of the £24.8m Non-Domestic Rating income collected in 2017/18, Chorley Council's local share is 40% (£9.9m). However, this is reduced by payment of the £6.2m tariff to central government leaving £3.6m for Chorley Council. Within this income figure is an

element of growth of rates income above the **baseline funding level**. For non-pool authorities, a 50% levy of the growth is payable to central government. In 2017/18 the full levy would have reduced this council's retained rates income to £2.9m, being about 11.8% of total NDR Income. Through membership of the Lancashire Business Rates Pool, 90% of the levy is retained by the council, and 10% paid to the pool rather than central government. This increases retained rates income to £3.6m, which is about 14.7% of total NDR Income in 2017/18.

26. In February 2017 the government issued its response to the 100% business rates retention consultation. It was still the intention of government to implement the scheme in 2019/20, however the Local Government Finance Bill has been dropped from the legislative programme, leaving plans for business rates retention in limbo. It is not clear that moving to 100% business rates retention would necessarily benefit a tariff authority in a business rates pool. Though this council retains only £3.6m out of £24.8m under current arrangements, 100% retention would not mean that our retained rates income would increase to £24.8m because a redistribution mechanism to replace the tariff would be required to fund upper tier services. The 100% scheme may result in wider pooling arrangements across a larger geographical area bringing with it more risk to the level of business rates retained by the pool. In addition it could result in a less favourable split between lower and upper tiers meaning more retained business rates income is paid to LCC.
27. Unfortunately there is no further clarity on how the reforms to the business rates regime will affect Chorley Council in 18/19 to 20/21. Announcements that have been made regarding business rates are as follows:
  - From April 2018, CPI will be used to uprate the multiplier for business rates, rather than RPI, bringing forward the change already announced from April 2020;
  - The business rates revaluation cycle will switch from five years to three years following the next revaluation. This should mean that, following the planned 2022 revaluation, the next revaluation will be in 2025;
  - The Secretary of State stated that local business rates retention would move from 50% to 75% in 2020/21. This is understood to mean all authorities would be at 75%, rather than the 75% being an average. However, during this time there will also be a fair funding review that will inform how funds will be redistributed (as they currently are using top-up and tariffs). As such it is not possible at this time to model how the 75% retention will affect Chorley Council.
28. As CPI is lower than RPI the expansion of the business rates base will slow, the government has made a commitment to compensate councils fully for this change in 2018/19 and 2019/20 by paying S31 Grant to replace the income foregone. It is not clear whether this will extend to 2020/21 and therefore whether the level of retained business rates will reduce in 2020/21 onwards.
29. A large risk associated with business rates income relates to two applications for mandatory charitable relief received from Lancashire Teaching Hospitals NHS Foundation Trust. If successful the application would be back dated to 2010 and therefore have a significant impact on the Council's revenue budget. A headline figure is a potential £1.3m impact on the Council's general fund and a further c£200k reduction in ongoing retained business rates. The LGA is representing affected councils nationwide and retain the view that NHS trusts and foundation trusts are not charities and therefore not eligible for mandatory non domestic rate reliefs.
30. For the reasons highlighted above the Council will assume no inflation in its retained business rates budget. Although the Council will continue to focus resources on expanding local businesses, there are still large uncertainties that may erode progress on retained business rates income. Until further information becomes available, the council will continue

to assume it is part of the Lancashire Business Rates Pool throughout the 3 year MTF5 period.

31. The 2018/19 budget for retained rates income will be set when the NNDR1 2018/19 return is submitted to the DCLG by the deadline of 31 January 2018. This return identifies the council's share of estimated rates income for the year, and enables the budgets for the levy payable and S31 Grants receivable to be calculated.

#### Other Budget Assumptions

32. As part of a **triennial pension review** the Lancashire County Pension Fund (LCPF) announced an increase in employer pension contributions for 2017/18 to 2019/20 to meet the future costs of the scheme. The contributions have increased from 11.1% to 14.4% resulting in an increase in the council's contribution of approximately £250k per annum. It is assumed that contributions remain at 14.4% in 2020/21.
33. The council's contribution to the deficit is assumed to be made over 19 years however CFOs in Lancashire have raised queries to the LCPF as to whether this should be extended over a longer period as has been experienced in other funds throughout the country. If this is agreed there is the potential for contributions to the pension fund to be lower than currently budgeted in 2020/21.
34. The Council's gross budget deficit is summarised in table 1 and is based upon the reductions in funding described above and the following key budget assumptions. It should be noted that some of the assumptions are still potentially subject to change that may impact positively or negatively on the budget.

Key Assumptions	2018/19	2019/20	2020/21
Increase in Council Tax	0%	0%	0%
Growth in Council Tax Base	1.89%	1.5%	1.5%
Growth in Retained Business Rates	0%	0%	0%
Reduction in Revenue Support Grant or equivalent increase in business rates tariff	£0.435m	£0.455m	£0.400m
Total Forecast New Homes Bonus	£2.989m	£2.753m	£2.156m
Use of New Homes bonus to Fund the Capital Programme	(£0.400m)	(£0.400m)	(£0.400m)
Total Forecast New Homes Bonus Built Into the Base Budget	(£2.589m)	(£2.353m)	(£1.756m)
Future Service Pension Rate	14.4%	14.4%	14.4%
Additional Business Rates - Lancashire Pooling Arrangement or equivalent business rates retention regime	(£0.716m)	(£0.716m)	(£0.716m)
Income from LCC	(£0.096m)	(£0.096m)	(£0.096m)
Pension Fund Deficit Recovery	£0.841m	£0.966m	£1.016m
Pay Award	2%	2%	2%

35. A detailed breakdown of the 3 year budget including the gross budget deficit is provided in **Appendix 1**. Included in this appendix are the revenue budget implications regarding the Council's large capital projects, as with other assumptions it should be noted that the profile of expenditure and income is potentially subject to change. Risks surrounding these budget

assumptions will be managed through the use of general reserves as outlined at the end of this report.

**Table 1: Cumulative Gross Budget Deficit as at January 2018**

	2018/19 £m	2019/20 £m	2020/21 £m
<b>Gross Budget Deficit</b>	<b>0.870</b>	<b>2.502</b>	<b>3.277</b>

36. All deficits and savings identified in the table 1 and in the remainder of this report are cumulative. For example the deficit of £2.502m in 2019/20 identified above is the result of a £0.870m deficit in 2018/19 and further budget pressures of £1.632m identified for 2019/20.

## BRIDGING THE BUDGET GAP

37. A key influencing factor on the forthcoming budget is the effective management of the budget in the preceding financial year. The Council recognised that reductions in funding and ongoing expenditure budget pressures have resulted in a budget gap of £0.870m in 2018/19. To bridge this immediate budget gap the Executive Cabinet has achieved and identified proposals for immediate budget savings in preparation for 2018/19. This is in addition to a total of £3.229m savings already achieved in prior years, summarised below.

Saving/Increased Income	Achieved 2014/15 £m	Achieved 2015/16 £m	Achieved 2016/17 £m	Achieved 2017/18 £m	2018/19 £m	Total
Productivity Savings	0.367	0.017	0.314	0.207	0.220	<b>1.125</b>
Review of Contracts	0.035	0.200		0.059		<b>0.294</b>
Review of Base Budget	0.094	0.045	0.128	0.100	0.075	<b>0.442</b>
Review of Income Streams		0.446		0.050	0.050	<b>0.546</b>
Lancashire Business Rates Retention Pooling			0.725			<b>0.725</b>
Review of Financing	0.442					<b>0.442</b>
<b>Saving/Increased Income</b>	<b>0.938</b>	<b>0.708</b>	<b>1.167</b>	<b>0.416</b>	<b>0.345</b>	<b>3.574</b>

### Savings Achieved and Savings to be Achieved for 2018/19

38. Budget efficiency savings and increased income totalling £0.345m have been identified to help reduce the budget deficit in 2018/19. This is in addition to a review of reserves and financing that has identified one-off reductions in the budget deficit for 2018/19 of £400k and £150k respectively.
- Base Budget Review (£75k) – The management accounts team in conjunction with service managers have identified £75k of budgets that are underutilised or no longer required moving forward. The larger savings come from underutilised IT equipment and software budgets as well additional external funding for the maintenance of play areas.



- Review of Fees and Charges (£50k) – a report will be submitted with this Executive Cabinet agenda that recommends increasing some of the Council's fees and charges to bring them in line with the cost of providing the services. This is forecast to generate an additional £50k income in 2018/19 and therefore reduce the subsidy the council tax payer is making towards these services and instead fund other key services.
- Productivity gains (£220k) – a report to Executive Cabinet in December 2017 outlined the proposed changes to be made to the Business, Development and Growth directorate. The changes will allow the directorate to be resourced to deliver its corporate strategy priorities including the delivery of income generation projects, the success of these projects being essential in balancing the budget in the latter stages of the MTFS. In addition, the new structure will deliver £200k efficiency savings and successfully meet the target set as part of the transformation strategy. Over and above this £200k saving, a review of overtime payments across the council will result in a reduction in overtime budgets of £20k.

### 39. Review of Reserves and Other One Off Savings

- Review and use of unutilised reserves (£400k) – a review of all reserves was undertaken in 2017/18 in order to free up resources to meet the budget deficit in 2018/19. The review has successfully identified £400k of unutilised reserves. This includes £300k of new homes bonus that was set aside to match fund a European funded employment support project. Unfortunately the European funding was not approved and as a result an alternative employment support service will now be delivered using existing council resources.
- Review of net financing (£150k) – a review of the Council's capital programme has resulted in identifying a reduced need for borrowing in 2018/19. This is the result of the council's continued access to low interest rate borrowing and a more detailed understanding of the profiling of capital expenditure in the coming 18 months. It is expected this will save £150k in 2018/19 with further potential one-off savings of £100k in 19/20 and 20/21 however this will be reviewed each year.

## **INCREASE IN COUNCIL TAX**

40. It is proposed that council tax will be increased by 2.99% in 2018/19, this is the equivalent of a £5 increase per year for an average band D property or about 10p per week. In addition, the Council will bring into its budget forecasts a 2.99% increase in 2019/20 & 2% increase in 2020/21. An increase, together with further savings options, would not only help to address the budget deficit but also be used to invest in projects that support delivery of the Council's corporate priorities.
41. Importantly, the reductions in Central Government funding announced in the provisional local government finance settlement 2016 were made with the assumption that not only would Councils expand the council tax base by building more homes but in addition, Councils would reduce the impact of grant reductions by increasing council tax by at least 2%. The funding mechanisms from central government will effectively penalise councils for freezing council tax, through a reverse tariff payment in 2019/20.
42. The provisional finance settlement 2017 recognised the increasing inflationary budget pressures councils are experiencing and as a result announced an uplift in the cap on council tax increases. This now means district councils can increase council tax by up to 3% in 2018/19 and 2019/20 without triggering a referendum. As outlined in this report, whilst the council continues to deliver efficiency savings, it also continues to experience reductions in funding and inflationary budget pressures. To continue to fund investments that deliver

corporate strategy priorities the council is proposing to increase council tax by 2.99% in 2018/19 and to model increases of 2.99% in 2019/20 and 2% in 2020/21.

43. In addition, through freezing or reducing council tax in previous years, Chorley Council has one of the lowest precepts (excluding Parish precepts) in Lancashire as per the table below.

District Council	2016/17	2017/18	Increase 2017/18
Chorley	177.41	180.96	2.00%

Pendle	245.16	250.16	2.04%
Preston	290.73	296.51	1.99%
South Ribble	208.38	208.38	0.00%
West Lancashire	186.76	191.76	2.68%
Wyre	183.31	188.31	2.73%

44. Increases in council tax do have a significant, cumulative and permanent effect on the budget deficit even over a short term period. Cumulative additional income the Council could generate from increases in council tax is shown in Table 2.

*Summary of Proposals*

45. Table 2 illustrates that through savings achieved to date, additional income identified, a review of net financing, the use of unutilised reserves and increases in council tax the Council is able to set a balanced budget in 2018/19 with some resources available to invest. The next section of this report describes what investments are included in the figures above and what is proposed for the use of the forecast resources available in 2018/19.

**Table 2: Updated Cumulative Budget Deficit as at January 2018**

	2018/19 £m	2019/20 £m	2020/21 £m
<b>Gross Budget Deficit</b>	<b>0.870</b>	<b>2.502</b>	<b>3.277</b>
Review of Fees and Charges	(0.050)	(0.060)	(0.060)
Base Budget Review	(0.075)	(0.100)	(0.125)
Review and Use of Unutilised Resources	(0.400)	0	0
Review of Net Financing	(0.150)	(0.100)	(0.100)
Productivity Savings Achieved for 2018/19	(0.220)	(0.220)	(0.220)
2.99% Increase Council Tax 2018/19, 2.99% in 2019/20 & 2% in 2020/21	(0.198)	(0.408)	(0.559)
<b>Adjusted Budget Deficit/(Available Resources)</b>	<b>(0.224)</b>	<b>1.614</b>	<b>2.213</b>

## SUPPORTING CORPORATE STRATEGY PRIORITIES

46. The budget figures summarised in table 2 includes budgets that will deliver the corporate strategy priorities through a programme of activities designed to meet the fundamental needs of local residents, like health housing and jobs, while continuing to get Chorley in the best social and economic position for the future. A list of the projects supporting each priority is shown below:

Involving residents in improving their local area and equality of access for all	
Improve the look and feel of local neighbourhoods across the borough	Ongoing Investment Budget
Develop Astley Hall and park as a visitor destination	Capital Programme
Support people from across the borough to be digitally included	Ongoing Investment Budget
Clean safe and healthy communities	
Deliver the Primrose Gardens Retirement Village	Capital Programme
Deliver the Youth Zone	Capital Programme
Develop a strategy for housing in Chorley and implement a programme of work	Ongoing Investment Budget & Reserves
A strong local economy	
Bring forward key sites for development	Reserves
Deliver the Market Walk Extension	Capital Programme
Deliver a borough wide programme to help people overcome barriers to employment	Ongoing Investment Budget & Reserves
An ambitious council that does more to meet the needs of residents and the local area	
Transform the way the council delivers services	Base Budget
Deliver a borough wide programme of improvements to street services	Base Budget
Integrate public services through the Chorley Public Service Reform Partnership	Base Budget

47. In order to continue the delivery of the corporate priorities **£673k of investment funding** is included in the base budget figures identified in Table 1 from 2018/19 onwards.

**Table 3: Recurrent Investments Included in the Base Budget from 2018/19 Onwards**

RECURRENT ITEMS	COMMENT	18/19 Ongoing Budget
Crime Reduction and Social Disorder Prevention Fund	The council will commit £110k per annum towards community safety measures to ensure that we continue to deliver against our corporate priority of clean, safe and healthy communities, in light of reduced government funding for the Police and reported increases in crime.	£110,000
Chorley Council Events Programme	The council's programme of award winning events continues to demonstrate significant benefits for the borough, attracting new visitors and raising the profile of Chorley. The budget will enable the continuation of the programme with a focus on those events that deliver the greatest economic impact.	£125,000
Neighbourhood Preferred Projects	Neighbourhood working reflects the councils' commitment to improving local places and spaces, enabling local people to agree the priorities for their area and deliver projects to make improvements. This budget will continue the delivery of neighbourhood working across the eight neighbourhood areas.	£50,000
Digital Inclusion Officer	This ongoing budget will ensure that all residents are able to access high quality public services and take an active part in their community. This budget will support and enable the delivery of the Council's digital strategy including digital inclusion activity.	£20,000
Chorley Works	Access to high quality employment and education opportunities is a priority for the Council. Chorley Works has been successful in delivering a number of employment-related interventions for local residents and going forward will form part of a wider wellbeing support offer for residents, providing help with skills for work and employment opportunities.	£39,000
Employee Health Scheme	Maintaining positive levels of staff wellbeing is important to ensuring a productive and efficient workforce, therefore this budget will continue the current healthcare cash plan scheme or a further year.	£20,000
Enhanced Enforcement Team	The new enforcement team brings together a range of functions including building control, licensing, empty properties, planning enforcement, four neighbourhood officers and 2.4 FTE customer service advisors. The new team will strengthen and improve the council's enforcement services, refocus the work of four neighbourhood officers and demonstrate the council's commitment to taking a more proactive approach to enforcement.	£44,500
Enhanced Homelessness Service	This budget will support the council's response to the requirements of the new Homelessness Reduction Bill by putting in place the necessary resources to fulfil new obligations for homelessness prevention.	£50,000
Refresh of the Local Plan	The council will be refreshing the local plan over the coming 3 years. This provision is put in place to support the refresh process with the majority of the costs, including staffing, assumed to be shared with South Ribble Borough and Preston City Councils. £100k represents Chorley Council's share of the annual ongoing costs.	£100,000
Ongoing fund to maintain services previously delivered by LCC	Chorley Council will continue its commitment to subsidise the running of key bus routes in the borough to mitigate the impact of county wide cuts and ensure that residents can access to the town centre and rural areas.	£115,000
<b>TOTAL RECURRENT INVESTMENTS</b>		<b>£673,500</b>

## UTILISING RESOURCES AVAILABLE IN 2018/19

48. As well as the £563k of investment funding built into the base budget, the Council has identified one-off provisions to fund projects that will further deliver the Council's corporate strategy priorities in the next financial year. A **£224k investment project fund** will be created for 2018/19 to meet the funding requirements of projects outlined in table 4.

**Table 4: Additional One-Off Investments from Available Resources in 2018/19**

ONE-OFF INVESTMENTS	COMMENT	One Off Funding for 18/19
Community development and volunteering (SPICE)	This budget will provide a contribution to SPICE for time credits infrastructure which includes access to the national earn and spend programme as well as an IT platform, expertise and evaluation.	£40,000
Support for the third sector	The funding will support the development of the third sector in Chorley to include facilitating communication with the wider network and representing the sector on key groups and bodies.	£15,000
Support to Food Provision Schemes	This budget will provide a contribution to the food bank in Chorley to provide food parcels, nutritious meals and other related assistance to those in most need as part of early intervention.	£15,000
16/17 Young Person's Drop In Centre	The budget will extend the current drop in service for young people at risk of homelessness, providing mediation and support with the aim of keeping young people at home as part of early intervention and prevention.	£15,000
In Bloom	A contribution to the In Bloom initiative to provide enhanced Streetscene provision across Chorley, supporting the work of the Chorley In Bloom group and increasing the attractiveness of the wider borough so that people take pride in their area.	£20,000
Supporting Communities to Access Grant Funding	The budget will pay for access to online grant funding search facilities, Grant Finder and Chorley4Community, to enable local third sector groups and organisations to secure funding as part supporting of a sustainable sector.	£4,500
Disabled and Dementia Online Venue Access Guides	This funding is for online venue access guides currently provided by Disabled Go, supporting and promoting the councils commitment to ensuring accessibility for all residents.	£5,000
Accommodation Finding Service	The accommodation finding service provides additional support for the housing options team in meeting our statutory duties. This budget will extend the current provision for a further year.	£30,000
Mediation Service for Anti-Social Behaviour	The budget will maintain access to third part mediation support for neighbourhood level concerns as part of early intervention and prevention for a further year.	£14,000
Employability Support Programme	Funding for a project to support individuals with multiple barriers to work over and above the current Chorley Works provision, to be delivered through the Early Intervention and Support directorate.	£65,000
<b>TOTAL ONE-OFF EXPENDITURE IN 18/19</b>		<b>£223,500</b>

## THE BUDGET – HOW THE FINANCIAL CHALLENGE WILL BE MET

	2018/19 £m	2019/20 £m	2020/21 £m
<b>Adjusted Budget Deficit/(Available Resources)</b>	<b>(0.224)</b>	<b>1.614</b>	<b>2.213</b>
One-off 2018/19 Investment	0.224	0.000	0.000
<b>Adjusted Budget Deficit/(Available Resources)</b>	<b>(0.000)</b>	<b>1.614</b>	<b>2.213</b>

49. Despite the budget savings identified in this report, as outlined above there remain large forecast budget deficits of £1.614m in 2019/20 and £2.213m in 2020/21. To achieve a sufficient reduction in net expenditure the Council's strategy will be:

- 1. To realise savings through the procurement of its contracts**
- 2. To identify the efficiencies through shared services and alternative delivery models that will enable the Council to balance the budget whilst seeking to minimise the impact on front line service users**
- 3. To make the Council more financially self-sufficient with specific emphasis on creating investment that generates income. This includes identifying future uncommitted resources and commits the balances to support income generating schemes.**

### TRANSFORMATION STRATEGY

#### Realising Savings through the Procurement of Contracts

50. During the MTF5 period the Council will undertake large procurement exercises on its contracts that are coming to the end of the contract agreement periods. The ambition for the Council is that through these procurement exercises it will transform its delivery of key services whilst generating cost savings and continuing to provide excellent service delivery. The Council encourages an innovative approach to service delivery and therefore various options will be considered including the utilisation of existing Council premises and vehicles, expanded shared procurement with other Councils and the consideration of bringing some services in-house. Some initial modelling has already been commissioned and the projected savings from this work is included in Table 5.

#### Shared Services

51. In November 2017 Chorley and South Ribble Councils agreed a joint ambition to develop a close working relationship, with an ultimate aim to develop full shared services serving two independent and sovereign councils. Initial proposals were developed to create the capacity for change with the creation of a series of shared posts in policy, governance and transformations services. Initial proposals are currently being developed further with the ambition that new structures will be in place in 2018/19. Work will also be undertaken to explore the other service areas that can be delivered efficiently through a shared arrangement with the ambition to reducing the net cost of these services for both councils.

### Productivity Gains

52. The transformation strategy covers many aspects of change both within the Council and in partnership with other organisations. At this stage the main strands of the strategy that could generate savings are outlined further below.
53. The Transformation Strategy will facilitate a greater integration of public services. In partnership with Lancashire Care NHS Foundation Trust (LCFT) the Council is implementing an Integrated Community Wellbeing Service. The innovative service aims to integrate functions that promote the wider determinants of health and community resilience. By so doing, it is anticipated it will generate opportunities for savings over the long term. The service launched in April, with over 100 staff based at the Council offices on Union Street.
54. The Digital Strategy was approved by Executive Cabinet in June 2017. The strategy incorporates 32 separate projects that seek to increase digital take up and inclusion, promote smarter working and develop positive work cultures.
- The Digital Strategy will develop and implement the 'WorkSmart' programme. This will facilitate a shared culture of smarter working, maximising the use of technology and digital information. Cost savings are expected through process/productivity improvements and consolidation of office space.
  - Efficiencies are also expected through the further increase in digital take up of council services, enabling customers to access council services online when and wherever they like, while also reducing the demand on more expensive channels such as face to face and over the phone
55. The Streetscene Modernisation Strategy was approved by Executive Cabinet in January 2017. The Streetscene service aims to introduce a number of change themes designed to challenge current working practices and modernise and introduce improvements to deliver high quality services in a co-ordinated way. A more detailed outline of the major improvements the strategy can deliver will be presented in spring 2018. It is expected this will require investment in new assets that facilitate the delivery of more efficient services.

### Income Generation

56. The Council has already been successful in income generation through the purchase of Market Walk shopping centre as well as the expected net income stream from the development of the Digital Office Park. The Council realises that further work must be undertaken to recognise fully the potential revenue streams the Council is able to create.

#### *Market Walk Extension*

57. The income generation targets outlined in table 5 include £150k net income in 19/20 and £300k in 2020/21 for the extension of Market Walk shopping centre. As reported to Full Council in November 2017 the expansion of the site has been paused and is to be reviewed in January 2018. The Council has a fully serviced site that is ready to be developed further. The figures in table 5 assume the site will be developed and the units filled before the opening of the site midway through 2019/20.
58. Through external professional advice the Council will undertake an analysis of the financing of income generating investments that will generate new income streams and support the council's priorities. The council's strategy is to make resourceful investments that will generate significant net income in the latter stages of the MTFS period. To successfully implement this, income generating projects will utilise reserves set aside in 2017/18 over the MTFS period.

*Delivering Council Owned Housing*

59. Like many council's throughout the country, the council is exploring the strategy of delivering and managing its own housing stock with the view to increasing and improving the quality of housing within Chorley Borough whilst generating a sustainable net income stream for the council. Outline proposals have been developed with the three main options being:
- Purchase new build units directly from developers
  - Purchase existing housing stock in the open market
  - Develop houses on our employment sites as an enabler to bringing those sites forward
60. The options are based on the council purchasing or building two bedroom terrace houses as there is strong demand for these houses in the Chorley Borough area. The options the Council can pursue are flexible. Rent levels are modelled as a mix of lower affordable rates, intermediate and higher full market rates. The Council has also modelled the possibility of delivering these homes through a housing company rather than through the council's general fund.
61. The proposals would require the council to borrow between £7m and £10m to fund the purchase or development of the units or to loan these borrowed funds to the wholly owned housing company. The revenue cost of borrowing these amounts would be wholly repaid through the rental income generated. Furthermore the options appraisal identifies a potential net income stream to the council of approximately £100k per annum based on the purchase of up to 100 units.
62. These proposals are being developed further with help from external consultants to ensure that the governance, legal and financial implications are fully demonstrated. However the initial options appraisal has identified that there are up to 200 affordable units due to be delivered in many of the borough's planned developments offering the council an opportunity to purchase the units at 40% of the market value. Therefore, there is the potential for the council to quickly acquire 100 units on developed sites ready for the rental market. Given this opportunity it assumed that £100k net income can be achieved by 2019/20 and 2020/21.

*Developing Council Owned Employment Land*

63. The agreed acquisition of HCA employment land as part of a £2.9m land swap resulted in Chorley Council acquiring 33.7 acres of land, the majority identified as development for employment purposes. As part of the restructure of the Business, Development and Employment directorate the Council will accelerate the use of this employment land to generate growth in local business as well as a net income to Chorley Council. It assumed that £100k net income can be achieved by 2020/21.

*Other Income Generation*

64. The council encourages an innovative approach to service delivery and so it will also explore other methods of generating income. The council is modelling a potential approach to entering the energy industry through setting up an energy supply company and supplying energy to citizens across Lancashire. The proposal requires huge investments with subsequent large rewards and potential large risks. To deliver the energy supply company the council will require a collaborative approach with investments from other councils. Further modelling is being undertaken as to how this collaborative approach would work and what the returns to Chorley Council could potentially be.



**Table 5: Estimated Medium Term Financial Strategy Cumulative Budget Deficit and Cumulative Savings**

	2019/20 £m	2020/21 £m
<b>Forecast Budget Deficit</b>	<b>1.614</b>	<b>2.213</b>
Renegotiate Contracts	(0.574)	(0.673)
Transformation – Productivity Gains	(0.400)	(0.550)
Transformation – Shared Service	(0.390)	(0.490)
Income Generation – Delivering Market Walk Extension	(0.150)	(0.300)
Income Generation – Delivering Council Owned Housing Stock	(0.100)	(0.100)
Income Generation – Developing Council Owned Employment Land	-	(0.100)
<b>Forecast Adjusted Medium Term Budget Deficit</b>	<b>(0.000)</b>	<b>(0.000)</b>

## GENERAL BALANCES

65. Through setting this budget and utilising underspends in 2017/18 the Council has achieved, a year earlier than budgeted, its MTFS target of having £4m set aside in general balances.
66. The Council recognises that use of the general reserve may be required during the MTFS period. If, as expected, the 100% Business Rate Retention scheme is introduced nationally, managing the risks inherent in this volatile funding stream will require a careful stewardship of reserves as a buffer. In addition, the profiling of income generating projects may result in net income not being realised until later in the MTFS period. A part of our budget strategy is to ensure that the council maintains robust reserves to cater for these uncertainties.
67. As outlined in this report there is a £1.3m risk to general balances associated with two applications for mandatory charitable relief received from Lancashire Teaching Hospitals NHS Foundation Trust.

## CAPITAL PROGRAMME 2018/19 to 2020/21

68. This report has dealt with the Council's revenue budget. Implicit in the investment programme set out above, however, are financial implications for the Capital Programme. The latest three year Capital Programme can be found in the Revenue and Capital Budget Monitoring Report 2017/18 Report 2 approved at November Executive Cabinet 2017. Any further changes to the capital programme will be brought into the 2018/19 final budget report in February Special Council.

**Proposed changes to the prudential framework of capital finance**

- 69. In addition to the consultation on the provisional finance settlement, there is also a consultation on possible changes to the prudential framework of capital finance. Part of this consultation requires councils to declare in a capital strategy report what the level of risk is to the Council in investing in income generating assets and provide indicators that monitor these risks.
- 70. However there are two other more controversial elements to the consultation that could be important to the medium term financial strategy:
  - 1. Borrowing in advance of need – the consultation suggests that councils would be prohibited from investing in assets purely for generating revenue surpluses. This would potentially prohibit investment outside of the Council’s boundaries. Currently this shouldn’t affect Chorley Council’s medium term financial strategy as it has invested in assets, and plans to invest in assets, for reasons other than purely generating surpluses, such as generating more local jobs and improving the quality of local housing. However this restriction, if it is introduced, may restrict new investment opportunities for Chorley Council in the future.
  - 2. Minimum Revenue Provision – the consultation suggests a restriction in the calculation of the spreading of the costs of investments to a maximum of 40 years. Chorley Council currently spreads the capital cost of some of its long term investments, including Market Walk Shopping Centre, over 50 years which the Council deemed prudent as did its external auditors. Revising this to 40 years will result in an increase in the revenue cost of financing some the Council’s assets. However it’s not clear whether this restriction will be introduced and how the government could enforce it. What is clear is that if it is enforced, it will result in the investment in income generating assets through borrowing less economically viable.

**BUDGET CONSULTATION**

- 71. Consultation on the proposed budget for 2018/19 will commence following approval of the proposals by Executive Cabinet. The consultation will focus on obtaining feedback on key proposals within the budget. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online). Results will be analysed and published in February for consideration as part of budget finalisation.

**IMPLICATIONS OF REPORT**

- 72. This report has implications in the following areas and the relevant Directors’ comments are included:

Finance	✓	Customer Services	
Human Resources	✓	Equality and Diversity	✓
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	✓

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

73. The financial implications of the above report are all contained in the text above but to clarify all proposals are funded and can be accommodated within the 2018/19 budget. It should be noted that the report does contain a number of assumptions on some future budget elements and also what the final out-turn position will be for 2017/18. Should any of these change due to unforeseen circumstances arising before 31st March 2018, this will be reviewed and reported.

**COMMENTS OF THE MONITORING OFFICER**

There are no legal implications in adopting the budget proposals for consultation

**GARY HALL**  
**CHIEF FINANCE OFFICER**

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
James Thomson	5025	03/01/18	

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**Cumulative Budget Deficit & Budget Strategy 2018/19 to 2020/21**

	2018/19 ESTIMATE £'000	2019/20 ESTIMATE £'000	2020/21 ESTIMATE £
<b>CASH BASE BUDGET REQUIREMENT</b>	<b>13,423</b>	<b>14,372</b>	<b>14,996</b>
<b>Cash Movements:</b>			
Inflation			
Pay	232	258	209
Pensions	15	14	13
Pensions Rate Adj.	50	126	50
Non-Pay	(111)	59	31
Contractual	234	76	79
Income	(39)	13	(181)
Increments	42	25	13
Volume Expenditure	192	(118)	(12)
Volume Income	(17)	63	(19)
Loss of Income - LCC waste/recycling agreement	933	0	0
Retirement Village	63	114	(151)
Digital Office Park	3	(7)	(196)
Parking Strategy	(20)	0	0
Chorley Employment Inclusion Programme	(295)	0	0
Chorley Youth Zone - Additional Contribution	50	0	0
Savings from Senior Management Structure Review	(52)	0	0
Waste Collection Service	(415)	0	0
Recurrent Revenue Investment	70	0	0
LCC Transition Fund	15	0	0
<b>DIRECTORATE CASH BUDGETS</b>	<b>14,372</b>	<b>14,996</b>	<b>14,833</b>
Contingency:			
- Management of the Establishment	(200)	(150)	(150)
<b>Directorate &amp; Corporate Budgets</b>	<b>14,172</b>	<b>14,846</b>	<b>14,683</b>
<b>Net Financing</b>	<b>1,386</b>	<b>1,386</b>	<b>1,386</b>
<b>TOTAL EXPENDITURE</b>	<b>15,557</b>	<b>16,231</b>	<b>16,069</b>
<b>Financed By:</b>			
Council Tax - Borough	(6,626)	(6,725)	(6,826)
Parish Precepts	643	643	643
Council Tax Parishes	(643)	(643)	(643)
Revenue Support Grant	(299)	156	556
Retained Business Rates	(2,930)	(2,930)	(2,930)
Business Rates Pooling	(717)	(717)	(717)
Government Section 31 Grants	(678)	(678)	(678)
Business Rates Retention Reserve	(65)	(23)	0
Collection Fund (Surplus)/Deficit - Business Rates	0	0	0
Use of NHB for Capital Investment (Future Years)	(400)	(400)	(400)
Use of uncommitted NHB	(2,589)	(2,353)	(1,757)
New Burdens Grants	(40)	(40)	(20)
Collection Fund (Surplus)/Deficit - Council Tax	(58)	0	0
Transfers to/(from) Earmarked Reserves	(285)	(20)	(21)
<b>TOTAL FINANCING</b>	<b>(14,688)</b>	<b>(13,730)</b>	<b>(12,792)</b>
<b>CUMULATIVE GROSS BUDGET DEFICIT POSITION</b>	<b>870</b>	<b>2,502</b>	<b>3,277</b>
Review of Fees and Charges	(50)	(60)	(60)
Base Budget Review	(75)	(100)	(125)
Review and Use of Unutilised Reserves	(400)	0	0
Review of Net Financing	(150)	(100)	(100)
Productivity Savings to be Achieved for 2018/19	(220)	(220)	(220)
2.99% Increase Council Tax 2018/19 & 2019/20 & 2% in 2020/21	(198)	(408)	(559)
<b>Adjusted Forecast Cumulative Budget Deficit Position</b>	<b>(224)</b>	<b>1,614</b>	<b>2,213</b>
<b>Utilising Resources Available in 2018/19</b>			
Creation of an Investment Project Fund for 2018/19	224	0	0
<b>Adjusted Cumulative Budget Deficit Position 2018/19</b>	<b>0</b>	<b>1,614</b>	<b>2,213</b>
<b>Future Savings</b>			
Renegotiate Contracts	0	(574)	(673)
Transformation – Productivity Gains	0	(400)	(550)
Transformation – Shared Service	0	(390)	(490)
Transformation - Income Generation	0	(250)	(500)
<b>Forecast Adjusted Medium Term Budget Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>

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Report of	Meeting	Date
Director of Policy & Governance	Executive Cabinet	18 January 2018

## **FEES & CHARGES POLICY AND A REVIEW OF FEES & CHARGES FOR 2018/19**

### **PURPOSE OF REPORT**

1. To create a fees and charges policy (attached as appendix 1) for Chorley Council that creates a framework for revising current fees and charges as well as guide to introducing new charges.
2. To amend some of the discretionary fees and charges the council currently makes to bring the income in line with the cost of delivering these services. In doing so to revise the income budgets for 2018/19 onwards.

### **RECOMMENDATION(S)**

3. This report asks Council to approve:
  - A fees and charges policy (attached as appendix 1) for the Council's discretionary fees and charges
  - Amendments to the Council's current fees and charges to be implemented as at 1st April 2018
  - Increases in the Council's 2018/19 income budgets
4. This report asks Council to note the full list of fees and charges given in Appendix 3 of this report.

### **EXECUTIVE SUMMARY OF REPORT**

5. The council does not have a fees and charges policy and therefore does not have a framework for reviewing the services it charges for including the possible introduction of new fees and charges.
6. A new fees and charges policy has been created to ensure fees are reviewed frequently and consistently. Finance will lead on the review every year alongside service managers and directors. A review of fees and charges will be submitted annually to January Executive Cabinet. The fees and charges policy can be found in appendix one of this report.
7. The 2018/19 review of fees and charges has identified four potential areas to increase fees and charges. These are summarised in table one with further detailed analysis given in appendix two of this report. It is forecast that increasing charges as proposed could generate an additional £50k per annum and bring the cost of providing the services and income generated closer together. This has the effect of reducing or eliminating the council tax payer's subsidy to these services so instead council tax can fund other priority service areas.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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**REASONS FOR RECOMMENDATION(S)**  
**(If the recommendations are accepted)**

- 8. The council requires a framework for reviewing and amending fees and charges so that reviews are conducted frequently and consistently. A new framework will also assist the council when considering the introduction of new charges.
- 9. The council should endeavour, when it is legal and feasible to do so, to charge users to meet the full cost of providing services.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 10. To continue without a fees and charges policy could result in fees and charges not being regularly reviewed such that services are over or under charged for.
- 11. Without a regular review of fees and charges, new opportunities to introduce new services and charges may be missed.

**CORPORATE PRIORITIES**

- 12. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	✓

**BACKGROUND**

- 13. The Council’s constitution outlines that it is the responsibility of each chief officer to agree its departmental charging policy in conjunction with the chief finance officer. It also stipulates that fees and charges should be reviewed annually.
- 14. A corporate led review of fees and charges has never been undertaken at Chorley Council. The current approach to amending fees and charges is usually conducted independently by each service as and when it is required. Many charges have not been reviewed for years despite inflationary increases in the cost of delivering services.
- 15. The Council continues to experience large reductions in funding; the 2017/18 Medium Term Financial Strategy (MTFS) identifies a £3m budget gap by 2019/20. The MTFS identifies Chorley Council’s commitment to generating income streams to help meet this funding challenge.
- 16. Unlike other councils across the country, Chorley Council does not have a definitive list of all the fees and charges it makes to its residents and service users. Fees and Charges that are publicised can be hard to access, are in different formats and can be out of date.



17. It is important that decisions are made consistently and adhere to the principles which are laid out in the fees and charges policy, attached in appendix one.

#### **FEES AND CHARGES POLICY**

18. The new fees and charges policy is attached in appendix one. The aims of the policy are to provide a consistent framework for the review of the council's current fees and charges as well as guidance to introducing new charges.
19. The policy introduces some key principles of which two principles are not always achievable simultaneously:
  - Fees and charges should be set to assist the Council in achieving its **strategic priorities**. Services must raise income wherever there is a duty to do so, and should raise income wherever there is a power to do so, unless the introduction of a charge would prohibit the achievement of specific corporate and service objectives.
  - In line with **legislation**, fees and charges should be set to **recover full costs including overheads**. Where the service user is subsidised by tax payer this should be transparent and the reasons for this subsidy is made explicit.
20. All charges within the Council's control should be reviewed on an annual basis where it permissible and efficient to do so. The Council's finance team will lead on the review in consultation with service managers and directors.
21. The review must be approved by Executive Cabinet prior to the Council's budget being approved at Special Council. It is proposed that a review of fees and charges will be taken annually to Executive Cabinet in January alongside the draft budget report. This will be after the approval of the Council's Corporate Strategy therefore ensuring that fees and charges are consistent with the strategy.
22. If the review includes the introduction of new charges the report must be approved by Full Council.

**REVIEW OF FEES AND CHARGES 2018/19**

23. As outlined in the Council's Fees and Charges Policy, fees and charges should be reviewed annually to ensure the charges are aligned with corporate priorities as well as meeting the cost of providing the service.
24. The review of charges for 2018/19 will seek to examine as many fees as possible however not all charges the Council makes will be reviewed this year. The table below gives a summary of the fees outside the scope of this year's review, the reasons why and when they will be reviewed.

Fee	Reason for Exclusion	Expected Review
Car Parking	The amended car park strategy approved in Nov 2016 set car park tariffs for 17/18 and 18/19.	19/20
PCN	Penalty Charge Notices are set nationally	N/A
Licensing & Enforcement	The restructure of the enforcement service will present an opportunity to review the point at which licensing and enforcement services are delivered.	18/19
Planning	Planning fees set nationally	N/A
Building Control	Fees, in agreement with South Ribble Borough and Preston City Councils, have been set in August 17 with an average increase of 6%	19/20
Garden Waste Subscription	Charges were set in 17/18 and are not proposed to be changed in 18/19 as the process of subscribing to the scheme continues to be refined in its second year.	18/19
Health & Wellbeing Activities	Will be considered as part of a separate review of the service	18/19
Astley Hall	This is being reviewed as part of a separate piece of work relating to the Astley 2020 project	18/19
Use of Council Buildings	The use of the council's buildings is being reviewed as part of the Worksmart programme	19/20
Land Charges	The Infrastructure Act 2015 provides for the transfer of responsibility for Local Land Charges from local authorities to Land Registry. This is a phased approach that may begin in 18/19.	18/19

25. The fees and charges that have been reviewed are outlined below in table 1. If the proposals to increase fees are approved it is estimated to increase income to the Council of £50k whilst bridging some of the gaps between income and the cost of service provision.

**Table 1: Summary of the Proposed Changes to Current Fees and Charges for 2018/19**

Service	Last Review	2018/19				Proposal
		Income Budget	Proposed Budget Increase	Revised Budget	Cost of Service	
Bereavement Services	2014/15	£90,000	£15,400	£105,400	£136,000	Increase some charges to match the average charge across Lancashire and bring income closer to the cost of delivery.
Geographical Information Services*	2014/15	£14,000	£9,000	£23,000	£23,000	Increase charges to bring income in line with the cost of delivery.
Civic Amenity Collection	2014/15	£30,000	£13,300	£43,300	Built into Waste Contract	Increase bulky waste collection for 1 item to £20 and up to 5 items to £40, this now includes electrical equipment.
Community Centres	2011/12	£48,000	£12,500	£60,500	£235,000	Community centre charges to be inflated by 3.9% and income budgets aligned with 2017/18 forecasts
<b>TOTAL</b>		<b>£572,000</b>	<b>£50,200</b>	<b>£637,200</b>		

- Charges include street & house name and numbering

### Bereavement Services

26. It is proposed to increase the charges for the bereavement service to assist in bringing income in line with the cost of providing the service. The changes will mean charges are aligned more closely with the charges across Lancashire district councils. See appendix two of this report for more details.
27. The Council will implement a phased approach to increasing charges with further increases in 2019/20 to bridge the gap between cost of provision and income received. It should be noted that charges have not been reviewed or changed since 2014/15.
28. Changes to bereavement service fees also include the introduction of a waiver of burial fees for those aged 16 and under

### Geographical Information Services

29. The service charges for the naming, renaming and numbering of streets, roads and houses. These fees are in most cases incurred by the developers of housing sites. These charges have not been reviewed since 2014/15 and are below charges made by some of the neighbouring councils.
30. It is proposed to increase charges so that the cost of delivering this service is fully met and therefore no subsidy is provided by the council tax payer. See appendix two of this report for more details.

### Civic Amenity Collection

31. The council currently charges £17.50 for the collection of one bulky item and £31.50 for up to five items. In addition, waste electrical and electronic equipment is currently collected free of charge.
32. It is proposed to increase the charges for one item to £20 and up to five items to £40. In addition waste and electrical equipment will no longer be collected free of charge and instead be treated as bulky waste collection. This is expected to generate an additional £8k income. Charging in this manner would mean Chorley Council's charges are aligned with the some of the highest charges in other Lancashire districts. Appendix two of this report provides further details.
33. The income budgets for civic amenity collection have been reviewed and compared to current forecast outturn. It has been concluded that additional income of £5k can now be brought into the budget relating to continued services provided by the Council to United Utilities and LCC. These include the use of waste vehicles to assist with smart meter readings and waste services.

### Community Centres

34. The cost of providing services from community centres is £235k compared to income collected for their use of £48k. It is recognised that the centres provide many key services that meet the council's corporate priorities including:
  - Enabling residents to play an active role in their community through providing a meeting point for local groups and third sector organisations.
  - Improving access to services as an outreach point for health and wellbeing sessions, family support and young people's services.

- Improving digital inclusion through the provision of IT sessions in the community centre's IT Hubs.

35. As such, to increase the charges at the centres to meet costs would result in it being prohibitively expensive to run these key services. However a review of the charges in the centres has given rise to a number of issues and actions.

Issue	Action	Timescale
Fees have not been changed since 2011/12	Increase fees for 2018/19 in line with inflation at 3.9%	Implement April 2018
Income budgets do not match forecast outturn in each of the centres	Revise income budgets for 2018/19	Implement April 2018
Some additional services are not covering the cost of delivery including children's parties and charges to nurseries.	These services will be reviewed to decide whether fees should increase and whether services can be delivered at lower cost.	Review during 18/19
Different levels of discounts are given to different groups using the centre. These have not been reviewed for years	Review the level of discounts each group receives and model the likely impact of simplifying the discounts to make them more transparent and easier to administer.	Review during 18/19

36. A review of the income budgets has resulted in these budgets being more closely aligned with forecast income, generating £10,000 additional income. This £10k adjustment does not affect the level of charges or services provided from the centres.

37. It is proposed to increase all fees and charges at the community centres in line with the increases in RPIX. This will increase all charges by 3.9% as at 1 April 2018. This is budgeted to increase income by £2,500 and go some way to bridging the gap between service costs and income.

38. A review of community centres will be undertaken by the Health and Wellbeing service, with support from finance, in 2018/19 to better understand the usage of the centres and the level of subsidy that is provided to each type of group that uses them. It is expected that through this review the Council can implement better targeted bookings, increase the usage of the centres and increase income levels.

**Fees that have been reviewed are not proposed to be changed**

Council Tax/NNDR Summons and Liability Orders

39. A review of the charges for Council Tax and NNDR Summons and Liability Orders found that charges are in line with the cost of delivery and should therefore not be increased,

Allotments, Playing Pitches and Bowling Greens

40. An analysis of these services indicates that increasing or introducing charges would be either generate negligible additional income or be prohibitively expensive to enforce.

**NEXT STEPS**

41. Any approved proposed changes to fees and charges will be actioned as at 1<sup>st</sup> April 2018. The council's fees and charges are predominately advertised on the Council's website. As such these will be amended for April 2018. Services will be notified well in advance to ensure all new invoices in 2018/19 are brought in line with the new charges.
42. The exhaustive list of fees and charges given in appendix three will be uploaded to the Council's website.
43. Separate integrated impact assessments have already been undertaken for each of the changes proposed in this report and attached to this report.

**IMPLICATIONS OF REPORT**

44. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	✓
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

45. Any approved changes to fees and charges will require the council's income budgets to be updated. This will be completed as part of the budget setting process for 2018/19 ready for the final approval of the budget at Special Council on 27 February 2018.

**COMMENTS OF THE MONITORING OFFICER**

46. The production of a single fees and charges policy will promote transparency in relation to both the level of charges and approaches to reviewing them and should therefore be encouraged. Any review procedures must recognise the statutory nature of some of these charges and the limitations that may follow as a result.

REBECCA HUDDLESTON  
DIRECTOR OF POLICY & GOVERNANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
James Thomson	5025	03/01/18	



# Fees and Charges Policy



## **Background**

The Council's constitution outlines that it is the responsibility of each chief officer to agree its departmental charging policy in conjunction with the chief finance officer. It also stipulates that fees and charges should be reviewed annually.

A corporate led review of fees and charges has never been undertaken at Chorley Council. The current approach to amending fees and charges is usually conducted independently by each service as and when it is required. Many charges have not been reviewed for years despite inflationary increases in the cost of delivering services.

The Council continues to experience large reductions in funding; the 2017/18 Medium Term Financial Strategy (MTFS) identifies a £3m budget gap by 2019/20. The MTFS identifies Chorley Council's commitment to generating income streams to help meet this funding challenge.

Unlike other councils across the country, Chorley Council does not have a definitive list of all the fees and charges it makes to its residents and service users. Fees and Charges that are publicised can be hard to access, are in different formats and can be out of date.

It is important that decisions are made consistently and adhere to the principles which are laid out within this document.

## **Fees and Charges Policy**

Chorley Council's fees and charges policy has been developed to ensure the charges for services across the Council are constructed in a consistent manner and that they meet the needs of the Council's strategic priorities. In addition, the policy sets out the review process for fees and charges to ensure fees remain up-to-date and that they continue to meet legislative requirements.

### Aims of the policy

- to create a co-ordinated approach to charging for discretionary services, that is applied across all services
- to outline the key principles for charging by Chorley Council
- to distinguish between statutory and discretionary fees and charges
- to set out an annual review process for all discretionary charges
- to outline the key requirements when introducing new charges



### Key Principles

1. Fees and charges are set to assist the Council in achieving its **strategic priorities**. Services must raise income wherever there is a duty to do so, and should raise income wherever there is a power to do so, unless the introduction of a charge would prohibit the achievement of specific corporate and service objectives.
2. In line with **legislation**, fees and charges are set to **recover full costs including overheads**. Where the service user is subsidised by tax payer this should be transparent and the reasons for this subsidy is made explicit.
3. The council should aim to maximise the potential to generate income, for example, through **differential charging**.
4. Any **concessionary charges** for services should follow only be made available in the following circumstances:
  - To support a particular group(s) that enables the Council to achieve its strategic priorities
  - To support low income users
  - To encourage take-up and therefore increase income overall

The level of subsidy should be reviewed annually

5. **New charges** should be considered a change in policy and therefore require equality impact assessments and approval by Full Council.
6. Charges should be collected in a **simple** and **cost efficient** manner encouraging the use of direct debits and receiving payment at or prior to the point of service delivery
7. Charges should be **reviewed**, where it is permissible and efficient to do so, on an **annual basis**, using clear and transparent evidence to set the level of charges. Where charges are not made for a service, or at a level below full cost recovery, the reasons for this should be reconsidered as part of the review.

### Legislation

Local Government Act 2003 provides clarity over charging powers and is clear that a local authority can charge for discretionary services on the basis of recovering the full costs of providing the service but that , taking one year with another, the charges do no exceed the full costs of provision.

Other legal statutes the charging policy must adhere to are

- Section 17 of the Crime and Disorder Act which requires councils to consider the crime and disorder implications of all decisions, and
- Equalities Act 2010 to both promote equality and avoid discrimination.

### Type of Fees and Charges

#### *Statutory Fees*

Where fees and charges apply to statutory services these are often set nationally, for example some planning fees and some licensing fees. The majority of statutory services, Building Control being a notable exception, are not funded directly from fees and charges but instead from the Council's other main sources of revenue, i.e. government grants and local taxation. In many cases there is scope to provide discretionary services over and above the statutory service with the introduction of a supplementary charge, for example pre-application planning advice.

#### *Reasonable Charges*

Services that the council has a duty to provide and can make a 'reasonable' charge (for example commercial waste collection and disposal)

#### *Discretionary Fees*

Local Government Act 2003 provides clarity over charging powers and is clear that a local authority can charge for discretionary services on the basis of recovering the full costs of providing the service but that , taking one year with another, the charges do no exceed the full costs of provision.

**The fees and charges policy will apply to any service that the council has a power and discretion to provide to the community, or has a statutory duty to provide, and has discretion to set a charge**

Examples of Fees and Charges*Statutory Fees*

Development Control
Licensing (with some exclusions)
Environmental Health

*Reasonable Charges & Discretionary Fees*

Council Tax & NNDR Summons
Waste and Recycling
Land Charges
Building Control
Cemeteries
Events
Credit Card Charges
Housing Standards
CCTV
Pest Control
Dog Wardens
Community Centres & Council Buildings
Car Parking
Public Conveniences
Open Spaces
Street Trading
Taxi Licenses

### Review Process

All charges within the Council's control should be reviewed on an annual basis where it is permissible and efficient to do so. The Council's **finance team will lead on the review in consultation with service managers and directors.**

The review must be approved by Executive Cabinet prior to the Council's budget being approved at Special Council. It is proposed that a **review of fees and charges will be taken annually to Executive Cabinet in January** alongside the draft budget report. This will be after the approval of the Council's Corporate Strategy therefore ensuring that fees and charges are consistent with the strategy.

If the review includes the introduction of **new charges** the report must be **approved by Full Council.**

The annual review of charges should not just include an inflationary uplift; the full cost of providing the discretionary service, current market and other Council's charges and cohesion with corporate strategy priorities should also be considered.

Where discretionary charges are not made for a service, or at a level below full cost recovery, the reasons for this should be reconsidered as part of the review.

Introducing New Charges

Charging can be an instrument to help the council achieve its strategic objectives for example by targeting service users, influencing behaviour and meeting financial targets. In addition, the introduction of charges may allow a discretionary service to enhance its provision, thereby improving the offer to the service user.

The introduction of a new charge should be made in line with the key principles of the Council’s Charging Policy. If it represents a change in policy then it must gain approval by Full Council and include an equality impact assessment.

The process of introducing of a new charge must be done in collaboration with the management accounts, policy and performance and communications teams.

There is not prescriptive process in calculating and introducing a new charge however listed below are things to consider.

Question	Considerations
What corporate strategy priorities will the charge meet?	Generate economic growth Encourage access to services Discourage behaviours Fund new services or provide enhanced services
Who is using the service?	Socio-economic, age, gender, race Locations the service used The time the service is used
What impact will the charge have on service use and service users?	Encourage access to services Discourage behaviours Create new behaviours that increase costs to the Council e.g. fly tipping
What is the charging policy?	Break-even Subsidised – if so what are the reasons?
What is the impact on income?	Benchmarking How will a change in charge affect a change in demand?
What is the impact on expenditure?	Are there future cost pressures that need to be factored in? Are all costs including recharges included in the model? Consider the split of capital and revenue expenditure
What is the impact on the wider public?	Reputational risks to the Council

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## **Appendix 2: Analysis of the Proposed Changes to Fees and Charges**

The following appendix gives further details of the proposed changes to fees and charges including some benchmarking information as to how the charges compare to other neighbouring local authorities.

## Details of Charges for Bereavement Services

	Frequency 2016/17	Income 2016/17
Certificate of burial/certificate of transfer/copy certificate	81	2,187
Exclusive right of burial	30	27,000
Family ashes plot	13	7,364
Garden of remembrance – plaque	3	300
Grave marker	35	945
Interment of a stillborn or aged under one month	5	140
Interment Child under 16	0	0
Interment of an adult	82	36,900
Interment of cremated remains	38	3,610
Memorial – additional inscriptions and refix	59	2,212
Memorial – headstone (inclusive of first inscription)	48	5,040
Memorial – tablet or vase	3	162
Search Fees	1	21
<b>TOTAL</b>	<b>398</b>	<b>85,882</b>

Current Charge	Avg. Fee	Highest Fee	New Proposed Charge 18/19	Change	% Change
27.00	27.00	30.00	27.00	0.00	0%
900.00	785.00	1,115.00	900.00	0.00	0%
566.50	500.00	566.50	566.50	0.00	0%
100.00	123.00	220.83	100.00	0.00	0%
27.00	25.00	30.00	27.00	0.00	0%
28.00	50.00	161.00	0.00	-28.00	-100%
56.00			0.00	-56.00	-100%
450.00	571.00	840.00	600.00	150.00	33%
95.00	157.00	443.00	120.00	25.00	26%
37.50	32.00	46.00	37.50	0.00	0%
105.00	150.00	200.00	150.00	45.00	43%
54.00	54.00	100.00	54.00	0.00	0%
21.50	23.00	32.10	21.50	0.00	0%

Adjusted Income 18/19	Additional Income 18/19
2,187	0
27,000	0
7,364	0
300	0
945	0
0.00	(140)
0.00	0
49,200	12,300
4,560	950
2,212	0
7,200	2,160
162	0
21	0
<b>101,152</b>	<b>15,270</b>

The new fees proposed in this report are expected to generate an additional £15,300 income based on bereavement services in 2016/17.



## Benchmarking of Bereavement Charges

	Chorley £	Chorley New Proposed Charge £	Blackbur n with Darwen £	Ribble Valley £	Fylde £	Hyndbrn £	Lancaster £	Pendle £	Prestn £	Rossendle £	Wigan £
Interment of an adult	450	600	455	340	544	725	674	768	496	490	840
Interment of cremated remains	95	120	-	98	138	135	161	258	93	85	172
Memorial – additional inscriptions and refix	105	150	200	125	141	180	116	198	150	177	128

## Proposals

The largest changes in charges are the interment on an adult that is increased from £450 to £600 (33%) compared to an average charge across Lancashire of approximately £580. This would result in Chorley being the 5<sup>th</sup> highest charge when compared to the councils above.

Chorley Council currently has one of the lowest charges for interment of cremated remains. It is proposed to increase this from £95 to £120. This would result in Chorley being the 6<sup>th</sup> highest charge when compared to the councils above.

Chorley Council currently has one of the lowest charges for memorial headstones. It is proposed to increase this from £105 to £150. This would result in Chorley being the 5<sup>th</sup> highest charge when compared to the councils above.

It is proposed to waive any charges for those 16 and under, this would include the £28 for the interment of a stillborn or aged under one month

## Details of Charges for Geographical Information Services

	Frequency data 12 months to date	Current Charge	Highest Fee	New Charge 18/19	Change	% Change	Income - Current Fee £	Adjusted Income 18/19 £	Additional Income 18/19 £
<b>Naming/Renaming of Streets/Roads</b>									
Naming of new street	7	£100	£200	£200	£100	100%	700	1,400	700
Renaming of street at residents request		£100 + £25 per household	£300 + £50 per household	£100 + £25 per household	0	0%	0	0	0
<b>House Naming and Numbering</b>									
House name added/renamed		£25	£100	£50	£25	100%	0	0	0
Developments of 1 - 5 plots	70	£25 per plot	£50 per plot	£40 per plot	£15 per plot	75%	1,750	2,800	1,050
Developments of 6 - 10 plots	35	£20 per plot	£50 per plot	£35 per plot	£15 per plot	75%	700	1,225	525
Developments of 11 - 50 plots	202	£15 per plot	£30 per plot	£30 per plot	£15 per plot	100%	3,030	6,060	3,030
Developments of 50+ plots	127	£10 per plot	£25 per plot	£20 per plot	£10 per plot	100%	1,270	2,540	1,270
<b>Other Categories</b>									
Changes to development after initial notification	188	£25 per plot	£50 per change	£40 per plot	£15 per plot	60%	4,700	7,520	2,425
							<b>12,150</b>	<b>21,545</b>	<b>9,000</b>

Additional Income **9,000**

It is proposed that all the current fees are increased so that the service recovers the full cost of delivery

**Details of Charges for Civic Amenity Collection (Bulky Waste Collection)**

	Current Charge £	2015/16 requests	2016/17 requests	New Charge	Change	% Change	2018/19 Requests	Additional Income
Up to 1 Item	17.5	437	543	20.00	2.50	14%	450.00	1,125
Up to 5 items	31.5	767	836	40.00	8.50	27%	800.00	6,800
								<b>7,925</b>

**Benchmarking of Civic Amenity Collection (Bulky Waste Collection)**

Council	Details
South Ribble	£16 for up to 4 non- electrical £4 for each additional £12 per electrical item
Preston	£19.50 for up to 3 items £7 for each additional up to 6 maximum
Ribble Valley	£13.50 for up to 4 items £3.40 for each additional
Blackburn with Darwen	£10 for 1 to 5 items
Fylde	£19.65 for up to 3 items £39.30 4 to 10 items
Rosendale	£26.30 per item £52.50 for up to 6 items

**Proposals**

Increasing bulky waste charges from £17.50 for one item to £20

Increasing bulky waste charges from £31.50 for up to five items to £40

No longer offer the collection of electrical equipment for free, these collections to be charged at new bulky waste charge rates

This would make the charges by Chorley Council some of the highest in Lancashire



# Fees and Charges

2017-18



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# Planning and Building Control

## Planning – Statutory Fees

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
Outline application - sites up to and including 2.5 hectares	per 0.1 Ha	£385.00		No
Outline application - sites over 2.5 hectares PLUS	per 0.1 Ha in excess of 2.5 Ha	£9,527 £115.00	Maximum fee of £125,000	No
Householder application - alterations/extensions to a single dwelling, inc. works within boundary	per dwelling	£172.00		No
Full application - alterations/extensions to two or more dwellings, inc. works within boundary	two or more dwelling	£339.00		No
Full application - new dwellings up to and including 50	per dwelling	£385.00		No
Full application - new dwellings (more than 50) PLUS	per dwelling in excess of 50 dwellings	£19,049 £115.00	Maximum Fee of £250,000	No
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 0-40 sq.		£195.00		No

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Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
m				
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 41-75 sq. m		£385.00		No
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 75-3,750 sq. m	Per 75 sq. m or part thereof	£385.00		No
Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development > 3,750 sq. m  PLUS		£19,049	Maximum Fee of £250,000	No
	per 75 sq. m in excess of 3,750 sq. m	£115.00		
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 0-465 sq. m		£80.00		No
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 466-540 sq. m		£385.00		No
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 541-4,215 sq. m  PLUS		£385.00		No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
	Per 75 sq. m or part thereof in excess of 540 sq. m	£385.00		
Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development > 4,215 sq. m PLUS		£19,049	Maximum Fee of £250,000	No
	Per 75 sq. m or part thereof in excess of 4,215 sq. m	£115.00		
Full application - erection of glasshouses (on land used for agricultural purposes) - gross floor space to be created by the development 0-465 sq. m		£80.00		No
Full application - erection of glasshouses (on land used for agricultural purposes) - gross floor space to be created by the development > 465 sq. m		£2,150		No
Full application - erection/alterations/replacement of plant & machinery - site area not more than 5 Ha	Per 0.1 Ha or part thereof	£385.00		No
Full application - erection/alterations/replacement of plant & machinery - site area more than 5 Ha PLUS		£19,049	Maximum Fee of £250,000	No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
	Per 0.1 Ha or part thereof in excess of 5 Ha	£115.00		
Applications other than building works - car parks, service roads or other accesses - for existing uses		£195.00		No
Applications other than building works - waste (use of land for disposal or refuse or waste materials or deposit of material remaining after extraction or storage of minerals - 0 - 15 Ha	Per 0.1 Ha or part thereof	£195.00		No
Applications other than building works - waste (use of land for disposal or refuse or waste materials or deposit of material remaining after extraction or storage of minerals - > 15 Ha  PLUS		£29,112	Maximum Fee of £65,000	No
	Per 0.1 Ha or part thereof in excess of 15 Ha	£115.00		
Applications other than building works - operations connected with exploratory drilling for oil or natural gas - site area 0 - 7.5 Ha	Per 0.1 Ha or part thereof	£423.00		No
Applications other than building works - operations connected with exploratory drilling for oil or natural gas - site area > 7.5 Ha  PLUS		£31,725	Maximum Fee of £65,000	No
	Per 0.1 Ha or part			

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
	thereof in excess of 7.5 Ha	£126.00		
Applications other than building works - operations other than exploratory drilling for the winning and working of oil or natural gas - site area 0 - 15 Ha		£214.00		No
Applications other than building works - operations other than exploratory drilling for the winning and working of oil or natural gas - site area > 15 Ha  PLUS	Per 0.1 Ha or part thereof in excess of 15 Ha	£32,100  £115.00	Maximum Fee of £65,000	No
Applications other than building works - Other operations winning and working of minerals - site area 0 - 15 Ha	Per 0.1 Ha or part thereof	£195.00		No
Applications other than building works - Other operations winning and working of minerals - site area > 15 Ha  PLUS	Per 0.1 Ha or part thereof in excess of 15 Ha	£29,112  £115.00	Maximum Fee of £65,000	No
Applications other than building works - not coming within any of the above categories - any site area	Per 0.1 Ha or part thereof	£195.00	Maximum fee of £1,690	No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
Lawful Development Certificate - existing use - in breach of a planning condition		Same as full		No
Lawful Development Certificate - existing use LDC - lawful not to comply with a particular condition		£195.00		No
Lawful Development Certificate - proposed use		½ normal fee		No
Prior Approval - agricultural and forestry buildings & operations or demolition of buildings		£80.00		No
Prior Approval - telecommunications code systems operators		£385.00		No
Prior Approval - proposed change of use to state funded school or registered nursery		£80.00		No
Prior Approval - proposed change of use of agricultural building to a State Funded School or Registered Nursery		£80.00		No
Prior Approval - proposed change of use of agricultural building to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels, or assembly or leisure		£80.00		No
Prior Approval - proposed change of use of a building from office (use class B1) use to a use falling within use Class C3 (Dwellinghouse)		£80.00		No
Prior Approval - proposed change of use of agricultural building to a dwellinghouse (Class C3), where there are no associated building operations		£80.00		No
Prior Approval - proposed change of use of agricultural building to a dwellinghouse (Class C3), and associated building operations		£172.00		No
Prior Approval - proposed change of use of a building from a Retail (use Class A1 or A2) use or a mixed retail and residential use to a use falling within use class		£80.00		No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
C3 (dwellinghouse) where there are no associated building costs				
Prior Approval - proposed change of use of a building from a Retail (use Class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building costs		£172.00		No
Reserved matters - application for approval of reserved matters following outline approval		Full fee or if already paid then £385.00		No
Approval/Variation/Discharge of condition - application for removal or variation of a condition following grant of planning permission		£195.00		No
Approval/Variation/Discharge of condition - request for confirmation that one or more planning conditions have been complied with	Per request householder / per request other	£28.00 / £97.00		No
Change of use - of a building to use as one or more separate dwellinghouses, or other cases < 50 dwellings	Each	£385.00		No
Change of use - of a building to use as one or more separate dwellinghouses, or other cases > 50 dwellings  PLUS	Each in excess of 50 dwellings	£19,049  £115.00	Maximum Fee of £250,000	No
Other changes of use - of a building or land		£385.00		No
Advertising - relating to the business on the premises		£110.00		No

Type of Fee	Unit of Charge	Charge per Unit	Additional Notes	VAT
Advertising - advance signs which are not situated on or visible from the site, directing the public to a business		£110.00		No
Advertising - other advertisements		£385.00		No
Application for a new planning permission to replace an extant planning permission - applications in respect of major developments		£575.00		No
Application for a new planning permission to replace an extant planning permission - applications in respect of householder developments		£57.00		No
Application for a new planning permission to replace an extant planning permission - applications in respect of other developments		£195.00		No
Application for a non-material amendment following a grant of planning permission - applications in respect of householder developments		£28.00		No
Application for a non-material amendment following a grant of planning permission - applications in respect of other developments		£195.00		No

**Planning – Non Statutory Fees**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Pre-application charging - small	Each	£144.00	Inc.
Pre-application charging - medium	Each	£518.40	Inc.
Pre-application charging - major initial meeting	Each	£518.40	Inc.
Pre-application charging - major follow up meeting	Each	£259.20	Inc.
Pre-application charging - large major initial meeting	Each	£864.00	Inc.
Pre-application charging - large major follow up meeting	Each	£432.00	Inc.

**Community Infrastructure Levy (CIL)**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Dwelling houses (excluding apartments)	per sq. m	£65.00	No
Apartments	per sq. m	No charge	No
Convenience retail (excluding neighbourhood convenience stores)	per sq. m	£160.00	No
Retail warehouse, retail parks, and neighbourhood convenience stores	per sq. m	£40.00	No
Community uses	per sq. m	No charge	No
All other uses	per sq. m	No charge	No



## Building Control

TABLE A - New Housing - up to 300m <sup>2</sup> floor area	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
Number of dwellings						
1	£165.37	£198.44	£436.42	£523.70	£601.79	£722.15
2	£226.02	£271.22	£604.29	£725.15	£830.31	£996.37
3	£297.67	£357.20	£767.51	£921.01	£1,065.18	£1,278.22
4	£369.34	£443.21	£886.74	£1,064.09	£1,256.08	£1,507.30
5	£446.51	£535.81	£981.67	£1,178.00	£1,428.18	£1,713.82
6	£523.69	£628.43	£1,103.21	£1,323.85	£1,626.90	£1,952.28
7	£545.74	£654.89	£1,178.47	£1,414.16	£1,724.21	£2,069.05
8	£567.80	£681.36	£1,374.09	£1,648.91	£1,941.89	£2,330.27
9	£589.84	£707.81	£1,569.74	£1,883.69	£2,159.58	£2,591.50
10	£595.36	£714.43	£1,783.90	£2,140.68	£2,379.26	£2,855.11
TABLE A - New Housing - between 301m <sup>2</sup> & 700m <sup>2</sup> floor area						
Single dwelling - floor area to 500m <sup>2</sup>	£200.00	£240.00	£600.00	£720.00	£800.00	£960.00
Single dwelling - floor area between 501m <sup>2</sup> & 700m <sup>2</sup>	£200.00	£240.00	£800.00	£960.00	£1,000.00	£1,200.00

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
<b>TABLE B - Extensions to dwellings</b>						
Extension(s): Internal floor area not exceeding 5m <sup>2</sup>	£285.11	£342.13	Inc.	Inc.	£285.11	£342.13
Extension(s): Internal floor area over 5m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£127.66	£153.19	£246.81	£296.17	£374.47	£449.36
Extension(s): Internal floor area over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	£127.66	£153.19	£361.70	£434.04	£489.37	£587.24
Extension(s): Internal floor area over 60m <sup>2</sup> but not exceeding 80m <sup>2</sup>	£127.66	£153.19	£510.64	£612.77	£638.80	£765.96
<b>TABLE B - Garages and Carports: Erection of detached or attached building or an extension to a dwelling</b>						
Garage/Carport, or both, floor area not exceeding 40m <sup>2</sup> in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room.	£200.00	£240.00	Inc.	Inc.	£200.00	£240.00
Where the garage extension exceeds a floor area of 40m <sup>2</sup> but does not exceed 60m <sup>2</sup>	£285.11	£342.13	Inc.	Inc.	£285.11	£342.13
<b>TABLE B - Loft Conversion: Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m<sup>2</sup> are to be based on the cost of work</b>						
Erection of room in roof space with a floor area not exceeding 40m <sup>2</sup>	£127.66	£153.19	£246.81	£296.17	£374.47	£449.36

<b>TABLE C - Alterations to dwellings</b>	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	£85.11	£102.13	Inc.	Inc.	£85.11	£102.13
Underpinning with a cost not exceeding £30,000	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
Controlled electrical work to a single dwelling (not carried out in conjunction with work being undertaken that falls within table B)	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	£85.11	£102.13	Inc.	Inc.	£85.11	£102.13
Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	£170.21	£204.25	Inc.	Inc.	£170.21	£204.25

<b>TABLE D - Extensions and new build - other than to dwellings</b>	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
Internal floor area not exceeding 10m <sup>2</sup>	£285.11	£342.13	Inc.	Inc.	£285.11	£342.13
Internal floor area over 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£127.66	£153.19	£246.81	£296.17	£374.47	£449.36
Internal floor area over 40m <sup>2</sup> but not exceeding 80m <sup>2</sup>	£127.66	£153.19	£404.26	£485.11	£531.92	£638.30
Shop fit out not exceeding a value of £50,000	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
Replacement windows or doors	Based on estimated cost of work					

<b>TABLE E - Standard charges for all other work not in tables A, B, C &amp; D</b>	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
From £0 - £1,000	£93.62	£112.34	Inc.	Inc.	£93.62	£112.34
From £1,001 - £5,000	£204.26	£245.11	Inc.	Inc.	£204.26	£245.11
From £5,001 - £7,000	£212.77	£255.32	Inc.	Inc.	£212.77	£255.32
From £7,001 - £10,000	£225.00	£270.00	Inc.	Inc.	£225.00	£270.00
From £10,001 - £20,000	£72.50	£87.00	£225.00	£270.00	£297.50	£357.00
From £20,001 - £30,000	£85.00	£102.00	£300.00	£360.00	£385.00	£462.00

	Plan Deposit Charge		Inspection Charge		Total Charge	
From £30,001 - £40,000	£107.50	£129.00	£350.00	£420.00	£457.50	£549.00
From £40,001 - £50,000	£135.00	£162.00	£405.00	£486.00	£540.00	£648.00
From £50,001 - £75,000	£166.00	£199.20	£499.00	£598.80	£665.00	£798.00
From £75,001 - £100,000	£212.50	£255.00	£637.50	£765.00	£850.00	£1,020.00
Greater than £100,000	Charge individually assessed					

# Licensing

## Club Gaming/Club Machine Permits

Type of Fee	Unit of Charge	Charge per Unit	VAT
Club Gaming Permits: New Operator	Each	£200.00	No
Club Gaming Permits: Existing Operator	Each	£100.00	No
Club Gaming Permits: If have club certificate under LA03	Each	£100.00	No
Club Machine Permit: New operator	Each	£200.00	No
Club Machine Permit: Existing operator	Each	£100.00	No
Club Machine Permits: If have club certificate under LA03	Each	£100.00	No
Club Machine Permits: Annual fee for Club Machine/Club Gaming Permit	Each	£50.00	No
Club Machine Permits: Copying permit	Each	£15.00	No
Club Machine Permits: Varying permit	Each	£100.00	No
Gaming Machine Permits: Annual Fee	Each	£50.00	No
Gaming Machine Permits: Change of name	Each	£25.00	No
Gaming Machine Permits: Copying permit	Each	£15.00	No
Gaming Machine Permits: New operator	Each	£150.00	No
Gaming Machine Permits: Existing operator	Each	£100.00	No
Gaming Machine Permits: Notification of intent to use 2 Gaming Machines	Each	£50.00	No
Gaming Machine Permits: Transfer licensed premises Gaming Machine Permit	Each	£25.00	No
Gaming Machine Permits: Varying Permit	Each	£100.00	No

**Gambling Act**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Gambling Act Licence: Application - Regional Casino	Each	£15,000	No
Gambling Act Licence: Annual Fee - Regional Casino	Each	£15,000	No
Gambling Act Licence: Vary a Licence - Regional Casino	Each	£7,500	No
Gambling Act Licence: Transfer a Licence - Regional Casino	Each	£6,500	No
Gambling Act Licence: Reinstate a Licence - Regional Casino	Each	£6,500	No
Gambling Act Licence: Provisional Statement - Regional Casino	Each	£15,000	No
Gambling Act Licence: Application - Large Casino	Each	£10,000	No
Gambling Act Licence: Annual Fee - Large Casino	Each	£10,000	No
Gambling Act Licence: Vary a Licence - Large Casino	Each	£5,000	No
Gambling Act Licence: Transfer a Licence - Large Casino	Each	£2,150	No
Gambling Act Licence: Reinstate a Licence - Large Casino	Each	£2,150	No
Gambling Act Licence: Provisional Statement - Large Casino	Each	£10,000	No
Gambling Act Licence: Application - Small Casino	Each	£8,000	No
Gambling Act Licence: Annual Fee - Small Casino	Each	£5,000	No
Gambling Act Licence: Vary a Licence - Small Casino	Each	£4,000	No
Gambling Act Licence: Transfer a Licence - Small Casino	Each	£1,800	No
Gambling Act Licence: Reinstate a Licence - Small Casino	Each	£1,800	No
Gambling Act Licence: Provisional Statement - Small Casino	Each	£8,000	No
Gambling Act Licence: Converted Casino Premises - Annual Fee	Each	£3,000	No
Gambling Act Licence: Converted Casino Premises - Vary a Licence	Each	£2,000	No
Gambling Act Licence: Converted Casino Premises - Transfer a Licence	Each	£1,350	No
Gambling Act Licence: Converted Casino Premises - Reinstate a Licence	Each	£1,350	No
Gambling Act Licence: Application - Bingo Premises	Each	£3,500	No
Gambling Act Licence: Annual Fee - Bingo Premises	Each	£1,000	No
Gambling Act Licence: Vary a Licence - Bingo Premises	Each	£1,750	No
Gambling Act Licence: Transfer a Licence - Bingo Premises	Each	£1,200	No

Type of Fee	Unit of Charge	Charge per Unit	VAT
Gambling Act Licence: Reinstate a Licence - Bingo Premises	Each	£1,200	No
Gambling Act Licence: Provisional Statement - Bingo Premises	Each	£3,500	No
Gambling Act Licence: Annual Fee - Adult Gaming Centre	Each	£1,000	No
Gambling Act Licence: Vary a Licence - Adult Gaming Centre	Each	£1,000	No
Gambling Act Licence: Transfer a Licence - Adult Gaming Centre	Each	£1,200	No
Gambling Act Licence: Reinstate a Licence - Adult Gaming Centre	Each	£1,200	No
Gambling Act Licence: Provisional Statement - Adult Gaming Centre	Each	£2,000	No
Gambling Act Licence: Application - Betting Premises (Track)	Each	£2,500	No
Gambling Act Licence: Annual Fee - Betting Premises (Track)	Each	£1,000	No
Gambling Act Licence: Vary a Licence - Betting Premises (Track)	Each	£1,250	No
Gambling Act Licence: Transfer a Licence - Betting Premises (Track)	Each	£950	No
Gambling Act Licence: Reinstate a Licence - Betting Premises (Track)	Each	£950	No
Gambling Act Licence: Provisional Statement - Betting Premises (Track)	Each	£2,500	No
Gambling Act Licence: Application - Betting Premises (Other)	Each	£3,000	No
Gambling Act Licence: Annual Fee - Betting Premises (Other)	Each	£600	No
Gambling Act Licence: Vary a Licence - Betting Premises (Other)	Each	£1,500	No
Gambling Act Licence: Transfer a Licence - Betting Premises (Other)	Each	£1,200	No
Gambling Act Licence: Reinstate a Licence - Betting Premises (Other)	Each	£1,200	No
Gambling Act Licence: Provisional Statement - Betting Premises (Other)	Each	£3,000	No
Gambling Act Licence: Application - Family Entertainment	Each	£2,000	No
Gambling Act Licence: Annual Fee - Family Entertainment	Each	£750	No
Gambling Act Licence: Vary a Licence - Family Entertainment	Each	£1,000	No
Gambling Act Licence: Transfer a Licence - Family Entertainment	Each	£950	No
Gambling Act Licence: Reinstate a Licence - Family Entertainment	Each	£950	No
Gambling Act Licence: Provisional Statement - Family Entertainment	Each	£2,000	No



Type of Fee	Unit of Charge	Charge per Unit	VAT
Gambling Act Licence: Application - Lottery Registration	Each	£40.00	No
Gambling Act Licence: Annual Fee - Lottery Registration	Each	£20.00	No

**Premises Licenses**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Premises Licenses Application - Rateable Value £1 - 4,300	Each	£100.00	No
Premises Licenses Application - Rateable Value £4,301 - 33,000	Each	£190.00	No
Premises Licenses Application - Rateable Value £33,001 - 87,000	Each	£315.00	No
Premises Licenses Application - Rateable Value £87,001 - 125,000	Each	£450.00	No
Premises Licenses Application - Rateable Value £125,001+	Each	£635.00	No
Premises Licenses Annual Fee - Rateable Value £1 - 4,300	Each	£70.00	No
Premises Licenses Annual Fee - Rateable Value £4,301 - 33,000	Each	£180.00	No
Premises Licenses Annual Fee - Rateable Value £33,001 - 87,000	Each	£295.00	No
Premises Licenses Annual Fee - Rateable Value £87,001 - 125,000	Each	£320.00	No
Premises Licenses Annual Fee - Rateable Value £125,001+	Each	£350.00	No

**Licensing Act 2003**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Lic Act 2003: Application for the grant or renewal of a personal licence	Each	£37.00	No
Lic Act 2003: Temporary event notice	Each	£21.00	No
Lic Act 2003: Theft, loss, etc. of premises licence or summary	Each	£10.50	No
Lic Act 2003: Application for a provisional statement where premises being built etc.	Each	£315.00	No
Lic Act 2003: Mandate for the release of information under the DPA	Each	£7.50	No
Lic Act 2003: Notification of change of name or address	Each	£10.50	No
Lic Act 2003: Application to vary licence to specify individual as premises supervisor	Each	£23.00	No
Lic Act 2003: Application for transfer of premises licence	Each	£23.00	No
Lic Act 2003: Interim authority notice following death etc. of licence holder	Each	£23.00	No
Lic Act 2003: Theft, loss etc. of certificate or summary	Each	£10.50	No
Lic Act 2003: Notification of change of name or alteration of rules of club	Each	£10.50	No
Lic Act 2003: Change of relevant registered address of club	Each	£10.50	No
Lic Act 2003: Theft, loss etc. of temporary event notice	Each	£10.50	No
Lic Act 2003: Theft, loss etc. of personal licence	Each	£10.50	No
Lic Act 2003: Duty to notify change of name or address	Each	£10.50	No

**Taxi Licensing**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Taxi Licensing: Hackney Carriage Vehicles License - 6 months (new)	Each	£109.13	No
Taxi Licensing: Hackney Carriage Vehicles License - 6 months (renewal)	Each	£95.86	No
Taxi Licensing: Hackney Carriage Vehicles License - additional charge for unmet demand survey	Each	£220.55	No
Taxi Licensing: Private Hire Vehicles License - 6 months (new)	Each	£105.18	No
Taxi Licensing: Private Hire Vehicles License - 6 months (renewal)	Each	£91.97	No
Taxi Licensing: Private Hire Vehicles License - replacement	Each		No
Taxi Licensing: Private Operators License - Grant & Renewal	Each	£128.81	No
Taxi Licensing: Private Hire Driver's License - Grant (includes knowledge test)	Each	£222.74	No
Taxi Licensing: Private Hire Driver's License - Renewal	Each	£191.08	No
Taxi Licensing: Hackney Carriage Driver's License - Grant (includes knowledge test)	Each	£214.21	No
Taxi Licensing: Hackney Carriage Driver's License - Renewal	Each	£182.06	No
Taxi Licensing: Driver's License - Grant (both badges and knowledge test)	Each	£246.33	No
Taxi Licensing: Driver's License - Renewal (both badges)	Each	£214.18	No
Taxi Licensing: Driver's License - Knowledge test resit	Each		No
Taxi Licensing: Private Hire Vehicle Licence - Transfer	Each	£21.62	No
Taxi Licensing: Hackney Carriage Vehicle Licence - Transfer	Each	£21.62	No
Taxi Licensing: MOT Test	Each	£54.85	No
Taxi Licensing: Taxi Testing (not covered by normal MOT Test)	Each	£10.25	Inc.
Taxi Licensing: Subsequent Knowledge Tests	Each	£28.50	Inc.
Taxi Licensing: Full set of livery	Each	£39.56	No
Taxi Licensing: Rear plate- Flexi plate and buttons on renewal	Each	£6.08	No
Taxi Licensing: Replacement Rear plate incl. backing plate	Each	£10.46	No
Taxi Licensing: Replacement Documents	Each	£13.29	No
Taxi Licensing: Variation/Admin Charge	Each	£22.80	No

**Other Licensing Fees**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Data Access Release	Each	£8.50	No
Motor Salvage Operators	Each	£112.00	No
Second Hand Goods Dealers - Shop Premises	Each	£112.00	No
Second Hand Goods Dealers - Stalls	Each	£41.50	No
Scrap Metal Dealer - Collectors licence	Each	£130.00	No
Scrap Metal Dealer - Site licence	Each	£280.00	No
Sex Entertainment Venue	Each	£8,569.50	No
Sex Shop Licence	Each	£2,166.00	No
Small Society Lottery Licence - Grant	Each	£40.00	No
Small Society Lottery Licence - Renewal	Each	£20.00	No
Acupuncture, Tattooing, Ear piercing, Electrolysis (plus additional operators)	Each	£98.50 + £31.00	No
Animal Boarding Establishment	Each	£78.00	No
Breeding of Dogs	Each	£78.00	No
Dangerous Wild Animals	Each	£208.00	No
Pet Shop Licence	Each	£80.50	No
Riding Establishments: up to 15 horses	Each	£99.00	No
Riding Establishments: 16 to 25 horses	Each	£99.00	No
Riding Establishments: over 25 horses	Each	£99.00	No
Zoos - Category 1	Each	£247.50	No
Zoos - Category 2	Each	£612.50	No
Zoos - Category 3		£612.50	No
Street Trading Consent: Borough Resident	Each	£440.50	No
Street Trading Consent: Non-Resident	Each	£562.00	No
Street Trading: Early surrender of Consent fee	Each	£62.00	No

# Housing

Type of Fee	Unit of Charge	Charge per Unit	VAT
Housing Act 2004 Enforcement Charges	Each	£355.50	No
Housing Act 2004 Houses of Multiple Occupation (HMO) licence (5 year)	Each	£452.00	No
Housing Immigration Inspections	Each	£65.00	No

# Pest Control and Animal Welfare

## Pest Control

Type of Fee	Unit of Charge	Charge per Unit	VAT
Non Residential: First visit		£56.50	Inc.
Non Residential: Re-visits (each visit)		£31.50	Inc.
Residential: Insect pests		£41.00	Inc.
Residential: Insect pests - wasps		£41.00	Inc.
Residential: Insect pests - ants, fleas, other		£41.00	Inc.
Residential: Insect pests - bedbugs		£41.00	Inc.
Residential: Insect pests - cockroaches		£41.00	Inc.
Insect Identification		Free of Charge	
Concession - Income Support		£31.50	Inc.
Rats and mice - initial visit		Free of Charge	
Rats and mice - up to two further visits		Free of Charge	
Camera survey of drainage system		£58.50	Inc.

## Animal Welfare

Type of Fee	Unit of Charge	Charge per Unit	VAT
Identichipping service for small animals (Preston dogs)		£10.50	Inc.
Dog Reclamation Fee		£80.00+ kennel fees	No

# Community Centres

Type of Fee	Unit of Charge	Charge per Unit	VAT
GROUP 1 = COMMUNITY GROUPS - LARGE ROOM Meeting regularly with free and open access to all for a variety of activities including fundraising. C.B.C community development budgets and charity.	Per hour	£4.25	Inc.
GROUP 1 = COMMUNITY GROUPS - SMALL ROOM Meeting regularly with free and open access to all for a variety of activities including fundraising. C.B.C. community development budgets and charity.	Per hour	£3.30	Inc.
GROUP 2 = CHILDCARE PROVISION - BOTH ROOMS e.g. playgroups, pre and after school groups, play schemes which provide a service meeting the needs of local families.	Per hour	£5.03	Inc.
GROUP 3 = ACTIVITIES AND MEMBERSHIP - LARGE ROOM GROUPS e.g. bingo, uniformed and religious groups.	Per hour	£5.66	Inc.
GROUP 3 = ACTIVITIES AND MEMBERSHIP - SMALL ROOM GROUPS e.g. bingo, uniformed and religious groups.	Per hour	£3.92	Inc.
GROUP 4 = SMALL SCALE BUSINESSES - LARGE ROOM e.g. karate, dance classes.	Per hour	£9.82	Inc.
GROUP 4 = SMALL SCALE BUSINESSES - SMALL ROOM e.g. karate, dance classes.	Per hour	£6.18	Inc.
GROUP 5 = CHILDREN'S PARTIES - BOTH ROOMS Children 16 years of age and under	Per hour	£14.22	Inc.
GROUP 6 = SOCIALS, PARTIES & CELEBRATIONS - LARGE ROOM Socials, celebrations & party hire. Party hire where individual is 17+ years of age	Per hour	£34.21 (licenced) £23.02 (unlicensed)	Inc.
GROUP 7 = EXTERNALLY FUNDED AGENCIES - LARGE ROOM Providing a service which benefits the local community e.g. clinics, education, meetings. C.B.C.	Per hour	£13.70	Inc.
GROUP 7 = EXTERNALLY FUNDED AGENCIES - SMALL ROOM Providing a service which benefits the local community e.g. clinics, education, meetings. C.B.C.	Per hour	£6.97	Inc.
GROUP 8 = BUSINESS RATE - LARGE ROOM	Per hour	£23.11	Inc.



# Bereavement Services

## Cemeteries

Type of Fee	Unit of Charge	Charge per Unit	VAT
Exclusive Right of Burial	Each	£900.00	No
Interment Adult (standard coffin for Preston)	Each	£450.00	No
Interment Child under 16	Each	£56.00	No
Interment Stillborn or age under one month at death inc. right to erect a tablet and/or vase	Each	£28.00	No
Interment removal of kerbs for interment (kerbs will not be replaced)	Each	No Charge	No
Exclusive Right of Burial - family ashes plot	Each	£567.00	No
Garden of Remembrance: cremated remains	Each	£95.00	No
Garden of Remembrance: stillborn	Each	£28.00	No
Garden of Remembrance: Columbaria tablet, for a dedication period of 10 years	Each	£100.00	Inc.
Memorial: Headstones inclusive of first inscription	Each	£105.00	No
Memorial: additional inscriptions and refix	Each	£38.00	No
Memorial: tablet or vase, including inscription (Only permitted if no headstone to be erected.)	Each	£54.00	No
Other Cemetery Charges: Grave Marker	Each	£27.00	No
Other Cemetery Charges: Certificate of Burial	Each	£27.00	No
Other Cemetery Charges: Certificate of Transfer	Each	£27.00	No
Other Cemetery Charges: Copy Certificate	Each	£27.00	No
Other Cemetery Charges: Burial of Non-resident	Each	+ 100%	No
Other Cemetery Charges: Saturday Funeral	Each	+ 50%	No
Other Cemetery Charges: Sunday Funeral	Each	+ 100%	No
Other Cemetery Charges: Out of hours funeral (after 4.00pm+ to be completed by dusk)	Each	+ 50%	No
Other Cemetery Charges: Search fee	Each	£22.00	No
Other Cemetery Charges: Memorial Bench (inclusive of plaque)	Each	£600.00	Inc.

# Land Charges

Type of Fee	Unit of Charge	Charge per Unit	VAT
Standard search - basic LLC1 and CON29R	Each	£152.16	Inc.
Each additional parcel - LLC1 and CON29R (each)	Each	£14.91	Inc.
CON29 optional enquiry - CON290 no's 5-21 (each)	Each	£12.85	Inc.
CON29 optional enquiry - CON290 no 22		£33.37	Inc.
Additional written enquiries (each)	Each	£25.70	Inc.
LLC1 only	Each	£23.48	Inc.
Each additional parcel of land on LLC1 only	Each	£2.06	Inc.
CON29 only	Each	£128.68	Inc.
Personal search - online	Each	£5.00	Inc.
Personal search - Appointment only	Each	Free Of Charge	

# Astley Hall and Coach House

## Astley Hall - Tours

Type of Fee	Unit of Charge	Charge per Unit	VAT
Guided Tours (minimum 20 people or £80)	per head	£4.00	Inc.
Self-Guided Tours (minimum 25 people or £50)	per head	£2.00	Inc.
School Tours	per head	£3.50	No

## Astley Hall - Educational Sessions

Type of Fee	Unit of Charge	Charge per Unit	VAT
Educational Sessions - Tudor Life (min £75)	per pupil	£3.50	No
Educational Sessions - The Great Plague! Health and Hygiene in the 17th Century (min £60)	per pupil	£3.50	No
Educational Sessions - Serving Stories (min £75)	per pupil	£3.50	No
Educational Sessions - A very Victorian Christmas	per pupil	£4.00	No
Educational Sessions - Homes a long time ago	per pupil	£3.00	No
Educational Sessions - Textiles: Weaving and Dyeing	per pupil	£3.00	No
Educational Sessions - SEN sessions (min £60)	per head	£3.00	No

## Astley Hall – Hire

Type of Fee	Unit of Charge	Charge per Unit	VAT
Astley Hall Hire - Non-Profit	per hire	£360.00	Inc.
Astley Hall Hire - Commercial	per hire	£480.00	Inc.
Astley Hall Hire - Large/late event surcharge after 10pm	per hour	£110.00	Inc.

**Astley Hall – Wedding Ceremonies**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Wedding Ceremonies - Dining Room - Mon-Fri (all year round)	per ceremony	£690.00	Inc.
Wedding Ceremonies - Great Hall - Mon-Fri (all year round)	per ceremony	£875.00	Inc.
Wedding Ceremonies - Conference Room - Mon-Fri (all year round)	per ceremony	£590.00	Inc.
Wedding Ceremonies - Dining Room - Weekend (low season)	per ceremony	£715.00	Inc.
Wedding Ceremonies - Great Hall - Weekend (low season)	per ceremony	£895.00	Inc.
Wedding Ceremonies - Conference Room -Weekend (low season)	per ceremony	£615.00	Inc.
Wedding Ceremonies - Dining Room - Weekend (high season)	per ceremony	£955.00	Inc.
Wedding Ceremonies - Great Hall - Weekend (high season)	per ceremony	£1,050.00	Inc.
Wedding Ceremonies - Conference Room -Weekend (high season)	per ceremony	£855.00	Inc.
Baby Naming Ceremony	per ceremony	£185.00	Inc.

**Coach House – Activity Space Room**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Activity Space Room Hire - Commercial/Individuals - half day (Mon - Fri)		£80.00	Inc.
Activity Space Room Hire - Commercial/Individuals - half day (weekend)		£100.00	Inc.
Activity Space Room Hire - Commercial/Individuals - full day (Mon - Fri)		£120.00	Inc.
Activity Space Room Hire - Commercial/Individuals - full day (weekend)		£150.00	Inc.
Activity Space Room Hire - Commercial/Individuals - evening (Mon - Fri)		£100.00	Inc.
Activity Space Room Hire - Commercial/Individuals - evening (weekend)		£125.00	Inc.
Activity Space Room Hire - Non-Profit - half day (Mon - Fri)		£40.00	Inc.
Activity Space Room Hire - Non-Profit - half day (weekend)		£50.00	Inc.
Activity Space Room Hire - Non-Profit - full day (Mon - Fri)		£60.00	Inc.
Activity Space Room Hire - Non-Profit - full day (weekend)		£75.00	Inc.
Activity Space Room Hire - Non-Profit - evening (Mon - Fri)		£100.00	Inc.
Activity Space Room Hire - Non-Profit - evening (weekend)		£125.00	Inc.

**Coach House – Conference Room Hire**

<b>Type of Fee</b>	<b>Unit of Charge</b>	<b>Charge per Unit</b>	<b>VAT</b>
Conference Room Hire - Commercial/Individuals - half day (Mon - Fri)		£120.00	Inc.
Conference Room Hire - Commercial/Individuals - half day (weekend)		£120.00	Inc.
Conference Room Hire - Commercial/Individuals - full day (Mon - Fri)		£180.00	Inc.
Conference Room Hire - Commercial/Individuals - full day (weekend)		£180.00	Inc.
Conference Room Hire - Commercial/Individuals - evening (Mon - Fri)		£100.00	Inc.
Conference Room Hire - Commercial/Individuals - evening (weekend)		£125.00	Inc.
Conference Room Hire - Non-Profit - half day (Mon - Fri)		£60.00	Inc.
Conference Room Hire - Non-Profit - half day (weekend)		£60.00	Inc.
Conference Room Hire - Non-Profit - full day (Mon - Fri)		£120.00	Inc.
Conference Room Hire - Non-Profit - full day (weekend)		£120.00	Inc.
Conference Room Hire - Non-Profit - evening (Mon - Fri)		£100.00	Inc.
Conference Room Hire - Non-Profit - evening (weekend)		£125.00	Inc.

# Lancastrian Suite

Lancastrian Suite	Monday - Friday	Weekend	Vatable
Daytime (max 4 hours)	£150.00	£200.00	Inc.
Evening to 1am (max 7 hours)	£250.00	£325.00	Inc.
Full Day (max 8 hours)	£250.00	£350.00	Inc.
Additional Hour - Daytime (8.30am to 5pm)	£37.50	£50.00	Inc.
Additional Hour - Evening	£36.00	£48.00	Inc.
Additional Lancastrian Attendants (2 included) - up to 8pm	£8.00	N/A	Inc.
Additional Lancastrian Attendants (2 included) - 8pm to midnight	£11.00	N/A	Inc.
Additional Lancastrian Attendants (2 included) - Saturday	N/A	£12.00	Inc.
Additional Lancastrian Attendants (2 included) - Sunday	N/A	£16.00	Inc.
Door Person (per hour)	£13.50	£13.50	Inc.
Bar	£65.00	£65.00	Inc.
Set-up Charges	£30.00	£30.00	Inc.
Tea/coffee/cordial (per cup)	£0.50	£0.50	Inc.
Biscuits (per box)	£7.00	£7.00	Inc.
Fresh Orange Juice (per jug)	£2.50	£2.50	Inc.
Water cooler water (per container)	£13.00	£13.00	Inc.

# Markets

## Flat Iron Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
6 x 3 Double Gazebo	Per Day	£30.00	Inc.
3 x 3 Double Gazebo	Per Day	£25.00	Inc.
3 x 3 Half Gazebo	Per Day	£20.00	Inc.
5 x 5 Vehicle Pitch	Per Day	£35.00	Inc.

## Food & Craft Street Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
3 x 3 Half Gazebo	Per Day	£20.00	Inc.

## Covered Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
Peak Day (Tuesday & Saturday)	Per Day	£25.00	Inc.
Off Peak (Thursday & Friday)	Per Day	£22.50	Inc.
6 x 3 Double Gazebo	Per Day	£30.00	Inc.
3 x 3 Double Gazebo	Per Day	£20.00	Inc.

## Flea Market

Type of Fee	Unit of Charge	Charge per Unit	VAT
Monday (single table)	Per Day	£9.20	Inc.
Monday (additional tables)	Per Day	£6.80	Inc.

## Advertising

Type of Fee	Unit of Charge	Charge per Unit	VAT
A4 Snapshut (individual)	Per Month	£3.00	Inc.
A4 Snapshut (4 frames)	Per Month	£10.00	Inc.
Slatwall Panel	Per Week	£5.40	Inc.

## Other Charges

Type of Fee	Unit of Charge	Charge per Unit	VAT
New Registration Fee	Each	£5.00	Inc.
Licence Amendment Fee	Each	£5.00	Inc.
Build out Charge	Per m2 per day	£1.15	Inc.
Transfer of licence fee	Each	£260.00	Inc.
Administration Fee (per letter)	Per Letter	£15.50	Inc.

# Parking

## Off- Street Parking Fees

	One Hour	Two Hours	Three Hours	Four Hours	All Day	VAT
Flat Iron	£0.50	£1.00	2 hours max	2 hours max	2 hours max	Inc.
Short Stay	Free	£1.00	£1.00	3 hours max	3 hours max	Inc.
Long Stay	Free	Free	Free	£1.00	£3.50	Inc.

## Free Parking

	Monday to Friday	Saturday	Sunday & Bank Holiday
Flat Iron	After 5pm	After 1pm - 2 hour max	All day but 2 hour max from 8am - 5pm
Short Stay	After 5pm	After 1pm	All Day
Long Stay	After 5pm	After 1pm	All Day

## Off –Street Parking Permits

Type of Fee	Unit of Charge	Charge per Unit	VAT
Long-Stay Parking Permit	6 months	£160.00	Inc.
Long-Stay Parking Permit	12 months	£300.00	Inc.



# Waste and Recycling

Type of Fee	Unit of Charge	Charge per Unit	VAT
Civic Amenity Collection (Bulky Waste) - up to 5 items	up to 5 items	£31.50	No
Civic Amenity Collection (Bulky Waste) - 1 bulky item	1 item	£17.50	No
Waste Electrical and Electronic Equipment		Free of Charge	
Green Wheeled Bin for New Property and New Occupiers (residual waste)	Per bin	£44.50	No
Additional bin following waste audit (including delivery)	Per bin	£71.50	No
Garden Waste Collection	Per bin per year	£30.00	No
Replacement/additional Bins and Containers	Per bin	£30.00	No

# Other Fees and Charges

## Environmental Health

Type of Fee	Unit of Charge	Charge per Unit	VAT
Copy of EPA Public Register (Commercial)	Each	£71.50	Inc.
(a)Private Water Supply Analysis: Basic Parameters	Each	£135.50	No
(b)Private Water Supply Analysis: Coliform Parameters Only	Each	£80.50	No
Provision of Environmental Information (Commercial) / Contaminated Land Enquiries	Each	£72.00	No

## RADAR Key

Type of Fee	Unit of Charge	Charge per Unit	VAT
RADAR scheme key	Each	£3.00	Inc.

## Allotments

Type of Fee	Unit of Charge	Charge per Unit	VAT
Allotment Rental	Per year	£45.75	No
Allotment Rental (half price concession OAP/Unemployed)	Per year	£22.87	No

## Council Tax and Business Rates

Type of Fee	Unit of Charge	Charge per Unit	VAT
Council Tax Administration - recovery admin costs for summons	Each	£53.50	No
Council Tax Administration - recovery admin costs for liability orders	Each	£39.00	No
Business Rates Administration - recovery admin costs for summons	Each	£53.50	No
Business Rates Administration - recovery admin costs for liability orders	Each	£39.00	No

**Pavement Café**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Pavement Cafe Licence (Highway Amenity Licence)	Each	£306.50	No
Pavement Cafe Licence renewal/transfer	Each	£251.50	No

**Geographical Information System (street naming)**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Naming a new street	Per street	£100.00	No
Renaming of street at residents request	Per street	£100 + £25 per household	No
House naming and numbering - house name added/renamed	Per house	£25.00	No
House naming and numbering - development of 1-5 plots	Per plot	£25.00	No
House naming and numbering - development of 6-10 plots	Per plot	£20.00	No
House naming and numbering - development of 10-49 plots	Per plot	£15.00	No
House naming and numbering - development of 50+ plots	Per plot	£10.00	No
Changes to development after initial notification	Per plot	£25.00	No

**Football Pitches**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Junior Pitch (under 18's)	Per season	£200.00	Inc.
Adult Pitch at Astley Park with changing facilities & showers	Per season	£330.00	Inc.
Adult Pitch at King George's, Jubilee or Westway without changing	Per season	£210.00	Inc.
Junior Pitch (under 18's)	Per half season	£90.00	Inc.
Adult Pitch at Astley Park with changing facilities & showers	Per half season	£165.00	Inc.
Adult Pitch at King George's, Jubilee or Westway without changing	Per half season	£100.00	Inc.

# Legal Services

## Conveyancing – Freehold Property

Type of Fee	Unit of Charge	Charge per Unit	VAT
Sale of Land at Buyers Request	£100 for first £1,000 of consideration plus 3% of consideration thereafter subject to minimum of £300	£300	Nil
Deed of Covenant at third party request	5% of consideration subject to minimum of £300	£300	Nil
Deed of Release at third party request	5% of consideration subject to minimum of £300	£300	Nil
Deed of Grant at third party request	5% of consideration subject to minimum of £300	£300	Nil

## Mortgage Administration and Production Fee

Type of Fee	Unit of Charge	Charge per Unit	VAT
Redemption on early repayment (more than 12 months unexpired)	Each	£300	Nil
Redemption on expiry of term	Each	£100	Nil

## Landlord and Tenant (Commercial)

Type of Fee	Unit of Charge	Charge per Unit	VAT
New Lease – Council as Landlord	10% of annual rental subject to minimum of £500	£500	Nil
Lease Renewal	Each	£250	Nil
Rent Review	Each	£100	Nil
Licence to Assign, Sub-Let, Carry Out Alterations, Other Consents	Each	£300	Nil
Notices - General	Each	£100	Nil
Registration of New Lessees	Each	£100	Nil
Agreement to / Deed of Surrender at Tenant's request	Each	£300	Nil
Deed of Variation	Each	£300	Nil

**Other Legal Agreements**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Section 106 Agreement – Public Open Space	Each	£500	Nil
Section 106 Agreement – Affordable Housing	Each	£750	Nil
Section 106 Agreement – Public Open Space and Affordable Housing	Each	£1,000	Nil
Non-Standard Section 106 Agreement	Chargeable at Hourly Rate of £100	£100	Nil
Unilateral Undertakings	Each	£500	Nil

**Statutory Orders**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Footpath Diversion Orders – no public inquiry	Advertising plus £1,500		Nil
Footpath Diversion Orders which entail an inquiry	To be assessed in each case		Nil

**Miscellaneous Legal Charges**

Type of Fee	Unit of Charge	Charge per Unit	VAT
Photocopying of Deeds	Access Fee	£25	Nil
Other Copying	Per Page	£0.20	Nil
Sealing Fee	Each	£50	Nil

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Report of	Meeting	Date
Director of Customer & Digital (Introduced by the Executive Member for Streetscene)	Executive Cabinet	18 <sup>th</sup> January 2018

## WATER SAFETY POLICY

### PURPOSE OF REPORT

1. To formalise the Council’s procedures for risk management and water safety at council-owned water features (reservoirs, lodges, ponds).

### RECOMMENDATION(S)

2. To agree the new water safety policy in accordance with recommendations made by the council’s insurers and internal audit.

### EXECUTIVE SUMMARY OF REPORT

3. The Council’s insurers have requested the adoption of a formalised water safety policy that includes agreed procedures for risk assessment, regular inspections and management of water bodies. The Council has responsibilities under public and occupiers liability and relevant associated statutory duties.

4. In accordance with Zurich Risk Engineering UK ‘Water and Open Spaces Report’, the Council reviewed its risk management practices at water bodies and undertaken recommended improvement actions. This includes the creation of a water safety policy document.

5. The risk based approach to defining all water bodies on council owned land is now complete and the policy has been reviewed and presented to senior management team. Adoption of this policy will formalise the process of water inspections and associated risk management practices, and help to satisfy the council’s insurers and internal audit.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

### REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)

6. The Council’s insurers have requested the adoption of a formalised water safety policy that includes agreed procedures for risk assessment, regular inspections and management of water bodies.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

7. To not formally adopt the policy could leave the Council exposed to financial and reputational risk associated with claims made against the council arising from incidents at council-owned water bodies.

**CORPORATE PRIORITIES**

8 This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities	x	An ambitious council that does more to meet the needs of residents and the local area	

**BACKGROUND**

- 9. At the request of Chorley Council, in September 2013 Zurich Risk Engineering UK presented an independent external assessment of pre-agreed water and open space sites in order to provide risk management recommendations with regard to the Council’s responsibilities under public and occupiers liability and relevant associated statutory duties.
- 10. The scope of the ‘Water and Open Spaces Report’ was to focus on the facilities owned by the Council and activities carried out by the Council with particular emphasis on the Birkacre Reservoir and consider internal procedures, systems and working practices to assist in addressing potential problems before an accident or incident occurs or in defending liability claims. A detailed scoping document was generated and formally agreed with the Council on a selection of sites for inclusion in the review which consists of all the larger sites and some representative examples taken from the other categories.
- 11. The report highlighted a variety of matters that present health and safety risks and potentially could lead to injury of the public. In addition advice on the management of the facilities was provided which is reasonable, sensible and cost effective. The report should assist the Council with the risk management process to reduce the potential of public liability claims against the Council as a result of defects at these types of facilities.
- 12. The Council has undertaken the recommended improvement actions, which have been recorded on the internal audit system. This includes the creation of a water safety policy document, based upon a detailed risk assessment process and sound risk management practices. The only outstanding action is to formally adopt the new policy.

**OUTCOMES**

- 13. The risk based approach to defining all water bodies on council owned land is now complete and the policy has been reviewed and presented to senior management team. It should be noted that many of the actions in the report are already being carried out by council staff. Adoption of this policy will formalise the process of water inspections and associated risk management practices, and help to satisfy the council’s insurers and internal audit.



14. Inspection of water bodies are being carried out by Streetscene staff. Inspection frequency varies between weekly and annually and inspections are currently recorded on a paper based system but it is planned to digitise the process.

**IMPLICATIONS OF REPORT**

1. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	x	Policy and Communications	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

2. The costs to the Council of implementing the Water Safety Policy can be met within existing resources

**COMMENTS OF THE MONITORING OFFICER**

3. The approval of the policy will assist the council in demonstrating compliance with our statutory obligations and protect the Council's insurance position.

Asim Khan  
DIRECTOR OF CUSTOMER & DIGITAL

There are background papers to this report.

<b>Background Papers</b>			
<b>Document</b>	<b>Date</b>	<b>File</b>	<b>Place of Inspection</b>
Chorley Council Water Safety Policy (plus appendices)	02/09/16	<a href="#">\\cbc-us-file\Temp Storage\Water Safety Policy\Water Safety Policy documents\CBC WATER SAFETY POLICY 2016.doc</a>	<a href="#">\\cbc-us-file\Temp Storage\Water Safety Policy\Water Safety Policy documents</a>
Zurich Risk Engineering UK 'Water and Open Spaces Report'	28/07/13	<a href="#">\\cbc-us-file\Temp Storage\Water Safety Policy\Chorley BC - Water Open Spaces Report_Final Report 28072014.pdf</a>	<a href="#">\\cbc-us-file\Temp Storage\Water Safety Policy\Water Safety Policy documents</a>
'Water and Open Spaces Report'	05/02/16	<a href="#">\\cbc-us-file\Temp Storage\Water Safety Policy\Chorley BC - Water and Open Spaces Review FEB 16 - final.pdf</a>	<a href="#">\\cbc-us-file\Temp Storage\Water Safety Policy\Water Safety Policy documents</a>

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Doug Cridland	5661	14 December 2017	***

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