

# Public Document Pack



## RUSHMOOR BOROUGH COUNCIL

### CABINET

*at the Council Offices, Farnborough on  
Tuesday, 15th November, 2016 at 7.00 pm  
in Concorde Room, Council Offices, Farnborough*

To:

Councillor D.E. Clifford, Leader of the Council  
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and Regulation  
Portfolio

Councillor Sue Carter, Leisure and Youth Portfolio  
Councillor Barbara Hurst, Health and Housing Portfolio  
Councillor G.B. Lyon, Concessions and Community Support Portfolio  
Councillor P.G. Taylor, Corporate Services Portfolio  
Councillor M.J. Tennant, Environment and Service Delivery Portfolio

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## A G E N D A

1. **MINUTES** – (Pages 1 - 4)

To confirm the Minutes of the Meeting held on 18th October, 2016 (copy attached).

2. **FINANCIAL MATTERS –**  
(Corporate Services)

(1) **REVENUE BUDGET MONITORING AND FORECASTING 2016/17 -  
POSITION AT OCTOBER, 2016 –** (Pages 5 - 18)

To consider the Head of Financial Services' Report No. FIN1622 (copy attached), which sets out the Council's anticipated financial position for 2016/17 based on the monitoring exercise carried out in October, 2016.

(2) **CAPITAL PROGRAMME MONITORING AND FORECASTING 2016/17 -  
POSITION AT OCTOBER, 2016 –** (Pages 19 - 26)

To consider the Head of Financial Services' Report No. FIN1623 (copy attached), which sets out the Council's position regarding the Capital Programme for 2016/17 based on the monitoring exercise carried out during October, 2016.

3. **METHODOLOGY FOR THE ANNUAL REVIEW OF FEES AND CHARGES –**  
(Pages 27 - 96)  
(Corporate Services)

To consider the Head of Financial Services' Report No. FIN1624 (copy attached), which proposes a methodology to be applied in relation to the setting of the levels of fees and charges for Council services.

4. **CAPITAL GRANTS TO REGISTERED PROVIDERS OF SOCIAL HOUSING –**  
(Pages 97 - 102)  
(Health and Housing)

To consider the Head of Environmental Health and Housing's Report No. EHH1622 (copy attached), which proposes changes in respect of the provision of grant assistance given to registered providers of social housing.

5. **SAVINGS AND EFFICIENCIES IN DEVELOPMENT MANAGEMENT –** (Pages 103 - 112)  
(Business, Safety and Regulation)

To consider the Head of Planning's Report No. PLN1642 (copy attached), regarding proposals to deliver savings and efficiencies in the Development Management process in Planning.

6. **BUILDING CONTROL FINANCIAL STATEMENT 2015/16 –** (Pages 113 - 120)  
(Business, Safety and Regulation)

To consider the Head of Planning's Report No. PLN1638 (copy attached), which seeks approval of the financial statement for the Building Control Service for 2015/16.

7. **ARTICLE 4 DIRECTION FOR EMPLOYMENT LAND** – (Pages 121 - 150)  
(Environment and Service Delivery)

To consider the Head of Planning's Report No. PLN1637 (copy attached), which sets out a proposal to introduce the use of an Article 4 Direction Order for employment land within the Borough.

8. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND** – (Pages 151 - 156)  
(Environment and Service Delivery)

To consider the Head of Community and Environmental Services' Report No. COMM1625 (copy attached), which sets out details of applications for grants from the Farnborough Airport Community Environmental Fund.

9. **MANOR PARK PLAYGROUND - RENEWAL** – (Pages 157 - 158)  
(Leisure and Youth)

To consider the Head of Community and Environmental Services' Report No. COMM1623 (copy attached), regarding a proposal to provide a new playground at Manor Park, Aldershot.

10. **APPOINTMENT OF CHIEF EXECUTIVE - NEXT STEPS** – (Pages 159 - 162)  
(Corporate Services)

To consider the Chief Executive's Report No. CEX1605 (copy attached), regarding a proposed process for the appointment of a new Chief Executive.

11. **RESOURCING PRIORITIES AND INTRODUCTION OF MUTUALLY AGREED RESIGNATION SCHEME** – (Pages 163 - 172)  
(Corporate Services)

To consider the Directors' Management Board's Report No. DMB1605 (copy attached), regarding proposals for additional staff resources to focus on areas of priority work and the introduction of a Mutually Agreed Resignation Scheme.

12. **INDEMNITIES FOR SENIOR OFFICERS IN RESPECT OF SIGNING CONTRACT CERTIFICATES UNDER THE LOCAL GOVERNMENT (CONTRACTS) ACT 1997** – (Pages 173 - 176)  
(Corporate Services)

To consider the Solicitor to the Council's Report No. LEG1614 (copy attached), regarding a proposal to provide indemnities for senior officers in respect of signing contract certificates under the Local Government (Contracts) Act 1997.

13. **EXCLUSION OF THE PUBLIC** –

To consider resolving:

That, subject to the public interest test, the public be excluded from this meeting during the discussion of the undermentioned items to avoid the disclosure of exempt

information within the paragraphs of Schedule 12A to the Local Government Act, 1972 indicated against such items:

| <b>Item Nos.</b> | <b>Schedule 12A<br/>Para. No.</b> | <b>Category</b>  |
|------------------|-----------------------------------|--|
| 14 and 15        | 3                                 | Information relating to financial or<br>business affairs |

14. **DEVELOPMENT OF A DEPOT** – (Pages 177 - 182)  
(Environment and Service Delivery)

To consider the Head of Community and Environmental Services' Exempt Report No. COMM1626 (copy attached), which provides an update on the provision of a new Council depot and sets out the costs of the construction phase.

15. **WASTE, RECYCLING, STREET CLEANSING AND GROUNDS MAINTENANCE  
CONTRACT INDEXATION** – (Pages 183 - 186)  
(Environment and Service Delivery)

To consider the Head of Community and Environmental Services' Exempt Report No. COMM1622 (copy attached), regarding the indexation of the contract over the previous two years.

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## RUSHMOOR BOROUGH COUNCIL

### CABINET

*Tuesday, 18th October, 2016 at 7.00 p.m.  
at the Council Offices, Farnborough*

Councillor D.E. Clifford (Leader of the Council)  
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and  
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)  
Councillor Barbara Hurst (Health and Housing Portfolio)  
Councillor G.B. Lyon (Concessions and Community Support Portfolio)  
Councillor P.G. Taylor (Corporate Services Portfolio)  
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **1st November, 2016**.

50. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 20th September, 2016 were confirmed and signed by the Chairman.

51. **CONTRACTOR ANNUAL SERVICE PLANS 2016/17 –**  
(Environment and Service Delivery/Leisure and Youth)

(1) **Places for People Leisure –**

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1620 and the Places for People (PfP) Leisure Service Update 2016/17. The Report advised that PfP had performed well on the contract during the previous year. PfP and the Council had continued to work in partnership on initiatives, including the Megarider bus ticket and £1 summer holiday swimming.

Duncan Mackay, the local Contract Manager, attended the meeting to present the Leisure Service Update 2016/17. It was reported that this document had been updated and renamed from previous year and now provided a more concise reflection of PfP's activities over the period. The Update reported on a number of highlights that had been achieved during 2015/16, including that Farnborough Leisure Centre had achieved an 'Excellent' Quest accreditation and Aldershot Indoor Pools had achieved a 'Good' Quest accreditation. In particular, Aldershot Lido had shown a 153% increase in visits compared to the previous year. It was felt that the introduction of a range of incentives that had been drawn up jointly with the Council and the Friends of the Aldershot Lido Group had been well received and had been factors in this improvement. It was also noted that the percentage of local people using the facility had increased. There had been around £615,000 of investment in the leisure facilities at Farnborough Leisure Centre and Aldershot Pools, including £72,000 spent on replacement IT facilities and £60,000 on the refurbishment of the children's soft play area at Farnborough Leisure Centre. PfP had used social media increasingly to contact existing and potential new customers and the company were grateful for the support of the Council's Communications Team in this respect. The main issues for 2016/17 included an upgrade to the gym at the Farnborough Leisure Centre and the launch of a new website and a wellness app.

The Cabinet welcomed the Service Update and the quality of service provided by PfP in Aldershot and Farnborough. Members considered it important that the local Clinical Commissioning Group should routinely refer clients to PfP's facilities to engage with programmes around healthier living, especially in relation to obesity. It was agreed that the Chairman of the Health and Wellbeing Partnership would be contacted in this respect. It was also requested that information collected from customers in surveys by PfP should be shared with the Council, subject to data protection considerations.

**The Cabinet RESOLVED** that the Places for People Leisure Service Update 2016/17, as set out in the Head of Community and Environmental Services' Report No. COMM1620, be endorsed.

(2) **Veolia –**

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1621 and Veolia's Annual Progress Report 2016. Members were reminded that the current contract was due to end in July 2017. Highlights in the Report included that missed bin reports had been well within target levels, litter collection had been very good and the Council's grounds had continued to be maintained to a very high standard, in particular with the annual bedding and hanging basket displays.

Rob Noble, who had taken over from John Stockings as Veolia's Contract Manager, attended the meeting to present the Progress Report. The Cabinet was advised that the recycling rate had remained steady at around 26% and that it was hoped that initiatives, such as the introduction of more recycling in relation to street cleansing, particularly in the town centres, would

lead to an increase in this rate. Members heard that 2016 had seen a decrease in the number of accidents at work and there had also been a reduction in the number of unsafe acts observed during monitoring exercises. It was explained that, were capacity allowed, Veolia would carry out duties above and beyond the requirements of the contract, such as in the carrying out of weed control in some alleyways. The company continued to support community events, such as the Victoria Day Parade in Aldershot and the Donkey Derby in Farnborough. Veolia had been working towards employees being cross training on all aspects of the contract and it was felt that this had provided a more joined up service. Initiatives for 2016/17 included the continuation of the up skilling of Veolia's staff to provide an increasingly comprehensive service to the Council and the residents of Rushmoor.

The Cabinet was satisfied at the level of service provided by Veolia under the contract and discussed many aspects of the Progress Report, including initiatives to improve recycling rates and issues around the removal of fly tipping.

**The Cabinet RESOLVED** that Veolia's Annual Progress Report 2016, as set out in the Head of Community and Environmental Services' Report No. COMM1621, be endorsed.

52. **COUNCIL TAX SUPPORT SCHEME – CONSULTATION –**  
(Concessions and Community Support)

The Cabinet considered the Head of Financial Services' Report No. FIN1621, which set out a proposal to undertake a public consultation in respect of the Council's Council Tax Support Scheme in order to inform any decision to review or amend the Scheme for the 2017/18 financial year.

Members were reminded that local authorities had been developing their own Council Tax Support Schemes since April 2013. The Council had, following a consultation exercise, introduced a number of changes to its Scheme in April 2016. These changes included increasing the minimum contribution from 8% to 10% and reducing the savings threshold from £16,000 to £6,000. It was reported that Rushmoor's Scheme had proved effective and Council Tax collection rates had remained high, although those rates had dropped by 0.4% over the previous two years. It was felt that the effect of these changes should be measured over a full year before proposing other significant alterations to the Scheme. However, it was proposed to consult in respect of relatively small changes that would keep Rushmoor's Scheme in line with Government changes to other welfare benefits. Members were informed that the Council's Welfare Reform Task and Finish Group had considered a number of options for changes as a consequence of the Government's broader changes and these were set out in the report. It was agreed to consult on an additional item relating to post graduate loans, which had been announced since the Report had been written.

**The Cabinet RESOLVED** that

- (i) the undertaking of public consultation on options around the Council's Council Tax Support Scheme, as set out in the Head of Financial Services' Report No. FIN1621 and amended at the Meeting, be approved;
- (ii) the proposals on aligning with the two dependent children rule, as set out in the Report, be included if sufficient information on the Government's plans to introduce this to other benefits is available by the commencement of the consultation exercise;
- (iii) the Head of Financial Services, in consultation with the Cabinet Member for Concessions and Community Support and following discussion with the Welfare Reform Task and Finish Group, be authorised to agree the details of the consultation paper; and
- (iv) the outcome of the consultation and any subsequent proposals be reported to the Cabinet during January 2017.

53. **PARKING STRATEGY MEMBER WORKING GROUP –**  
(Corporate Services)

The Cabinet considered the Corporate Director's Report No. CD1605 which proposed the establishment of a Member Working Group to support the delivery of the Council's new Parking Strategy.

**The Cabinet RESOLVED** that

- (i) the establishment of a Parking Strategy Member Working Group be approved;
- (ii) the Terms of Reference for the new Group, as set out in the Corporate Director's Report No. CD1605, be endorsed; and
- (iii) the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make six appointments to the Group in accordance with political representation, to include the Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) and the Chairman of the Aldershot Regeneration Group (Cr. M.L. Sheehan).

**NOTE:** Further to Resolution (iii) above, the Cabinet has endorsed an increase in the membership to seven Members (4 Conservative: 2 Labour: 1 UKIP).

The Meeting closed at 8.52 p.m.

CR. D.E. CLIFFORD  
LEADER OF THE COUNCIL

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**CABINET**  
**15 NOVEMBER 2016**

**HEAD OF FINANCIAL SERVICES**  
**REPORT NO. FIN1622**

**REVENUE BUDGET MONITORING & FORECASTING 2016/17**  
**POSITION AT OCTOBER 2016**

**SUMMARY AND RECOMMENDATIONS:**

**SUMMARY:** This report informs Members of the latest forecast of the Council's Revenue budget for 2016/17, based on the monitoring exercise carried out during October.

**RECOMMENDATION:** Members are requested to note the latest Revenue Budget monitoring position.

**1. INTRODUCTION**

1.1 This report informs Members of the Council's anticipated financial position for 2016/17, based on the monitoring exercise carried out during October 2016.

**2. BACKGROUND**

2.1 During October, budget officers carried out a regular budget monitoring exercise for their services, identifying any variations from the current approved budget that they anticipate will occur in the financial year.

2.2 The current approved budget is the Original Budget for 2016/17 as approved by Council on 25 February 2016 plus any subsequently approved supplementary estimates, virements and budget carry-forwards from 2015/16.

2.3 This information is consolidated to produce an updated forecast of the revenue position at the end of 2016/17 at Appendix A.

**3. OPENING BALANCES AND BUDGET ADJUSTMENTS**

3.1 As reported in Quarter 1, the final outturn position for 2015/16 showed a marked improvement in the general fund balance, taking the balance from the budgeted £1.492 million to £2 million, after allowing for a significant transfer to the Stability and Resilience reserve of £428,500 to provide additional mitigation against short-term fluctuations in income and expenditure.

3.2 Whilst this level of variance provided an improved starting point for 2016/17, not all of the improvement resulted from on-going permanent reductions in net spend as opposed to one-off occurrences. The budget challenge exercise carried out by the Directors' Management Board sought to address this by identification of

realisable, permanent savings to be reflected in the budget for 2016/17, thereby lessening the extent of future variances at each subsequent year-end.

- 3.3 That exercise identified £357,000 of net reductions (a combination of both reduction in expenditure headings and increases in income budgets) that have now been removed from the 2016/17 budget. This net reduction has been set against the £860,000 savings originally required in the current year, leaving around £503,000 to be achieved during 2016/17 (before any variances reported for the current year).
- 3.4 The other key factor in improving the outturn position for 2015/16 was the reduced levy payable to government on growth in business rates. Business Rates income for 2015/16 declined largely due to a significant award of Part-Occupational relief and an increase in the provision for appeals against business rate valuations. As the growth in rates income above the baseline was less than estimated, so too was the 50% levy payable on this growth. However, it must be noted that the reduction in business rates income is yet to flow through to the general fund as this is reported through the collection fund surplus or deficit in future years.
- 3.5 As indicated in paragraph 2.2, the current approved budget includes carry-forwards of unspent budgets from 2015/16 of £176,000, of which £85,000 is to be met from grants received in prior years, with the remainder being funded from underspends in 2015/16, which were set aside in an earmarked reserve. This means that this expenditure will have no effect on balances in the current year.
- 3.6 A number of supplementary estimates have been approved for both income and expenditure during the first quarter of 2016/17 resulting in a net increase of £74,780 as set out in Appendix B. This figure is lower than reported in Quarter 1, largely due to a reduction in budgets now that the shared Building Control Partnership budgets have been agreed with Hart District Council.
- 3.7 A number of virements have also been requested in the first half of the current year, all of which simply move costs between detailed budget lines or between cost centres in order to improve budget management.

#### **4 REPORTED VARIANCES**

- 4.1 As part of the overall budget for 2016/17, and in order for the Council to maintain a sound position, savings and efficiencies of £860,000 were required for the year, in addition to staff turnover savings of £315,000.
- 4.2 The target of £860,000 has already been reduced by the £357,000 identified during the budget challenge exercise, leaving £503,000 to be achieved.
- 4.3 In this second quarter monitoring exercise, budget officers have identified a net underspend of approximately £534,000 against their non-salary budgets which includes additional income from 8-Point Plan projects of £476,000. The majority of this additional income will be realised through rental returns on the acquisition of commercial property, a key project within the 8-point plan. The Council has had considerable success in delivering this important project, which will see approximately £950,000 of gross income delivered to the general fund from

approved acquisitions to date.

- 4.4 Significant adverse variances continue to be reported within the Environment and Service Delivery portfolio, for off-street parking, including £203,000 on smartcard sales and £63,000 for pay and display income. However, there has been a marked improvement in the previously reported variance in relation to Penalty Charge Notices. In the last quarter, estimates reflected recruitment and retention problems and indicated a shortfall of £114,000 for the year – this has now been revised upward to a shortfall of just £13,000.
- 4.5 Within the Business, Safety and Regulation portfolio, variances reported for markets and car-boot sales have also been revised upwards. At its meeting in September, Cabinet approved amendments to the pricing and service operation to bring the service back on track by 2017/18.
- 4.6 Some of the variances identified within services by budget holders will be offset by changes to the level of transfers to or from reserves. For example, the income reported by services in respect of SANG contributions of £239,000 will be transferred to a reserve to support management of the greenspace over the longer-term. There will also be a greater drawdown on other reserves and grants to support applicable costs within services, of an additional £55,000.
- 4.7 Estimates for interest receivable have been reduced in part due to the reduction in rate of return on our property fund, which has fallen slightly since the UK's decision to exit the European Union, although it should be noted that returns are still significant at around 4.88%. The use of funds for commercial property acquisition and other capital schemes also impacts on the funds available for investment and therefore reduces the overall interest received during the year. This has resulted in a total reported variance of £82,000.
- 4.8 In addition, the increased size of the capital programme for 2016/17 as discussed in report no. FIN1623 later on this agenda, will result in the Council needing to borrow funds during the year with estimated costs of £12,000. This figure is lower than previously reported due to the exceptionally low interest rates the Council has been able to access for short-term borrowing from other Local Authorities.
- 4.9 Other variances reported in the current quarter for corporate income and expenditure relate to income from advertising and for feed-in tariffs from photovoltaic cells installed on Council-owned buildings (£22,000). However, an unfavourable variance is also reported in relation to an increase in the provision for doubtful debts and some adjustments to debtors following the recent external audit. These create an unfavourable variance of £126,000.
- 4.10 Additional grants have been received of around £54,000 while once again the operation of the business rates retention scheme has resulted in a favourable variance of £111,000. This has arisen for the same reasons as reported in 2015/16 i.e. while business rates estimates are falling against the original budget, this cannot be reported in the current year but will be shown in subsequent years' deficit figures. In the meantime, the reduction in expected levy payment (50% of growth achieved in the year) has to be shown in the year in which it is incurred. This misleading position pushes balances up again in the current year with the certain knowledge of a shortfall to be found in future years.

- 4.11 The staff monitoring exercise has identified a net projected underspend of £160,000 from turnover savings, based on existing or known up-coming vacancies, recruitment above or below estimated pay points, entry into pension scheme etc. which would normally suggest that the budgeted figure of £315,000 by the year end would be achieved.
- 4.12 The sum of the variances identified above is £317,000. When this is offset against the remaining saving requirement of £503,000, it can be seen that a further £186,000 saving needs to be identified and achieved in the current year.
- 4.13 The reported increase in general fund balance of £433,000 is largely due to the improved outturn position at the start of the year. This provides a buffer so that if the remaining savings were not found in the current year, the general fund balance would fall to £1.7 million, which would still be above the mid-point of the approved range.

## **5 RISKS AND RESERVES**

- 5.1 Due to the level of known financial risk, flexibility has been built into the Council's financial plans by setting aside reserves to be used to manage fluctuations in expenditure or income, to mitigate against other known risks and to support key projects such as invest-to-save schemes, which underpin the Council's 8-Point Plan for a sustainable organisation.
- 5.2 This enables the Council to weather fluctuations in its net expenditure while consideration is given to longer-term plans for meeting the funding gap. This means that actions are thought-through and well-considered rather than relying on quick fix, unsustainable solutions.
- 5.3 As has been identified above, considerable progress has been made in the implementation of income generation plans such as those from commercial property acquisition. Other income generation projects such as the in-house delivery of markets and car-boot sales have been embedded into service delivery and are being pro-actively managed to maintain significant income streams, while others such as digital advertising initiatives are being progressed over the medium-term.
- 5.4 However, unfavourable variances within existing services must be corrected if the long-term sustainability of the organisation is to be achieved. The £476,000 of on-going 8-Point Plan savings should be contributing to the overall reduction in service budgets rather than offsetting underachievement of existing income streams or additional costs.
- 5.5 In addition, the reduction in business rates estimates will require additional savings in future years. These have now been included in the updated medium-term financial forecast and revised delivery targets for the 8-Point Plan.
- 5.6 When considering the 8-Point Plan and the projects within it that need to be progressed, some consideration must be given to the resources required to complete the projects and achieve the savings in a timely manner. The plan is supported by both the Service Improvement Fund and the flexible use of capital receipts. The current estimates include a draw-down from the Stability and

Resilience reserve, which would leave the projected balance on that reserve at just over £3 million.

5.7 Other down-side risks that should be considered are:

- The playing out of the consequences of the UK's decision to leave the European Union. This may include implications for pension schemes and the Council's future contributions to the Hampshire Scheme, the value of properties including those recently purchased, the interest earned on the Council's investments or payable on its borrowings
- Risks that projects will not deliver efficiency savings to timescale
- Deterioration in income streams due to the economic climate including planning fees, parking income and rents
- The potential centralisation of land charges
- Pressure on services from demographic change
- Pressure on services due to legislative changes. For example, Welfare reform, Housing and Planning Act
- Further reductions in central government funding and risk around the continuation of New Homes Bonus in its current format
- Increasing issue of street homelessness

5.8 Up-side risk includes the fact that the current reporting shows £200,000 revenue contribution towards Improvement Grants (Disabled Facilities Grants) which are a statutory duty for the Council. For 2016/17, funding towards this from the Better Care Fund has considerably increased from £425,000 to £816,000. It is therefore very possible that the top-up usually provided from the Council's own revenue resources will not be required in the current year. Officers are monitoring the position, while working with partners to assess the likely spend in this area.

## **6 CONCLUSIONS**

- 6.1 There will always be variances reported in-year against budgets due to the Council adapting its priorities to manage inevitable changes in demand pressures and having a flexible approach to changing circumstances. While we would not want financial constraints to hamper this responsive approach, which works well for residents, the Council does need to reduce its net cost of services (by reducing costs or increasing income) to achieve financial sustainability.
- 6.2 This quarter's budget monitoring cycle includes some significant income generation as a result of projects in the 8-Point Plan, which builds towards this sustainable position.
- 6.3 In addition, the budget challenge exercise removed £357,000 of sustainable savings from the budget.
- 6.4 This provides confidence that the savings required over the medium-term are achievable, through a combination of quick wins as delivered via the budget challenge as well as longer-term changes to the delivery of services and the introduction of new income streams, which reduce net costs on an on-going basis.

- 6.5 However, we are currently experiencing a limited number of significant downturns to current income streams, which need to be addressed. In addition, the operation of the business rates retention scheme continues to cause annual fluctuations in budgets that are disjointed from their eventual effects due to the operation of the surplus/deficits on the collection fund. (It is hoped that the new 100% Business Rates Retention Scheme will address these perverse accounting rules.)
- 6.6 The current monitoring position shows general fund balances close to the top end of the range for balances at £1.966 million, assuming the achievement of an additional £186,000 of savings during the year.
- 6.7 Should the additional savings not be achieved there is flexibility within the current projections to amend the general fund balance, alongside flexibility to amend the contributions to improvement grants and the current estimated contribution from the Stability and Resilience reserve.
- 6.8 While this report provides reassurance for the current financial year, the scale of the challenge over the medium-term is considerably greater and efforts should be concentrated on moving forward the 8-Point Plan to achieve a sustainable financial future.

## **7 RECOMMENDATIONS**

Members are recommended to note the contents of the report

### **CONTACT DETAILS:**

AMANDA FAHEY

HEAD OF FINANCIAL SERVICES

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|  | Original<br>Estimate<br>2016/17<br>£000 | Current<br>Approved<br>Estimate<br>2016/17<br>£000 | Forecast<br>Outturn<br>2016/17<br>£000 |
|--|---|--|--|
| <b>PORTFOLIO EXPENDITURE</b>                     |   |  |  |
| 1 Corporate Services                             | 1,158                                   | 1,064  | 621                                    |
| 2 Environment and Service Delivery               | 3,456                                   | 3,595  | 3,846                                  |
| 3 Concessions and Community                      | 1,922                                   | 1,890  | 1,844                                  |
| 4 Health and Housing                             | 1,696                                   | 1,717  | 1,684                                  |
| 5 Business, Safety and Regulation                | 2,709                                   | 2,640  | 2,649                                  |
| 6 Leisure & Youth                                | 4,574                                   | 4,531  | 4,259                                  |
| <b>7 PORTFOLIO NET EXPENDITURE</b>               | <b>15,515</b>                           | <b>15,437</b>                                      | <b>14,903</b>                          |
| 8 Capital Accounting Charges - reversed          | (2,285)                                 | (2,285)  | (2,285)                                |
| 9 IAS 19 Pension costs - reversed                | 298                                     | 298  | 298                                    |
| <b>16 NET EXPENDITURE AFTER ADJUSTMENTS</b>      | <b>13,528</b>                           | <b>13,450</b>                                      | <b>12,916</b>                          |
| 11 Reductions in Service Costs/Income Generation | (860)                                   | (503)  | (186)                                  |
| 12 Vacancy Monitoring                            | (315)                                   | (315)  | (315)                                  |
| 13 Corporate Income and Expenditure              | (580)                                   | (580)  | (382)                                  |
| 14 Contributions to/(from) Reserves              | 136                                     | (68)   | 115                                    |
| 15 Central Government Funding                    | (6,286)                                 | (6,286)  | (6,450)                                |
| <b>16 NET TOTAL EXPENDITURE</b>                  | <b>5,623</b>                            | <b>5,698</b>                                       | <b>5,698</b>                           |
| 17 Contribution to/(from) balances               | 41                                      | (34)   | (34)                                   |
| <b>18 COUNCIL TAX REQUIREMENT</b>                | <b>5,664</b>                            | <b>5,664</b>                                       | <b>5,664</b>                           |
| <b>REVENUE BALANCES</b>                          |   |  |  |
| 19 1 April                                       | 1,492                                   | 1,492  | 2,000                                  |
| 20 General Fund Transfer                         | 41                                      | (34)   | (34)                                   |
| 21 31 March                                      | 1,533                                   | 1,458  | 1,966                                  |

## Notes:

|  |                |                |                |
|--|----------------|----------------|----------------|
| <b>13 Corporate Income and Expenditure</b>                   |                |                |                |
| Interest Receivable  | (850)          | (850)          | (768)          |
| Interest Payable   |                |                | 12             |
| Collection Fund (Surplus)/deficit - CTax                     | (91)           | (91)           | (91)           |
| Collection Fund (Surplus)/deficit - NNDR                     | 361            | 361            | 361            |
| Other corporate income and expenditure                       |                |                | 104            |
| <b>Total</b>   | <b>(580)</b>   | <b>(580)</b>   | <b>(382)</b>   |
| <b>14 Contributions to/(from) Reserve Accounts</b>           |                |                |                |
| Revenue Contributions to Capital Programme                   | 550            | 550            | 550            |
| Revenue Contributions to Improvement Grants                  | 200            | 185            | 185            |
| Transfer to CPE Surplus Account                              | 266            | 266            | 263            |
| Contributions to/(from) earmarked reserves/prior year grants | (80)           | (269)          | (83)           |
| Transfer to/(from) Stability and Resilience Reserve          | (800)          | (800)          | (800)          |
| <b>Total</b>   | <b>136</b>     | <b>(68)</b>    | <b>115</b>     |
| <b>15 Central Government Funding</b>                         |                |                |                |
| New Burdens Grant/Other non ring-fenced funding              | (46)           | (46)           | (100)          |
| New Homes Bonus  | (1,994)        | (1,994)        | (1,994)        |
| Revenue Support Grant  | (1,104)        | (1,104)        | (1,104)        |
| RBC share of rates collected                                 | (19,018)       | (19,018)       | (19,018)       |
| Tariff payable   | 15,305         | 15,305         | 15,305         |
| Levy payable   | 904            | 904            | 781            |
| S31 grants in relation to business rates                     | (333)          | (333)          |                |
| <b>Total</b>   | <b>(6,286)</b> | <b>(6,286)</b> | <b>(6,450)</b> |

Supplementary Estimates for Quarter 2 2016/17 of £74,780 are shown below:

|  |   |
|--|---|
| <p><b>Corporate Services Portfolio</b></p> <p><b>IT Application Support</b></p> <ul style="list-style-type: none"> <li>- Six month contract extension re regularising electronic data held by the authority</li> </ul> <p><b>Personnel Support</b></p> <ul style="list-style-type: none"> <li>- Hampshire Apprentice Partnership subscription</li> <li>- Training for implementation of payroll system upgrade</li> </ul> <p><b>Corporate Policy</b></p> <ul style="list-style-type: none"> <li>- Heart of Hampshire Devolution ideas (PWC to carry out further assessment of structural models, Basingstoke and Deane to procure and share costs with other Local Authorities)</li> </ul> <p><b>Legal Support</b></p> <ul style="list-style-type: none"> <li>- Preparation of landscape evidence for Hollybush Lane Planning Inquiry</li> </ul>   | <p><b>£000</b></p> <p><b>13</b></p> <p><b>2</b></p> <p><b>5</b></p> <p><b>20</b></p> <p><b>11</b></p>                 |
| <p><b>Environment and Service Delivery Portfolio</b></p> <p><b>Recycling</b></p> <ul style="list-style-type: none"> <li>- RBC contribution to the Hampshire (Project Integra) Review of Recycling Systems</li> <li>- Garden Waste Collection Service – Container Choice.</li> <li>- For the purchase of paper sacks(see line below for funding)</li> <li>- Income re new charges for single use sacks (see line above)</li> </ul> <p><b>Town Centre Management</b></p> <ul style="list-style-type: none"> <li>- Installation of high gate and railings in Union Street, Aldershot</li> <li>- Ice rink at Princes Gardens for the Christmas period (£15k expenditure, £10k income from potential ticket sales, sponsorship and hiring of Christmas huts)</li> </ul> <ul style="list-style-type: none"> <li>- Contracts Team staffing restructure for Domestic Refuse, Recycling, Street Cleansing and Abandoned Vehicles</li> </ul> | <p><b>£000</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>(5)</b></p> <p><b>7</b></p> <p><b>5</b></p> <p><b>22</b></p> |



|  |   |
|--|---|
| <p><b><i>Concessions and Community Portfolio</i></b></p> <p><b>Major Grants</b></p> <ul style="list-style-type: none"> <li>- Funding to CAB for 2016/17 to support Nepali speaking customer advisor</li> <li>- Funded from Earmarked Reserve</li> </ul> <p><b>Leisure Grants</b></p> <ul style="list-style-type: none"> <li>- Grants to Organisations – Education Attainment</li> </ul>  | <p><b>£000</b></p> <p><b>13</b></p> <p><b>(13)</b></p> <p><b>20</b></p>   |
| <p><b><i>Health and Housing Portfolio</i></b></p> <p><b>Housing Advice</b></p> <ul style="list-style-type: none"> <li>- Costs associated with setting up wet hostel</li> <li>- Grant relating to the costs associated with setting up wet hostel</li> <li>- Support of Night Shelter being run by the Vine Centre for winter 2016/17</li> </ul>  | <p><b>£000</b></p> <p><b>35</b></p> <p><b>(35)</b></p> <p><b>5</b></p>  |
| <p><b><i>Business, Safety &amp; Regulation Portfolio</i></b></p> <p><b>Public Conveniences</b></p> <ul style="list-style-type: none"> <li>- Contracts Team staffing restructure</li> </ul> <p><b>CCTV</b></p> <ul style="list-style-type: none"> <li>- Additional cameras etc at Union Street, Aldershot to assist in dealing with rough sleepers</li> </ul> <p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>- Payment to TECHStart</li> <li>- Payment to Rushmoor Schools Plus</li> </ul> <p><b>Building Control</b></p> <ul style="list-style-type: none"> <li>- Shared Building Control Service with Hart District Council</li> </ul> <p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>- Farnborough Christmas Events (DMB approved £10k however £5k met from salary savings)</li> </ul> | <p><b>£000</b></p> <p><b>1</b></p> <p><b>11</b></p> <p><b>10</b></p> <p><b>4</b></p> <p><b>(83)</b></p> <p><b>5</b></p> |
| <p><b><i>Leisure and Youth Portfolio</i></b></p> <p><b>Special Events</b></p> <ul style="list-style-type: none"> <li>- Change to fireworks event</li> </ul>  | <p><b>£000</b></p> <p><b>11</b></p>   |

## APPENDIX C

The variances identified by services during the October 2016 budget monitoring exercise and amounting to a net underspend of approximately £534,000 are shown below:

| <b>Corporate Services Portfolio</b>  | <b>£000</b> |
|--|-------------|
| <b>Industrial Estates</b>  |             |
| Additional income resulting from the purchase of the Optrex Industrial Site (part of the 8 Point Plan)                                 | (55)        |
| <b>Town Centres</b>  |             |
| Reduction on expenditure on grounds maintenance  | (10)        |
| Additional expenditure on maintaining properties in relation to recent acquisitions (part of the 8 Point Plan)                         | 19          |
| Achievement of additional income as a result of additional properties purchases (part of the 8 Point Plan)                             | (411)       |
| <b>Legal Support Service</b>   |             |
| Increase in use of temporary/specialist staff in order to accommodate staff sickness situation   | 23          |
| <b>Estates</b>   |             |
| Increase in expenditure on valuation charges   | 10          |
| <b>Council Offices</b>   |             |
| Procurement exercise carried out has resulted in a 50% reduction in the cost of boiler maintenance                                     | (11)        |
| Additional tenancy income relating to Farnborough Aerospace Consortium and Community Rehabilitation Company (part of the 8 Point Plan) | (10)        |
| Increase in income relating to HCC room hire during previous year not invoiced until current year                                      | (11)        |
| <b>I.T. Technical Services</b>   |             |
| Increase in expenditure on I.T. network software to cover cost of a number of regulatory requirements                                  | 10          |
| Other variances within this portfolio  | 3           |

| <b><i>Environment and Service Delivery Portfolio</i></b>   | <b>£000</b> |
|--|-------------|
| <b>Domestic Refuse</b>   |             |
| Additional bulky waste income  | (14)        |
| <b>Recycling</b>   |             |
| Shortfall in Material Recovery Facility income   | 47          |
| Shortfall in glass sales due to decline in value   | 21          |
| Additional green waste income  | (50)        |
| <b>Car Parks</b>   |             |
| Increase in cost of rebates for those using the Farnborough Leisure Centre due to increased usage of the car park                            | 13          |
| Reduction in payments to owners of managed car parks due to a decline in income taken at these sites   | (24)        |
| Shortfall in Pay & Display income  | 63          |
| Shortfall in smartcard sales mainly relating to a reduction in smartcard purchases by one company  | 165         |
| Reduction in smartcard purchases as the smartcard scheme ends in January 2017  | 38          |
| Additional season ticket income  | (29)        |
| <b>Parking Management</b>  |             |
| Shortfall in the penalty charge notices income due to vacant Civil Enforcement Officer posts   | 13          |
| <b>Other Highway Services</b>  |             |
| Additional temporary traffic regulation order income generation (part of the 8 Point Plan)   | (15)        |
| <b>Maintenance Team</b>  |             |
| Net income expected for skilled up projects  | (15)        |
| <b>Planning Services</b>   |             |
| Reduction in Service Level Agreement with Hart DC for Arboriculture, Conservation & Biodiversity due to decrease in number of hours provided | 12          |
| Other variances within this portfolio  | 26          |

| <b><i>Concessions and Community Portfolio</i></b>  | <b>£000</b> |
|--|-------------|
| <b>Rent Allowances</b>   |             |
| Reduction in rent allowance payments of around £1m due to refinement of caseload and benefit calculation changes, offset by directly related government grant reduction. | (11)        |
| Increase in contributions for costs relating to Parliamentary and PCC elections  | (17)        |
| Other variances within this portfolio  | (18)        |

| <b><i>Health and Housing Portfolio</i></b>  | <b>£000</b> |
|---|-------------|
| <b>Housing Advice</b>   |             |
| Reduction in costs related to housing issues, coupled with increased income in relation to accrual related to previous financial year | (15)        |
| <b>Houses in Multiple Occupation</b>  |             |
| Additional income for renewal of HMO's in current year  | (18)        |

| <b><i>Business, Safety and Regulation Portfolio</i></b>  | <b>£000</b> |
|--|-------------|
| <b>Development Control</b>   |             |
| Favourable variance in relation to S106 administration charges   | (10)        |
| Favourable variance in relation to a number of large planning applications                                     | (50)        |
| <b>Building Control</b>  |             |
| Reappraisal of external income expected to be received in the year relating to shared Building Control service | 19          |
| <b>Crematorium</b>   |             |
| Additional income from cremation fees  | (50)        |
| <b>Markets and Car Boot Sales</b>  |             |
| Shortfall in car boot income, together with additional casual staffing and other expenditure                   | 86          |
| Other variances within this portfolio  | 15          |

| <b>Leisure and Youth Portfolio</b>   | <b>£000</b> |
|--|-------------|
| <b>Lido and all Weather Pitches</b>  |             |
| Lido profit share with Places for People   | (20)        |
| <b>Community Leisure</b>   |             |
| External contribution towards project costs carried out by Community Development team                              | (13)        |
| <b>Parks and Recreation Grounds</b>  |             |
| Developers income received for Southwood Woodlands SANG *  | (89)        |
| Developers income received for Rowhill SANG *  | (150)       |
| <i>* (These SANG receipts will be transferred to the SANG earmarked reserve from the general fund at year end)</i> |             |

| <b>All Portfolios</b>                                 | <b>£000</b> |
|---|-------------|
| Total Non-Salary Portfolio Variances (all Portfolios) | (533)       |
| <b>Of which:</b>                                      |             |
| 8 Point Plan Variances                                | (476)       |
| Other Variances                                       | (57)        |

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CABINET  
15 NOVEMBER 2016

HEAD OF FINANCIAL SERVICES  
REPORT NO. FIN1623

**CAPITAL PROGRAMME MONITORING 2016/17  
POSITION AS AT OCTOBER 2016**

**SUMMARY AND RECOMMENDATIONS:**

**SUMMARY:** This report informs Members of the latest forecast of the Council's Capital Programme for 2016/17, based on the monitoring exercise carried out during October.

**RECOMMENDATION:** Members are requested to note the latest Capital Programme monitoring position.

**1. INTRODUCTION**

- 1.1 This report informs Members of the Council's Capital Programme latest forecast for 2016/17, based on the monitoring exercise carried out during October.

**2. BACKGROUND**

- 2.1 Financial Services, in consultation with relevant budget officers, carry out regular monitoring of the Capital Programme.
- 2.2 A Portfolio summary of the overall position is shown in Appendix A.

**3. CURRENT POSITION**

- 3.1 On the 25th February 2016, the Council approved the 2016/17 Capital Programme of £8,802,000 with a clear expectation that additional approvals would be made during the year, particularly in relation to projects falling within the Council's 8-point plan or that supported strategic priorities such as regeneration of our town centres. This would allow for those projects to come forward for individual consideration once schemes were sufficiently developed and evaluated. As can be seen at Appendix A, some £15.5m expenditure has now been approved for the acquisition of commercial properties, which will return significant on-going revenue income to the Council as part of its 8-point plan for future sustainability, while £3.2m has been approved for the purchase of sites in Aldershot as part of the Council's regeneration plans.
- 3.2 These additional schemes once combined with slippage from the previous financial year (2015/16) and other additional approvals (largely for urgent repair works to Council-owned property) bring the total approved Capital Programme for 2016/17 to £34,960,000.

- 3.3 It should be noted that the size of the current year's capital programme means that the Council has now marginally reduced its investments and is also borrowing in order to maintain sufficient cash to service its capital requirements. The Q2 2016/17 revenue monitoring report (elsewhere on this agenda) reflects these changes, by way of reduced interest income and interest costs to be incurred in the current financial year.
- 3.4 Based on the October 2016 monitoring exercise, the forecast outturn for 2016/17 is expected to be £27,547,000; with a forecast shortfall of £7,413,000 against the approved Total Capital Programme of £34,960,000.
- 3.5 The major areas of slippage identified to date which are included within the net reduction in spend of £7,100,000 against the approved Capital Programme (Appendix A) are as follows:

| <b>Scheme</b>   | <b>Explanation</b>  | <b>Slippage to 2017/18 £000s</b>                          |
|---|---|---|
| <b>Activation Aldershot</b><br>Project 2 Phase 6, Aldershot Station                 | Further works have been undertaken in relation to the costing of the scheme and obtaining external funding. The entire project is unlikely to be completed until December 2017.   | <b>(1,600)</b><br><br>As reported in Q1                   |
| <b>Depot</b><br>The development of a Council-owned depot                            | Demolition works are due to take place during 2016/17 but the main build is not expected to take place until 2017/18.   | <b>(1,674)</b><br><br>((1,000) previously reported in Q1) |
| <b>Suitable Alternative Natural Greenspace (SANG)</b><br>Land purchase at Ball Hill | Due to difficulties with being able to agree the purchase of this land, it is unlikely any sale will complete in 2016/17. The amount borrowed in is now to be repaid. The Local Enterprise Partnership has however offered to ring-fence the returned funds while the Council seeks to finalise the purchase. | <b>(1,696)</b>  |
| <b>12 Arthur Street</b><br>Improvement works  | Planning consent is still to be applied therefore improvement works will not be completed in 2016/17.   | <b>(100)</b>  |
| <b>Purchase of Property for Regeneration</b><br>Union Street                        | There will be delays to the acquisition of some of these properties due to complexities in the purchase process.  | <b>(1,172)</b>  |



|  |   |              |
|--|---|--------------|
| <b>Alpine Ski Centre</b><br>Replacement toilets and viewing area | Decisions are still to be made as to what avenue to take with the works, such as where to locate the new building. Works will not be completed in 2016/17.  | <b>(64)</b>  |
| <b>Alpine Ski Centre</b><br>Slope maintenance                    | Due to delays with other projects at the Ski Centre, the slope maintenance works will not be completed in 2016/17.  | <b>(38)</b>  |
| <b>Aldershot Pool</b><br>Insulation and coating                  | Works have been completed to the interior ceiling but a more unsettled period with the weather means that the works to the roof will not be commenced until 2017/18.  | <b>(72)</b>  |
| <b>Aldershot Town Centre</b><br>Activation Aldershot             | The amount to be slipped to 2017/18 is a 5% retention which will eventually be payable to Grainger.   | <b>(75)</b>  |
| <b>Cemeteries</b><br>Repairs to Redan Road boundary wall         | Due to difficulties in getting residents' consent to do the repairs to the wall, this project will not be completed in 2016/17.   | <b>(30)</b>  |
| <b>ICT Strategy &amp; Customer First</b><br>Council website      | Other ICT projects carry a higher priority and this project will not be completed in 2016/17.   | <b>(25)</b>  |
| <b>Finance</b><br>Flexible use of capital receipts               | In 2016/17, one project is recognised as meeting the funding criteria associated with the flexible use of capital receipts budget. It is therefore anticipated that the remainder of the budget will slip into 2017/18. The use of the flexible capital receipt can be applied in the two years that follow the current year (17/18 & 18/19). | <b>(490)</b> |

3.6 The significant over/(under) spend variations to date are as follows:

| <b>Scheme</b>   | <b>Explanation</b>   | <b>Over / (Under) Spend £000s</b>     |
|---|--|---------------------------------------|
| <b>Farnborough Leisure Centre</b><br>Foyer Lift                               | Additional works have been included in the framework contractor's quote following a discussion between the contractor and the consultant.      | <b>10</b><br><br>As reported in Q1    |
| <b>Activation Aldershot</b><br>Project 2 Phase 6, Aldershot Station           | Savings have emerged as a result of the detailed design stage being completed.   | <b>(200)</b><br><br>As reported in Q1 |
| <b>Osborne Road Recreation Ground</b><br>Refurbishment                        | The project has been scaled down due to a reduction in external funding.   | <b>(16)</b>                           |
| <b>Manor Park</b><br>Playground Refurbishment                                 | The project has been scaled down from £160k to £150k due to a reduction in external funding.   | <b>(10)</b>                           |
| <b>Purchase of Commercial Property</b><br>10A Wellesley House                 | Refurbishment works prior to letting were not factored into the original budget.   | <b>52</b>                             |
| <b>Purchase of Commercial Property</b><br>20 Blackwater Way Industrial Estate | Value of works lower than anticipated.   | <b>(6)</b>                            |
| <b>Purchase of Commercial Property</b><br>168 High Street Guildford           | The full extent of the Stamp Duty Land Tax was not included in the original budget.  | <b>24</b>                             |
| <b>Purchase of Commercial Property</b><br>Dominion Road, Worthing             | The costs associated with purchasing the property were slightly over estimated.  | <b>(6)</b>                            |
| <b>Beaumont Park</b><br>Boundary Wall   | There was uncertainty when the budget was agreed how much of the materials could be reused. As a result an overspend is currently anticipated. | <b>30</b>                             |
| <b>Disabled Facilities Grants (Mandatory)</b>                                 | There will be a reduction in spend to bring in line with the Better Care Fund grant.   | <b>(176)</b>                          |

3.7 Significant projects completed by the end of Quarter 2, 2016/17 are given in the table that follows:

| <b>Scheme</b>   | <b>Amount Spent £000s</b> | <b>Variance £000s</b> |
|---|---------------------------|-----------------------|
| <b>Pyestock Crescent</b><br>Playground improvements                   | 81                        | 1                     |
| <b>Princes Hall</b><br>Main room sound system                         | 29                        | (1)                   |
| <b>Rowhill Nature Reserve</b><br>Timber structure                     | 6                         | (5)                   |
| <b>Beaumont Park</b><br>Beaumont Guards Room<br>Internal Redecoration | 11                        | (2)                   |
| <b>Crematorium</b><br>Waiting room modernisation                      | 20                        | -                     |
| <b>ICT Strategy &amp; Customer<br/>First</b><br>HR Portal             | 11                        | 1                     |

#### **4. CONCLUSIONS**

- 4.1 Slippage has been identified on several schemes and these are shown in this report, along with any other material variations.
- 4.2 The Council's 2016/17 Capital Programme is currently forecast to spend £27.6m, £18.8m above the original approved budget of £8.8m, largely due to the inclusion of significant commercial property acquisitions under the Council's 8-point plan for financial sustainability, which will provide on-going revenue income to support the Council's priorities.

#### **CONTACT DETAILS:**

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**CAPITAL PROGRAMME MONITORING SUMMARY QUARTER 2 - 2016/17**

| PORTFOLIO                       | SLIPPAGE FROM 2015/16<br>£000 | ORIGINAL BUDGET 2016/17<br>£000 | ADDITIONAL BUDGET APPROVALS 2016/17<br>£000 | TOTAL APPROVED BUDGET 2016/17<br>£000 | ACTUAL AS AT 30.09.16<br>£000 | VARIANCE<br>£000 | FORECAST SPEND 2016/17<br>£000 | FORECAST SPEND LESS APPROVED BUDGET<br>£000 | SLIPPAGE TO 2017/18<br>£000 |
|---------------------------------|-------------------------------|---------------------------------|---|---------------------------------------|-------------------------------|------------------|--------------------------------|---|-----------------------------|
| CORPORATE SERVICES              | 2,795                         | 2,117                           | 19,340                                      | 24,252                                | 15,493                        | (8,759)          | 20,832                         | (3,420)                                     | 3,483                       |
| LEISURE & YOUTH                 | 313                           | 725                             | 54  | 1,092                                 | 260                           | (832)            | 829                            | (263)                                       | 238                         |
| ENVIRONMENT & SERVICE DELIVERY  | 2,173                         | 5,119                           | 1,071                                       | 8,363                                 | 1,686                         | (6,677)          | 4,809                          | (3,554)                                     | 3,379                       |
| BUSINESS, SAFETY AND REGULATION | 0                             | 0                               | 0   | 0                                     | 0                             | 0                | 0                              | 0   | 0                           |
| HEALTH & HOUSING                | 392                           | 841                             | 20  | 1,253                                 | 429                           | (824)            | 1,077                          | (176)                                       | 0                           |
| <b>TOTAL</b>                    | <b>5,673</b>                  | <b>8,802</b>                    | <b>20,485</b>                               | <b>34,960</b>                         | <b>17,868</b>                 | <b>(17,092)</b>  | <b>27,547</b>                  | <b>(7,413)</b>                              | <b>7,100</b>                |

| Variations to Programme Approved 2016/17           | Approved By      | Date                    | £                 |
|--|------------------|-------------------------|-------------------|
| Original Budget 2016/17                            | Full Council     | 25.02.2016              | 8,802,000         |
| Flexible Use of Capital Receipts                   | Cabinet          | 29.03.2016              | 500,000           |
| Beaumont Park Wall - Emergency works and repairs   | Cabinet          | 26.04.2016              | 184,000           |
| Slippages from 2015/16                             | Cabinet          | 31.05.2016              | 5,673,000         |
| Phase 6 of the Activation Aldershot project        | Cabinet          | 31.05.2016              | 760,000           |
| Additional wheeled bins for garden waste service   | Cabinet          | 31.05.2016              | 17,000            |
| Ground Works Hawley Lane                           | DMB / Cabinet    | 21.06.2016 / 28.07.2016 | 12,000            |
| Farnborough Leisure Centre Foyer Lift              | Cabinet          | 28.06.2016              | 54,000            |
| Wellsey Site Aldershot Wet Hostel                  | Cabinet          | 28.06.2016              | 20,000            |
| Meetings and Decisions Management System           | Cabinet          | 28.06.2016              | 15,000            |
| Various regarding the development of the new depot | Cabinet          | 26.07.2016              | 98,000            |
| Purchase of Commercial Property                    | Cabinet          | 28.06.2016              | 8,694,000         |
| Purchase of Commercial Property                    | Cabinet          | 26.07.2016              | 6,311,000         |
| Purchase of Property for Regeneration              | Cabinet          | 20.09.2016              | 3,232,000         |
| Purchase of Commercial Property                    | Cabinet          | 26.07.2016              | 557,000           |
| Fan coils in the Council Chamber                   | Urgency Decision | 20.09.2016              | 31,000            |
| <b>Total Approved Budget</b>                       |                  |                         | <b>34,960,000</b> |

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CABINET

HEAD OF FINANCIAL SERVICES

15 NOVEMBER 2016

REPORT NO. FIN1624

KEY DECISION? NO

## METHODOLOGY FOR THE ANNUAL REVIEW OF FEES AND CHARGES

### SUMMARY AND RECOMMENDATIONS:

**SUMMARY:** This report sets out a methodology to be applied for each future financial year in relation to setting the level of fees and charges for the Council.

### RECOMMENDATIONS:

- (i) To approve the process set out in the report for an annual review of the Council's fees and charges
- (ii) To adopt the various methodologies attached in Appendix 1 as a basis for uplifting the Council's fees and charges
- (iii) To adopt the application of RPIx as the measure of inflation to be applied where an annual inflationary uplift is specified - to be applied from the 1st day of each financial year, based on the previous financial year's September 12-month index as published by the Office for National Statistics and
- (iv) Where an inflationary uplift has been recommended, to approve the uplifted charges for implementation from 1<sup>st</sup> April 2017.

## 1. INTRODUCTION

- 1.1 One part of the Council's 8-point plan for achieving financial sustainability centres around the Council's financial strategies. By reviewing and shaping these strategies the Council can ensure that its financial planning is aligned with its priorities and that the Council can deliver those priorities within the available financial resources. One of the projects within this section of the 8-point plan is a review of the Council's approach to setting its fees and charges.
- 1.2 This report sets out a proposed method for annual review of the Council's fees and charges and introduces a Fees and Charges booklet, showing current and proposed fees and the methodology for reviewing each type of fee or charge.

## 2. BACKGROUND

- 2.1 Previously, fees and charges have been reviewed by services and brought forward for approval by Cabinet at different times during the year. The advantages of this method are that the individual reports are reasonably detailed and have appropriate portfolio-holder consultation and support. Disadvantages are that it is difficult to view the impact of charges in total (on both the budget and on the Council's residents) and the timing of reports can mean that appropriate uplifts are not built into budget preparation at the right time, leading to on-going variance reporting throughout the year as part of the budget monitoring process.
- 2.2 In addition, there was no overview to ensure that all fees and charges were reviewed each year. While not all charges are necessarily increased every year, it is important to review them on a regular basis to ensure that they are set at an appropriate level. Fees and charges are estimated to contribute around £10.4m (or 13.15%) of the Council's gross income of £79.1m for 2016/17 – a not insignificant sum when compared to the £5.7m received from Council Tax payers, £2m from New Homes Bonus and £1.1m from Revenue Support Grant. Indeed, the importance of our own income streams will only grow in the future as some of these central funding streams decline.
- 2.3 The aim of this project was therefore to determine a methodology for bringing the review of fees and charges together, where practical, so that a more strategic approach to fee-setting could be taken.
- 2.4 Expected outcomes are:
- An annual process to review fees and charges
  - Linked to the Medium Term Financial Strategy and budget setting processes
  - Ensuring fees and charges are regularly reviewed and are set at an appropriate level and
  - Are transparent, easily found by our customers and have a clear methodology for uplift
- 2.5 The Council's Constitution provides, under its Financial Regulations, that "at least once a year the appropriate Heads of Service, in consultation with the Head of Finance, will submit proposals to Cabinet regarding fees and charges for goods and services." The proposal within this report is that in future, the reporting of changes to all fees and charges will, wherever possible, be done annually through a single document.
- 2.6 This brings the advantages of increased transparency, one single piece of work rather than multiple reports to Cabinet, consistency over which inflation indices to use and ensures all fees and charges are picked up within the review.
- 2.7 This is a developing process, so some charges have already been set for the year ahead in other reports to Cabinet, and some new charges are still



in development and will be coming forward to other Cabinet meetings. Other charges require a significant piece of work to be carried out to review fees in light of current legislation and changing case law or to satisfy government regulation. For example, Licensing charges or search fees of the Local Land Charges Register. These will be reviewed over future months with a view to incorporating into the single document in the future.

- 2.8 The booklet at Appendix 1 does not currently include pricing at our Leisure Centres, which are set by the contract but do allow Members to suggest changes through consultation with our contractors. At times, the Council may suggest reduced charges to fit with our strategic priorities to support disadvantaged groups or to encourage participation on health programmes. These and other charges may be included in future iterations of the booklet. For example, there may be new charges introduced for commercial income streams coming forward as part of the new contract for waste collection.

### **3. DETAILS OF THE PROPOSAL**

- 3.1 **General** - Work has been undertaken this year to compile a single booklet, which details all of the Council's fees and charges, the current charge, proposed charge and methodology for calculating the charge. The booklet is attached as Appendix 1.
- 3.2 The proposals take into account the Council's medium-term financial strategy, the cost of providing the services, the need to maintain reasonable charges, the rate of inflation and optimising use.
- 3.3 Some of these services do not fully recover costs, due to the concessions we offer to ensure that they are affordable and socially inclusive.
- 3.4 **Selecting an inflation rate for the Council to apply to each financial year** - The Consumer Price Index (CPI) is based on the European Harmonised Index of Consumer Prices (HICP) and its use in the UK allows for inflation comparisons between the UK and Europe. However, the UK has approved 'Brexit' and it is considered more appropriate to choose the Retail Price Index (specifically the RPIx index) to inflate the Council's fees and charges in applicable circumstances.
- 3.5 RPIx is the headline RPI index, minus changes in mortgage interest payments. Taking out mortgage repayments is an appropriate adjustment because the UK housing market plays an influential role in the wider macro-economy. Given that a significant number of householders are owner-occupiers, many of whom are repaying mortgages, changes in interest and mortgage rates can have a considerable impact on spending and the rest of the economy.
- 3.6 Any potential UK future rise in interest rates designed to reduce inflationary pressure, would push up the RPI, but not the RPIx. The effects

of the Council's fees and charges policy intentions would therefore be more suited to the selection of RPIx as its inflation index.

- 3.7 For the purposes of adequate calculation and consultation, the RPIx inflation rate applied by the Council on its fees and charges for 1st April and each successive financial year should be calculated six months in advance. For 1st April 2017 therefore the RPIx measure for 12 months in September 2016 is 2.2% (RPIx September 2016 "264.9" over September 2015 "259.3"). Increases to the majority of charges have been calculated at RPIx.
- 3.8 **Statutory charges** - Some charges are statutory or set by other bodies, over which Rushmoor has no control. These have been identified within the Fees and Charges document and have been included for information.
- 3.9 **Application of benchmarking** - In some chargeable areas, benchmarking has been used to inform whether fees and charges should be increased.
- 3.10 **Exceptions:** As mentioned earlier in this report, there are some chargeable areas which are the subject of an on-going review, including parking, licensing and land charges, and no uplift methodology or fee increase is proposed for these areas at present. Any proposals to vary charges in these areas will come forward to Cabinet as the reviews conclude. The aim will be to incorporate these charges and the agreed review method within the overall Fees and Charges booklet in the future. In addition, some areas have had recent changes to the fees, as in the case of Building Control, so it is felt that further changes are not warranted for 2017/18 and therefore no new charges for 2017/18 are proposed in the attached Appendix.
- 3.11 **Flexibility:** Some areas of pricing have been delegated in order to build in an ability to react quickly to market conditions and vary charges in response to local circumstances and competition. Both Princes Hall and Aldershot and Farnborough Markets and car boot sales have been granted this flexibility, most recently with markets and car boot sales where charges can be varied in consultation with the appropriate portfolio-holder and the Head of Financial Services. This is especially important as the Council moves towards a more commercial approach to its service provision, enabling services to become more 'fleet of foot' in adapting to changing demand and local conditions. The Booklet at Appendix 1 therefore includes the current charges but these could be subject to change at short notice. The Booklet therefore needs to be a living document that is updated by Services in response to any such amendments to pricing.
- 3.12 **Proposed annual process** – Each year, the relevant sections of the fees and charges booklet will be distributed to Heads of Service for updating, in consultation with their portfolio-holder. The service will review its charging methodology in light of market forces, changes in supply and demand, ethos for concessions, and if applicable, the need to reduce subsidies.

- 3.13 Where an inflationary uplift has been agreed as the methodology for review, the relevant inflationary index (RPIx) will be applied and any necessary rounding adjustments made to provide the final charges for the new year. Where other circumstances have changed during the year that may mean that the current methodology is no longer applicable, a new methodology will need to be proposed and approved by Cabinet. For example, an inflationary uplift may no longer be applicable if benchmarking data shows Rushmoor's charges to be significantly out of kilter with local market competition.
- 3.14 In areas where charges are being introduced for the first time, it would also be appropriate for a detailed paper to be taken to Cabinet for consideration rather than included in the annual fees and charges report for the first time. In this way, Cabinet are able to consider the detail proposal and the reason for introducing charges, maintaining the detailed consideration and the portfolio-holder engagement that are essential for the introduction of new charges. Within the individual report, however, a method for future review (e.g. RPIx or cost recovery) should be proposed. The charges and methodology can then be incorporated into the annual review and the fees and charges booklet moving forward.

## **4. IMPLICATIONS**

### **Financial and Resource Implications**

- 4.1 Where it is proposed to use an inflationary uplift as the methodology for increasing fees for 2017/18, the additional income to the Council is estimated at £33,500, which is broadly in line with the annual contribution from review of existing fees and charges shown in the current 8-point plan for financial sustainability.
- 4.2 If the methodology above is approved, the additional income will be incorporated into the draft 2017/18 budget, alongside any from other fees approved during the year by Cabinet, for example, revised Building Control fees approved during 2016/17 as part of the harmonisation of the joint service with Hart, or new fees for the licencing of scrap metal dealers that will be coming to a future Cabinet meeting.
- 4.3 In addition, collation of the fees and charges in one booklet alongside a single report should save on staff time and administration as the process beds in. It is also envisaged that the booklet will be available on the Council's website so that all fees and charges are transparently available, which will improve the service to our residents and customers and avoid 'waste' by potentially reducing the number of customer enquiries about fees and charges. It will also help in responding to FOI queries as requestors can be referred to a single source.

## 5. CONCLUSIONS

- 5.1 The review of Fees and Charges is an annual process, which links to the Medium Term Financial Strategy and contributes to the budget process. The new process has a number of advantages as set out in the report including transparency, reduced administration and a robust methodology for reviewing fees.
- 5.2 Cabinet are recommended to agree the new process for the annual review of fees and charges and to approve RPIx as the appropriate inflationary measure to use where this methodology is proposed.

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# Rushmoor's Fees and Charges

1 April 2017 – 31 March 2018

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Vat status indicators    O/S - Outside scope, EX – Exempt, S – Standard rated, Z – Zero rated

## Alcohol, entertainments & late night refreshment

Note: Legislative anomaly - All LA03 fees and charges are in-scope EUSD and subject to Provision of Services Regulations 2009: 2999 requirements. Despite this, all LA03 fees and charges are statutorily fixed.

| Temporary event notices | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|-------------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Notice                  | £21                    | Statutory charge                    | £21<br>(0%)                 | O/S           |
| Copy of notice          | £10.50                 | Statutory charge                    | £10.50<br>(0%)              | O/S           |

| Personal licences                         | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Application for grant                     | £37                    | Statutory charge                    | £37<br>(0%)                 | O/S           |
| Copy                                      | £10.50                 | Statutory charge                    | £10.50<br>(0%)              | O/S           |
| Notification of change of name or address | £10.50                 | Statutory charge                    | £10.50<br>(0%)              | O/S           |

| Premises licences and club premises certificates  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Band A  | £100                   | Statutory charge                    | £100<br>(0%)                | O/S           |
| Band B  | £190                   | Statutory charge                    | £190<br>(0%)                | O/S           |
| Band C  | £315                   | Statutory charge                    | £315<br>(0%)                | O/S           |
| Band D  | £450                   | Statutory charge                    | £450<br>(0%)                | O/S           |
| Band E  | £635                   | Statutory charge                    | £635<br>(0%)                | O/S           |
| Band D and is exclusively or primarily used for the supply and consumption of alcohol on the premises | £900                   | Statutory charge                    | £900<br>(0%)                | O/S           |
| Band E and is exclusively or primarily used for the supply and consumption of alcohol on the premises | £1905                  | Statutory charge                    | £1905<br>(0%)               | O/S           |
| Additional fee for more than 5000 people - 5,000-9,999 people   | £1000                  | Statutory charge                    | £1000<br>(0%)               | O/S           |
| Additional fee for more than 5000 people - 10,000-14,999 people                                       | £2000                  | Statutory charge                    | £2000<br>(0%)               | O/S           |
| Additional fee for more than 5000 people - 15,000-19,999 people                                       | £4000                  | Statutory charge                    | £4000<br>(0%)               | O/S           |
| Additional fee for more than 5000 people - 20,000-29,999 people                                       | £8000                  | Statutory charge                    | £8000<br>(0%)               | O/S           |

|   |        |                  |                |     |
|---|--------|------------------|----------------|-----|
| Additional fee for more than 5000 people - 30,000-39,999 people   | £16000 | Statutory charge | £16000<br>(0%) | O/S |
| Additional fee for more than 5000 people - 40,000-49,999 people   | £24000 | Statutory charge | £24000<br>(0%) | O/S |
| Additional fee for more than 5000 people - 50,000-59,999 people   | £32000 | Statutory charge | £32000<br>(0%) | O/S |
| Additional fee for more than 5000 people - 60,000-69,999 people   | £40000 | Statutory charge | £40000<br>(0%) | O/S |
| Additional fee for more than 5000 people - 70,000-79,999 people   | £48000 | Statutory charge | £48000<br>(0%) | O/S |
| Additional fee for more than 5000 people - 80,000-89,999 people   | £56000 | Statutory charge | £56000<br>(0%) | O/S |
| Additional fee for more than 5000 people - 90,000 + people  | £64000 | Statutory charge | £64000<br>(0%) | O/S |
| Minor variation of a premises licence / club premises certificate   | £89    | Statutory charge | £89<br>(0%)    | O/S |
| Provisional statement   | £315   | Statutory charge | £315<br>(0%)   | O/S |
| Vary a premises licence to specify a new premises supervisor  | £23    | Statutory charge | £23<br>(0%)    | O/S |
| Application to disapply requirement for a premises supervisor in a community premises                               | £23    | Statutory charge | £23<br>(0%)    | O/S |
| Transfer premises licence   | £23    | Statutory charge | £23<br>(0%)    | O/S |
| Interim authority notice  | £23    | Statutory charge | £23<br>(0%)    | O/S |
| Notification of interest  | £21    | Statutory charge | £21<br>(0%)    | O/S |
| Application for copy of licence or summary  | £10.50 | Statutory charge | £10.50<br>(0%) | O/S |
| Notification of change of name or address   | £10.50 | Statutory charge | £10.50<br>(0%) | O/S |
| Annual Fees -Band A   | £70    | Statutory charge | £70<br>(0%)    | O/S |
| Annual Fees -Band B   | £180   | Statutory charge | £180<br>(0%)   | O/S |
| Annual Fees -Band C   | £295   | Statutory charge | £295<br>(0%)   | O/S |
| Annual Fees -Band D   | £320   | Statutory charge | £320<br>(0%)   | O/S |
| Annual Fees- Band E   | £350   | Statutory charge | £350<br>(0%)   | O/S |
| Annual Fees - Band D and is exclusively or primarily used for the supply and consumption of alcohol on the premises | £640   | Statutory charge | £640<br>(0%)   | O/S |
| Annual Fees - Band E and is exclusively or primarily used for the supply and consumption of alcohol on the premises | £1050  | Statutory charge | £1050<br>(0%)  | O/S |



|                                    |        |                  |                |     |
|------------------------------------|--------|------------------|----------------|-----|
| Annual Fees - 5,000-9,999 people   | £500   | Statutory charge | £500<br>(0%)   | O/S |
| Annual Fees - 10,000-14,999 people | £1000  | Statutory charge | £1000<br>(0%)  | O/S |
| Annual Fees - 15,000-19,999 people | £2000  | Statutory charge | £2000<br>(0%)  | O/S |
| Annual Fees - 20,000-29,999 people | £4000  | Statutory charge | £4000<br>(0%)  | O/S |
| Annual Fees - 30,000-39,999 people | £8000  | Statutory charge | £8000<br>(0%)  | O/S |
| Annual Fees - 40,000-49,999 people | £12000 | Statutory charge | £12000<br>(0%) | O/S |
| Annual Fees - 50,000-59,999 people | £16000 | Statutory charge | £16000<br>(0%) | O/S |
| Annual Fees - 60,000-69,999 people | £20000 | Statutory charge | £20000<br>(0%) | O/S |
| Annual Fees - 70,000-79,999 people | £24000 | Statutory charge | £24000<br>(0%) | O/S |
| Annual Fees - 80,000-89,999 people | £28000 | Statutory charge | £28000<br>(0%) | O/S |
| Annual Fees - 90,000 + people      | £32000 | Statutory charge | £32000<br>(0%) | O/S |

## Allotments

| Plots   | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Plots of approx. 10 rods                                      | £41                    | * Please see comment below          | £49<br>(19.5%)              | O/S           |
| Plots of approx. 5 rods (also 10 rods without a water supply) | £29                    | * Please see comment below          | £35<br>(20.7%)              | O/S           |
| Cherrywood Road site  | £25                    | * Please see comment below          | £30<br>(20%)                | O/S           |

\* Following a review by Leisure and Youth Panel in 15/16, an increase of 20% pa was agreed for the next few years to help reduce the current subsidy of £15,000 pa. A year's notice must be given and the revised charges will come into effect in October each year

## Animal licensing

| Per year         | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|------------------|------------------------|--|-----------------------------|---------------|
| Pet shop licence | £142                   | Any increase in charges needs to be approved by Licensing and General Purpose Committee. No planned increase for 2017/18 | £142<br>(0%)                | O/S           |

|                                       |      |          |              |     |
|---------------------------------------|------|----------|--------------|-----|
| Animal boarding establishment licence | £142 | As above | £142<br>(0%) | O/S |
| Dog Breeding                          | £160 | As above | £160<br>(0%) | O/S |
| Wild Animals                          | £280 | As above | £280<br>(0%) | O/S |
| Performing Animals                    | £128 | As above | £128<br>(0%) | O/S |
| Riding establishment licence          | £280 | As above | £280<br>(0%) | O/S |

## Building control

| Building notices        | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|-------------------------|------------------------|---|-----------------------------|---------------|
| Re-Opening Closed Files | £78                    | Fees harmonised across Hart and Rushmoor in the new Partnership, during 2016. A further increase for next year would not be warranted | £78<br>(0%)                 | S             |

| Standard charges for the creation or conversion to new housing | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|---|-----------------------------|---------------|
| Full Plans Notice - Plan Charge No. of Dwellings - 1           | £336                   | Fees harmonised across Hart and Rushmoor in the new Partnership, during 2016. A further increase for next year would not be warranted | £336<br>(0%)                | S             |
| Full Plans Notice - Plan Charge No. of Dwellings - 2           | £420                   | As above  | £420<br>(0%)                | S             |
| Full Plans Notice - Plan Charge No. of Dwellings - 3           | £516                   | As above  | £516<br>(0%)                | S             |
| Full Plans Notice - Plan Charge No. of Dwellings - 4           | £600                   | As above  | £600<br>(0%)                | S             |
| Full Plans Notice - Plan Charge No. of Dwellings - 5           | £660                   | As above  | £660<br>(0%)                | S             |
| Full Plans Notice - Plan Charge No. of Dwellings – 6+          | Ring for quote         | As above  | Ring for quote              | S             |
| Full Plans Notice - Inspection Charge No. of Dwellings - 1     | £516                   | As above  | £516<br>(0%)                | S             |
| Full Plans Notice - Inspection Charge No. of Dwellings - 2     | £684                   | As above  | £684<br>(0%)                | S             |
| Full Plans Notice - Inspection Charge No. of Dwellings - 3     | £852                   | As above  | £852<br>(0%)                | S             |
| Full Plans Notice - Inspection Charge No. of Dwellings - 4     | £1032                  | As above  | £1032<br>(0%)               | S             |

|  |                   |          |                   |     |
|--|-------------------|----------|-------------------|-----|
| Full Plans Notice - Inspection Charge<br>No. of Dwellings - 5  | £1200             | As above | £1200<br>(0%)     | S   |
| Full Plans Notice - Inspection Charge<br>No. of Dwellings – 6+ | Ring for<br>quote | As above | Ring for<br>quote | S   |
| Building Notice No. of Dwellings - 1                           | £1000             | As above | £1000<br>(0%)     | S   |
| Building Notice No. of Dwellings - 2                           | £1200             | As above | £1200<br>(0%)     | S   |
| Building Notice No. of Dwellings - 3                           | £1600             | As above | £1600<br>(0%)     | S   |
| Building Notice No. of Dwellings - 4                           | £1900             | As above | £1900<br>(0%)     | S   |
| Building Notice No. of Dwellings - 5                           | £2200             | As above | £2200<br>(0%)     | S   |
| Building Notice No. of Dwellings – 6+                          | Ring for<br>quote | As above | Ring for<br>quote | S   |
| Regularisation No. of Dwellings - 1                            | £975              | As above | £975<br>(0%)      | O/S |
| Regularisation No. of Dwellings - 2                            | £1267             | As above | £1267<br>(0%)     | O/S |
| Regularisation No. of Dwellings - 3                            | £1560             | As above | £1560<br>(0%)     | O/S |
| Regularisation No. of Dwellings - 4                            | £1852             | As above | £1852<br>(0%)     | O/S |
| Regularisation No. of Dwellings - 5                            | £2145             | As above | £2145<br>(0%)     | O/S |
| Regularisation No. of Dwellings – 6+                           | Ring for<br>quote | As above | Ring for<br>quote | O/S |

| <b>Domestic extensions to a single building</b>   | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>  | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|---|------------------------------------|----------------------|
| Single storey extension floor area not exceeding 10m <sup>2</sup> Full plan notices - plan charge                                   | £200                          | Fees harmonised across Hart and Rushmoor in the new Partnership, during 2016. A further increase for next year would not be warranted | £200<br>(0%)                       | S                    |
| Single storey extension floor area not exceeding 10m <sup>2</sup> Full plan notices - inspection charge                             | £274                          | As above  | £274<br>(0%)                       | S                    |
| Single storey extension floor area not exceeding 10m <sup>2</sup> Building Notice   | £580                          | As above  | £580<br>(0%)                       | S                    |
| Single storey extension floor area not exceeding 10m <sup>2</sup> Regularisation  | £680                          | As above  | £680<br>(0%)                       | O/S                  |
| Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Full plan notices - plan charge | £200                          | As above  | £200<br>(0%)                       | S                    |
| Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding   | £402                          | As above  | £402<br>(0%)                       | S                    |

|  |       |          |               |     |
|--|-------|----------|---------------|-----|
| 40 m <sup>2</sup> Full plan notices - inspection charge  |       |          |               |     |
| Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Building Notice                              | £740  | As above | £740<br>(0%)  | S   |
| Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Regularisation                               | £840  | As above | £840<br>(0%)  | O/S |
| Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notices - plan charge             | £200  | As above | £200<br>(0%)  | S   |
| Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notices - inspection charge       | £570  | As above | £570<br>(0%)  | S   |
| Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Building Notice                             | £930  | As above | £930<br>(0%)  | S   |
| Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Regularisation                              | £1030 | As above | £1030<br>(0%) | O/S |
| Two storey extension floor area not exceeding 40m <sup>2</sup> Full plan notices - plan charge   | £200  | As above | £200<br>(0%)  | S   |
| Two storey extension floor area not exceeding 40m <sup>2</sup> Full plan notices - inspection charge   | £488  | As above | £488<br>(0%)  | S   |
| Two storey extension floor area not exceeding 40m <sup>2</sup> Building Notice   | £840  | As above | £840<br>(0%)  | S   |
| Two storey extension floor area not exceeding 40m <sup>2</sup> Regularisation  | £940  | As above | £940<br>(0%)  | O/S |
| Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup> Full plan notices - plan charge       | £200  | As above | £200<br>(0%)  | S   |
| Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup> Full plan notices - inspection charge | £745  | As above | £745<br>(0%)  | S   |
| Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup> Building Notice                       | £1100 | As above | £1100<br>(0%) | S   |
| Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup> Regularisation                        | £1200 | As above | £1200<br>(0%) | O/S |
| Loft conversion that does not include the construction of a dormer Full plan notices - plan charge   | £200  | As above | £200<br>(0%)  | S   |
| Loft conversion that does not include the construction of a dormer Full plan notices - inspection charge   | £316  | As above | £316<br>(0%)  | S   |

|   |      |          |              |     |
|---|------|----------|--------------|-----|
| Loft conversion that does not include the construction of a dormer Building Notice  | £640 | As above | £640<br>(0%) | S   |
| Loft conversion that does not include the construction of a dormer Regularisation   | £740 | As above | £740<br>(0%) | O/S |
| Loft conversion that includes the construction of a dormer Full plan notices - plan charge  | £200 | As above | £200<br>(0%) | S   |
| Loft conversion that includes the construction of a dormer Full plan notices - inspection charge  | £402 | As above | £402<br>(0%) | S   |
| Loft conversion that includes the construction of a dormer Building Notice  | £740 | As above | £740<br>(0%) | S   |
| Loft conversion that includes the construction of a dormer Regularisation   | £840 | As above | £840<br>(0%) | O/S |
| Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup> Full plan notices - plan charge       | £200 | As above | £200<br>(0%) | S   |
| Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup> Full plan notices - inspection charge | £230 | As above | £230<br>(0%) | S   |
| Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup> Building Notice                       | £520 | As above | £520<br>(0%) | S   |
| Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup> Regularisation                        | £620 | As above | £620<br>(0%) | O/S |
| Conversion of a garage to a dwelling to a habitable room(s) Full plan notices - plan charge   | £200 | As above | £200<br>(0%) | S   |
| Conversion of a garage to a dwelling to a habitable room(s) Full plan notices - inspection charge   | £188 | As above | £188<br>(0%) | S   |
| Conversion of a garage to a dwelling to a habitable room(s) Building Notice   | £440 | As above | £440<br>(0%) | S   |
| Conversion of a garage to a dwelling to a habitable room(s) Regularisation  | £540 | As above | £540<br>(0%) | O/S |
| Underpinning, less than £25,000 - Fixed price Full plan notices - plan charge   | £250 | As above | £250<br>(0%) | S   |
| Underpinning, less than £25,000 - Fixed price Full plan notices -   | £0   | As above | £0<br>(0%)   | S   |

|   |      |          |              |     |
|---|------|----------|--------------|-----|
| inspection charge   |      |          |              |     |
| Underpinning, less than £25,000 - Fixed price Building Notice   | £250 | As above | £250<br>(0%) | S   |
| Underpinning, less than £25,000 - Fixed price Regularisation  | £350 | As above | £350<br>(0%) | O/S |
| Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Full plan notices - plan charge   | £200 | As above | £200<br>(0%) | S   |
| Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Full plan notices - inspection charge   | £0   | As above | £0<br>(0%)   | S   |
| Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Building Notice   | £200 | As above | £200<br>(0%) | S   |
| Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Regularisation  | £300 | As above | £300<br>(0%) | O/S |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Full plan notices - plan charge       | £160 | As above | £160<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Full plan notices - inspection charge | £0   | As above | £0<br>(0%)   | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Building Notice                       | £160 | As above | £160<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - Estimated cost less than £1000 Regularisation                        | £260 | As above | £260<br>(0%) | O/S |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £1001-£5000 Full plan notices - plan charge                          | £200 | As above | £200<br>(0%) | S   |

|  |      |          |              |     |
|--|------|----------|--------------|-----|
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £1001-£5000 Full plan notices - inspection charge     | £0   | As above | £0<br>(0%)   | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £1001-£5000 Building Notice                           | £200 | As above | £200<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £1001-£5000 Regularisation                            | £300 | As above | £300<br>(0%) | O/S |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Full plan notices - plan charge       | £180 | As above | £180<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Full plan notices - inspection charge | £140 | As above | £140<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Building Notice                       | £320 | As above | £320<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £5001 - £25 000 Regularisation                        | £420 | As above | £420<br>(0%) | O/S |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Full plan notices - plan charge     | £180 | As above | £180<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to  | £250 | As above | £250<br>(0%) | S   |

|  |      |          |              |     |
|--|------|----------|--------------|-----|
| the building of an extension no additional charge) - £25 001 - £50 000 Full plan notices - inspection charge   |      |          |              |     |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Building Notice                       | £430 | As above | £430<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £25 001 - £50 000 Regularisation                        | £530 | As above | £530<br>(0%) | O/S |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Full plan notices - plan charge       | £180 | As above | £180<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Full plan notices - inspection charge | £400 | As above | £400<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Building Notice                       | £600 | As above | £600<br>(0%) | S   |
| Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) - £50 001 - £75 000 Regularisation                        | £700 | As above | £700<br>(0%) | O/S |
| Window Replacement - Up to 4 Full plan notices - plan charge   | £120 | As above | £120<br>(0%) | S   |
| Window Replacement - Up to 4 Full plan notices - inspection charge   | £0   | As above | £0<br>(0%)   | S   |
| Window Replacement - Up to 4 Building Notice   | £120 | As above | £120<br>(0%) | S   |
| Window Replacement - Up to 4 Regularisation  | £220 | As above | £220<br>(0%) | O/S |
| Window Replacement - 5 to 20 Full plan notices - plan charge   | £200 | As above | £200<br>(0%) | S   |



|   |      |          |              |     |
|---|------|----------|--------------|-----|
| Window Replacement - 5 to 20 Full plan notices - inspection charge              | £0   | As above | £0<br>(0%)   | S   |
| Window Replacement - 5 to 20 Building Notice                                    | £200 | As above | £200<br>(0%) | S   |
| Window Replacement - 5 to 20 Regularisation                                     | £300 | As above | £300<br>(0%) | O/S |
| Electrical work - Any (other than rewire) Full plan notices - plan charge       | £360 | As above | £360<br>(0%) | S   |
| Electrical work - Any (other than rewire) Full plan notices - inspection charge | £0   | As above | £0<br>(0%)   | S   |
| Electrical work - Any (other than rewire) Building Notice                       | £360 | As above | £360<br>(0%) | S   |
| Electrical work - Any (other than rewire) Regularisation                        | £460 | As above | £460<br>(0%) | O/S |
| Electrical work - Rewire or new dwelling Full plan notices - plan charge        | £480 | As above | £480<br>(0%) | S   |
| Electrical work - Rewire or new dwelling Full plan notices - inspection charge  | £0   | As above | £0<br>(0%)   | S   |
| Electrical work - Rewire or new dwelling Building Notice                        | £480 | As above | £480<br>(0%) | S   |
| Electrical work - Rewire or new dwelling Regularisation                         | £580 | As above | £580<br>(0%) | O/S |

| <b>Other, Non domestic work - extensions and new build</b>  | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>  | <b>Proposed Charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|---|------------------------------------|----------------------|
| Floor area not exceeding 10m <sup>2</sup> Full plan notices - plan charge   | £200                          | Fees harmonised across Hart and Rushmoor in the new Partnership, during 2016. A further increase for next year would not be warranted | £200<br>(0%)                       | S                    |
| Floor area not exceeding 10m <sup>2</sup> Full plan notices - inspection charge                                   | £300                          | As above  | £300<br>(0%)                       | S                    |
| Floor area not exceeding 10m <sup>2</sup> Regularisation  | £500                          | As above  | £500<br>(0%)                       | O/S                  |
| Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Full plan notices - plan charge       | £200                          | As above  | £200<br>(0%)                       | S                    |
| Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Full plan notices - inspection charge | £460                          | As above  | £460<br>(0%)                       | S                    |
| Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Regularisation                        | £660                          | As above  | £660<br>(0%)                       | O/S                  |
| Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notices -                  | £200                          | As above  | £200<br>(0%)                       | S                    |

|  |      |          |              |     |
|--|------|----------|--------------|-----|
| plan charge  |      |          |              |     |
| Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notices - inspection charge | £650 | As above | £650<br>(0%) | S   |
| Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Regularisation                        | £850 | As above | £850<br>(0%) | O/S |

| All other non domestic work - alterations  | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|---|-----------------------------|---------------|
| Underpinning - Estimated cost less than £50 000 Full plan notices - plan charge  | £330                   | Fees harmonised across Hart and Rushmoor in the new Partnership, during 2016. A further increase for next year would not be warranted | £330<br>(0%)                | S             |
| Underpinning - Estimated cost less than £50 001 Full plan notices - inspection charge  | £0                     | As above  | £0<br>(0%)                  | S             |
| Underpinning - Estimated cost less than £50 002 Regularisation   | £430                   | As above  | £430<br>(0%)                | O/S           |
| Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Full plan notices - plan charge                       | £120                   | As above  | £120<br>(0%)                | S             |
| Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Full plan notices - inspection charge                 | £0                     | As above  | £0<br>(0%)                  | S             |
| Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Regularisation  | £220                   | As above  | £220<br>(0%)                |               |
| Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Full plan notices - plan charge       | £200                   | As above  | £200<br>(0%)                | S             |
| Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Full plan notices - inspection charge | £0                     | As above  | £0<br>(0%)                  | S             |
| Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Regularisation                        | £300                   | As above  | £300<br>(0%)                | O/S           |
| Renovation of a thermal element Estimated cost less than £50 000 Full plan notices - plan charge   | £200                   | As above  | £200<br>(0%)                | S             |

|  |      |          |              |     |
|--|------|----------|--------------|-----|
| Renovation of a thermal element<br>Estimated cost less than £50 001 Full<br>plan notices - inspection charge   | £0   | As above | £0<br>(0%)   | S   |
| Renovation of a thermal element<br>Estimated cost less than £50 002<br>Regularisation  | £300 | As above | £300<br>(0%) | O/S |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>Estimated cost less than £5 000 Full<br>plan notices - plan charge       | £200 | As above | £200<br>(0%) | S   |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>Estimated cost less than £5 000 Full<br>plan notices - inspection charge | £0   | As above | £0<br>(0%)   | S   |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>Estimated cost less than £5 000<br>Regularisation                        | £300 | As above | £300<br>(0%) | O/S |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>£5001 - £25 000 Full plan notices -<br>plan charge                       | £180 | As above | £180<br>(0%) | S   |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>£5001 - £25 000 Full plan notices -<br>inspection charge                 | £140 | As above | £140<br>(0%) | S   |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>£5001 - £25 000 Regularisation   | £420 | As above | £420<br>(0%) | O/S |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>£25 001 - £50 000 Full plan notices -<br>plan charge                     | £180 | As above | £180<br>(0%) | S   |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>£25 001 - £50 000 Full plan notices -<br>inspection charge               | £300 | As above | £300<br>(0%) | S   |
| Alterations not described elsewhere<br>including structural alterations and<br>installation of controlled fittings -<br>£25 001 - £50 000 Regularisation   | £580 | As above | £580<br>(0%) | O/S |

|   |      |          |              |     |
|---|------|----------|--------------|-----|
| Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Full plan notices - plan charge       | £180 | As above | £180<br>(0%) | S   |
| Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Full plan notices - inspection charge | £460 | As above | £460<br>(0%) | S   |
| Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Regularisation                        | £740 | As above | £740<br>(0%) | O/S |
| Installation of mezzanine floor up to 500m <sup>2</sup> - Fixed price Full plan notices - plan charge   | £180 | As above | £180<br>(0%) | S   |
| Installation of mezzanine floor up to 500m <sup>2</sup> - Fixed price Full plan notices - inspection charge   | £300 | As above | £300<br>(0%) | S   |
| Installation of mezzanine floor up to 500m <sup>2</sup> - Fixed price Regularisation  | £580 | As above | £580<br>(0%) | O/S |

## Camping and caravan site licence

| Camping and caravan site licence | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|----------------------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Camping and caravan site licence | Free                   |                                     | Free                        | EX            |

## Car boots and markets

*Note: Aldershot and Farnborough market charges were agreed at Cabinet on 20/09/16*

| Car boot admission  | Current charge 2016/17 | Methodology in reviewing the charge      | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Aldershot - 9am to 10am   | £3                     | No plans to raise the charge for 2017/18 | £3<br>(0%)                  | EX            |
| Aldershot -After 10 - There is no charge for children under 16, pensioners or people with disabilities    | £0.20                  | As above                                 | £0.20<br>(0%)               | EX            |
| Farnborough - 9am to 11am   | £5                     | As above                                 | £5<br>(0%)                  | EX            |
| Farnborough – after 11 - There is no charge for children under 16, pensioners or people with disabilities | £0.50                  | As above                                 | £0.50<br>(0%)               | EX            |

| <b>Car boot traders</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|-------------------------|-------------------------------|--|------------------------------------|----------------------|
| Small car               | £8                            | No plans to raise the charge for 2017/18   | £8<br>(0%)                         | EX                   |
| Large car               | £10                           | As above                                   | £10<br>(0%)                        | EX                   |
| Van                     | £12                           | As above                                   | £12<br>(0%)                        | EX                   |
| Extra trailer - small   | £5                            | As above                                   | £5<br>(0%)                         | EX                   |
| Extra trailer - large   | £10                           | As above                                   | £10<br>(0%)                        | EX                   |

| <b>Aldershot Market - per three metre pitch</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>    | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|---|------------------------------------|----------------------|
| Regular traders                                 | £35                           | Charges have been reviewed to develop markets | £25<br>(-28.6%)                    | EX                   |
| Casual traders                                  | £45                           | As above                                      | £35<br>(-22.2%)                    | EX                   |
| Rent a gazebo, for a regular trader             | £5                            | As above                                      | £2.50<br>(-50%)                    | EX                   |
| Rent a gazebo, for a casual trader              | £10                           | As above                                      | £3<br>(-70%)                       | EX                   |
| General waste bin - Regular traders             | £14                           | As above                                      | £14<br>(0%)                        | EX                   |
| General waste bin - Casual traders              | £14                           | As above                                      | £16<br>(14.3%)                     | EX                   |
| Recycling bin - Regular traders                 | £10                           | As above                                      | £10<br>(0%)                        | EX                   |
| Recycling bin - Casual traders                  | £10                           | As above                                      | £12<br>(20%)                       | EX                   |
| Electric - Regular traders                      | £1                            | As above                                      | £1<br>(0%)                         | EX                   |
| Electric - Casual traders                       | £1                            | As above                                      | £1.50<br>(50%)                     | EX                   |

| <b>Farnborough Market - per three metre pitch</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>    | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|---|------------------------------------|----------------------|
| Regular traders                                   | £35                           | Charges have been reviewed to develop markets | £32.50<br>(-7.1%)                  | EX                   |
| Casual traders                                    | £45                           | As above                                      | £42.50<br>(-5.6%)                  | EX                   |

|                                     |     |          |                 |    |
|-------------------------------------|-----|----------|-----------------|----|
| Rent a gazebo, for a regular trader | £5  | As above | £2.50<br>(-50%) | EX |
| Rent a gazebo, for a casual trader  | £10 | As above | £3<br>(-70%)    | EX |
| General waste bin - Regular traders | £14 | As above | £14<br>(0%)     | EX |
| General waste bin - Casual traders  | £14 | As above | £16<br>(14.3%)  | EX |
| Recycling bin - Regular traders     | £10 | As above | £10<br>(0%)     | EX |
| Recycling bin - Casual traders      | £10 | As above | £12<br>(20%)    | EX |
| Electric - Regular traders          | £1  | As above | £1<br>(0%)      | EX |
| Electric - Casual traders           | £1  | As above | £1.50<br>(50%)  | EX |

| Craft fayre | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|-------------|------------------------|--|-----------------------------|---------------|
| 3x3m pitch  | £20                    | No plans to raise the charge for 2017/18. Charge reflects the purpose of the fayres which is to generate an alternative offer in the towns on a break even basis | £20<br>(0%)                 | EX            |
| 4x3m pitch  | £30                    | As above   | £30<br>(0%)                 | EX            |
| 6x3m pitch  | £40                    | As above   | £40<br>(0%)                 | EX            |
| Electricity | £1                     | As above   | £1<br>(0%)                  | EX            |

## Car parks

| Birchett Road car park, Aldershot - Monday to Sunday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 6pm - Up to 1 hour  | £0.60                  | *Car parking strategy being reviewed | *                           | S             |
| 8am to 6pm - Up to 2 hours   | £1.20                  | As above                             | *                           | S             |
| 8am to 6pm - Up to 3 hours   | £1.70                  | As above                             | *                           | S             |
| 8am to 6pm - All day   | £5                     | As above                             | *                           | S             |
| 6pm to 9am   | £1                     | As above                             | *                           | S             |

| <b>Co-op car park, Aldershot - Monday to Sunday</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to 30 mins                          | £0.40                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - Up to 1 hour                           | £0.60                         | As above                                   | *                                  | S                    |
| 8am to 6pm - Up to 2 hours                          | £1.20                         | As above                                   | *                                  | S                    |
| 8am to 6pm - All day                                | £10                           | As above                                   | *                                  | S                    |
| 6pm to 8am  | £1                            | As above                                   | *                                  | S                    |

| <b>Cove Green pavilion car park, Farnborough - Monday to Sunday</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - First 30 minutes                                       | FREE                          | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - 30 minutes to one hour                                 | £0.25                         | As above                                   | *                                  | S                    |
| 8am to 6pm - After first hour * per hour                            | £0.50                         | As above                                   | *                                  | S                    |
| 8am to 6pm - Over seven hours                                       | £5                            | As above                                   | *                                  | S                    |
| 6pm to 9am  | £1                            | As above                                   | *                                  | S                    |

| <b>Council Offices car park, Farnborough</b>                        | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Monday to Friday - Permit holders and visitors to the council only  | FREE                          | *Car parking strategy being reviewed       | *                                  | S                    |
| Saturdays, Sundays and public holidays - 8am to 6pm - Up to 1 hour  | £0.60                         | As above                                   | *                                  | S                    |
| Saturdays, Sundays and public holidays - 8am to 6pm - Up to 2 hours | £1.20                         | As above                                   | *                                  | S                    |
| Saturdays, Sundays and public holidays - 8am to 6pm - Up to 3 hours | £1.70                         | As above                                   | *                                  | S                    |
| Saturdays, Sundays and public holidays - 8am to 6pm - All day       | £5                            | As above                                   | *                                  | S                    |

| <b>Cross Street, Aldershot - Monday to Sunday</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to 30 mins                        | £0.40                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - Up to 1 hour                         | £0.60                         | As above                                   | *                                  | S                    |
| 8am to 6pm - Up to 2 hours                        | £1.20                         | As above                                   | *                                  | S                    |

|                      |    |          |   |   |
|----------------------|----|----------|---|---|
|                      |    |          |   |   |
| 8am to 6pm - All day | £5 | As above | * | S |
| 6pm to 8am           | £1 | As above | * | S |

| <b>Farnborough Community Centre car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to seven hours * per hour   | £0.50                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - All day  | £5                            | As above                                   | *                                  | S                    |
| 8am to 6pm - Two day  | £10                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Three day  | £15                           | As above                                   | *                                  | S                    |
| 8am to 6pm - four day   | £20                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Five day   | £25                           | As above                                   | *                                  | S                    |
| 6pm to midnight   | £0.60                         | As above                                   | *                                  | S                    |
| 6pm to 8am  | £1                            | As above                                   | *                                  | S                    |

| <b>Farnborough Leisure Centre car park - Mondays to Sundays (including public holidays) *Partial rebate available to leisure centre users</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 6am to 8pm - up to one hour   | £0.50                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 6am to 8pm - up to two hours  | £1                            | As above                                   | *                                  | S                    |
| 6am to 8pm - up to three hours  | £1.40                         | As above                                   | *                                  | S                    |
| 6am to 8pm - up to four hours   | £1.80                         | As above                                   | *                                  | S                    |
| 6am to 8pm - Over four hours  | £5                            | As above                                   | *                                  | S                    |
| 8pm to 6am  | £1                            | As above                                   | *                                  | S                    |

| <b>High Street multi-storey car park, Aldershot - Mondays to Sundays (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
|  |                               |  |                                    |                      |



|  |                      |                                      |   |   |
|--|----------------------|--------------------------------------|---|---|
| Ground floor, Levels 2, 3, 4, 5 8am to 6pm - Up to 1 hour  | £0.60                | *Car parking strategy being reviewed | * | S |
| Ground floor, Levels 2, 3, 4, 5 8am to 6pm - Up to 2 hours | £1.20                | As above                             | * | S |
| Ground floor, Levels 2, 3, 4, 5 8am to 6pm - Up to 3 hours | £1.70                | As above                             | * | S |
| Ground floor, Levels 2, 3, 4, 5 8am to 6pm - Over 3 hours  | £5                   | As above                             | * | S |
| Ground floor, Levels 2, 3, 4, 5 6pm to 9am                 | £1                   | As above                             | * | S |
| Levels 6,7,8,9 8am to 6pm - Up to 7 hours * an hour        | Level currently shut | As above                             | * | S |
| Levels 6,7,8,9 8am to 6pm - All day                        | Level currently shut | As above                             | * | S |
| Levels 6,7,8,9 8am to 6pm - 2-day                          | Level currently shut | As above                             | * | S |
| Levels 6,7,8,9 8am to 6pm - 3-day                          | Level currently shut | As above                             | * | S |
| Levels 6,7,8,9 8am to 6pm - 4-day                          | Level currently shut | As above                             | * | S |
| Levels 6,7,8,9 8am to 6pm -5-day                           | Level currently shut | As above                             | * | S |
| Levels 6,7,8,9 6pm to 9am                                  | Level currently shut | As above                             | * | S |

| <b>Kings Moat car park - Monday to Sunday</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Up to 30 mins                                 | £0.40                         | *Car parking strategy being reviewed       | *                                  | S                    |
| Up to 1 hour                                  | £0.60                         | As above                                   | *                                  | S                    |
| Up to 2 hours                                 | £1.20                         | As above                                   | *                                  | S                    |
| Up to 3 hours                                 | £1.70                         | As above                                   | *                                  | S                    |
| All day                                       | £5                            | As above                                   | *                                  | S                    |

| <b>Napier Gardens car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
|---|-------------------------------|--|------------------------------------|----------------------|

|                                |       |                                      |   |   |
|--------------------------------|-------|--------------------------------------|---|---|
| 8am to 6pm - * an hour         | £0.20 | *Car parking strategy being reviewed | * | S |
| 8am to 6pm - Ten hours or over | £3    | As above                             | * | S |
| 6pm - 9pm                      | £1    | As above                             | * | S |

| <b>Parsons Barracks car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to seven hours * per hour                                       | £0.50                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - All day  | £5                            | As above                                   | *                                  | S                    |
| 8am to 6pm - Two day  | £10                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Three day  | £15                           | As above                                   | *                                  | S                    |
| 8am to 6pm - four day   | £20                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Five day   | £25                           | As above                                   | *                                  | S                    |
| 6pm to 8am  | £1                            | As above                                   | *                                  | S                    |
| Commercial vehicles parking overnight - 8pm to 8am                              | £2                            | As above                                   | *                                  | S                    |

| <b>Peabody Road, Farnborough - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to seven hours - * an hour                                      | £0.30                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - All day  | £3                            | As above                                   | *                                  | S                    |
| 8am to 6pm - Weekly ticket (five consecutive days)                              | £15                           | As above                                   | *                                  | S                    |
| 6pm to 8am  | £1                            | As above                                   | *                                  | S                    |
| Commercial vehicles parking overnight - 8pm to 8am                              | £2                            | As above                                   | *                                  | S                    |

| <b>Pinehurst multi-storey car park - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to seven hours * per hour   | £0.50                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - All day  | £3.60                         | As above                                   | *                                  | S                    |
| 8am to 6pm - Two day  | £7.20                         | As above                                   | *                                  | S                    |

|                        |        |          |   |   |
|------------------------|--------|----------|---|---|
|                        |        |          |   |   |
| 8am to 6pm - Three day | £10.80 | As above | * | S |
| 8am to 6pm - four day  | £14.40 | As above | * | S |
| 8am to 6pm - Five day  | £18    | As above | * | S |
| 6pm to 8am             | £1     | As above | * | S |

| <b>Princes Gardens car park</b>                       | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Monday to Friday<br>8am to 7pm - Up to one hour       | £0.80                         | *Car parking strategy being reviewed       | *                                  | S                    |
| Monday to Friday<br>8am to 7pm - Up to two hours      | £1.60                         | As above                                   | *                                  | S                    |
| Monday to Friday<br>8am to 7pm - Over two hours       | £10                           | As above                                   | *                                  | S                    |
| Saturday and Sunday<br>8am to 7pm - Up to one hour    | £0.60                         | As above                                   | *                                  | S                    |
| Saturday and Sunday<br>8am to 7pm - Up to two hours   | £1.20                         | As above                                   | *                                  | S                    |
| Saturday and Sunday<br>8am to 7pm - Up to three hours | £1.80                         | As above                                   | *                                  | S                    |
| Saturday and Sunday<br>8am to 7pm – Over three hours  | £10                           | As above                                   | *                                  | S                    |
| Mondays to Sundays<br>7pm to 8am – any length of stay | £1                            | As above                                   | *                                  | S                    |

| <b>Princes Hall car park</b>                       | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Monday to Friday<br>After 6pm - * an hour          | £0.60                         | *Car parking strategy being reviewed       | *                                  | S                    |
| Weekends and public holidays - Any time * per hour | £0.60                         | As above                                   | *                                  | S                    |
| Weekends and public holidays - Any time all day    | £5                            | As above                                   | *                                  | S                    |

| <b>Queensmead car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Blue zone 30 min stay  | £0.40                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 8pm - Up to 1 hour   | £0.60                         | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to 2 hours  | £1.20                         | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to 3 hours  | £1.70                         | As above                                   | *                                  | S                    |

|                           |    |          |   |   |
|---------------------------|----|----------|---|---|
|                           |    |          |   |   |
| 8am to 8pm - Over 3 hours | £5 | As above | * | S |
| 8pm to 8am                | £1 | As above | * | S |

| <b>Union Street East car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to seven hours * per hour  | £0.50                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - All day   | £5                            | As above                                   | *                                  | S                    |
| 8am to 6pm - Two day   | £10                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Three day   | £15                           | As above                                   | *                                  | S                    |
| 8am to 6pm - four day  | £20                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Five day  | £25                           | As above                                   | *                                  | S                    |
| 6pm to 8am   | £1                            | As above                                   | *                                  | S                    |

| <b>Union Street West car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to seven hours * per hour  | £0.50                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 6pm - All day   | £5                            | As above                                   | *                                  | S                    |
| 8am to 6pm - Two day   | £10                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Three day   | £15                           | As above                                   | *                                  | S                    |
| 8am to 6pm - four day  | £20                           | As above                                   | *                                  | S                    |
| 8am to 6pm - Five day  | £25                           | As above                                   | *                                  | S                    |
| 6pm to 8am   | £1                            | As above                                   | *                                  | S                    |

| <b>Westmead House car park</b>                           | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Monday to Sunday (including public holidays) – 6pm – 8am | £1                            | *Car parking strategy being reviewed       | *                                  | S                    |
| Saturday and Sunday - 8am to 6pm -                       | £0.50                         | As above                                   | *                                  | S                    |

|  |    |          |   |   |
|--|----|----------|---|---|
| * an hour  |    |          |   |   |
| Saturday and Sunday - 8am to 6pm -<br>Over seven hours | £5 | As above | * | S |

| <b>Westmead car park - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Up to one hour   | £0.60                         | *Car parking strategy being reviewed       | *                                  | S                    |
| 8am to 8pm - Up to two hours  | £1.20                         | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to three hours  | £1.70                         | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to four hours   | £2                            | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to five hours   | £2.50                         | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to six hours  | £3                            | As above                                   | *                                  | S                    |
| 8am to 8pm - Up to seven hours  | £3.50                         | As above                                   | *                                  | S                    |
| 8am to 8pm - All day  | £5                            | As above                                   | *                                  | S                    |
| 24 hours (including overnight charge)                                   | £5.50                         | As above                                   | *                                  | S                    |
| 8pm to 9am  | £1                            | As above                                   | *                                  | S                    |

### Car parks – permits

| <b>High Street multi-storey, Aldershot (Levels 3-4)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Monday to Friday - a year                               | £864                          | *Car parking strategy being reviewed       | *                                  | S                    |
| Monday to Saturday- a year                              | £1036                         | As above                                   | As above                           | S                    |
| Monday to Sunday - a year                               | £1209                         | As above                                   | As above                           | S                    |

| <b>Napiar Gardens, Farnborough</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|------------------------------------|-------------------------------|--|------------------------------------|----------------------|
| Monday to Sunday - a year          | £75                           | *Car parking strategy being reviewed       | *                                  | S                    |

| <b>Parsons Barracks, Aldershot</b> | <b>Current charge</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for</b> | <b>VAT indicator</b> |
|------------------------------------|-----------------------|--|----------------------------|----------------------|
|------------------------------------|-----------------------|--|----------------------------|----------------------|

|                            | 2016/17 |                                      | 2017/18 |   |
|----------------------------|---------|--------------------------------------|---------|---|
| Monday to Friday - a year  | £1200   | *Car parking strategy being reviewed | *       | S |
| Monday to Saturday- a year | £1440   | As above                             | *       | S |
| Monday to Sunday - a year  | £1680   | As above                             | *       | S |

| Peabody Road, Farnborough  | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|----------------------------|------------------------|--------------------------------------|-----------------------------|---------------|
| Monday to Friday - a year  | £720                   | *Car parking strategy being reviewed | *                           | S             |
| Monday to Saturday- a year | £864                   | As above                             | *                           | S             |
| Monday to Sunday - a year  | £1008                  | As above                             | *                           | S             |

| Pinehurst, Farnborough    | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---------------------------|------------------------|--------------------------------------|-----------------------------|---------------|
| Monday to Friday - a year | £864                   | *Car parking strategy being reviewed | *                           | S             |

## CCTV

| Per DVD              | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|----------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Copy of CCTV footage | £10                    | Cost recovery basis                 | £10<br>(0%)                 | S             |

## Cemeteries

| Interment fees  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| For a person aged 12 years or over at a single depth    | £1455                  | Relevant inflation rate (r)         | £1487<br>(2.2%)             | O/S           |
| Additional payment for interment at double depth        | £706                   | Relevant inflation rate (r)         | £722<br>(2.2%)              | O/S           |
| For a child aged 1 month but less than 12 years         | £156                   | Relevant inflation rate (r)         | £159<br>(1.9%)              | O/S           |
| Resident - For a stillborn child or child under 1 month | No charge              |                                     | No charge                   | O/S           |
| For the burial of cremated remains                      | £473                   | Relevant inflation rate (r)         | £483<br>(2.1%)              | O/S           |
| Non-resident - For a stillborn child or                 | £121                   | Relevant inflation rate (r)         | £124                        | O/S           |

|   |      |                             |                |     |
|---|------|-----------------------------|----------------|-----|
| child under 1 month                               |      |                             | (2.5%)         |     |
| Non-resident - For the burial of cremated remains | £946 | Relevant inflation rate (r) | £985<br>(2.2%) | O/S |

(r)= rounded to the nearest £1

| Exclusive rights of burial                                       | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Adults earthen graves for a period of 30 years                   | £1684                  | Relevant inflation rate (r)         | £1721<br>(2.2%)             | O/S           |
| Children's grave for a period of 30 years                        | £781                   | Relevant inflation rate (r)         | £798<br>(2.2%)              | O/S           |
| Cremated remains for a period of 30 years                        | £920                   | Relevant inflation rate (r)         | £940<br>(2.0%)              | O/S           |
| Extension of burial of five years up to 30 years                 | £150                   | Relevant inflation rate (r)         | £153<br>(2.0%)              | O/S           |
| Extension of cremated remains grave up to 30 years               | £150                   | Relevant inflation rate (r)         | £153<br>(2.0%)              | O/S           |
| Registering transfer of right of burial or statutory declaration | £150                   | Relevant inflation rate (r)         | £153<br>(2.0%)              | O/S           |

(r)= rounded to the nearest £1

| Memorials   | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Any type of headstone not exceeding 4'0" in height (Kerbstones must not exceed 6'6" x 2'6" in designated areas) | £289                   | Relevant inflation rate (r)         | £295<br>(2.1%)              | O/S           |
| Scrolls, vases or tablets laid horizontally at the head of the grave  | £289                   | Relevant inflation rate (r)         | £295<br>(2.1%)              | O/S           |
| Each additional inscription   | £129                   | Relevant inflation rate (r)         | £132<br>(2.3%)              | O/S           |

(r)= rounded to the nearest £1

### Committee room charges

| Per hour - refreshments per head | Current charge 2016/17 | Methodology in reviewing the charge                                    | Proposed charge for 2017/18 | VAT indicator |
|----------------------------------|------------------------|--|-----------------------------|---------------|
| Concorde                         | £30                    | Benchmarking with other authorities and usage . Next review in 2018/19 | £35<br>(16.7%)              | S             |
| Wellington                       | £15                    | As above   | £20<br>(33.3%)              | S             |
| Montgomery                       | £15                    | As above   | £20<br>(33.3%)              | S             |
| Vulcan                           | £15                    | As above   | £20                         | S             |

|                         |     |          |             |   |
|-------------------------|-----|----------|-------------|---|
|                         |     |          | (33.3%)     |   |
| Chamber                 | £30 | As above | £30<br>(0%) | S |
| Refreshments - per head | £1  | As above | £1<br>(0%)  | S |

## Contaminated land enquiries

| Contaminated land enquiries   | Current charge 2016/17  | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|-------------------------|--|-----------------------------|---------------|
| a) Personal enquiries from residents of the Borough   | Free<br>(0%)            | Any increase in charges needs to be approved by Licensing and General Purpose Committee. No planned increase for 2017/18 | Free<br>(0%)                | O/S           |
| b) General enquiries from solicitors, surveyors, consultants asking whether contaminated land is an issue | Free<br>(0%)            | As above   | Free<br>(0%)                | O/S           |
| c) As above but requiring supply of information readily available, e.g., map/plan, details of monitoring  | £58<br>(0%)             | As above   | £58<br>(0%)                 | O/S           |
| d) As above but requiring significant research into history of site, interpretation of data, etc          | £70-<br>£140<br>(0%)    | As above   | £70-<br>£140<br>(0%)        | O/S           |
| e) More detailed/comprehensive requests   | Negotiated individually |  |                             | O/S           |

## Council Offices tenants

| Council Offices tenants             | Current charge 2016/17  | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|-------------------------------------|-------------------------|-------------------------------------|-----------------------------|---------------|
| Office space in the Council Offices | Subject to negotiations |                                     |                             | S             |

## Crematorium

| Cremation fees                           | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Cremation of a person aged over 18 years | £764                   | Relevant inflation rate (r)         | £781<br>(2.2%)              | EX            |
| Cremation of a child aged under 18 years | No Charge              |                                     | EX                          |               |
| Cameo Environmental Levy                 | £52.00                 | CAMEO - mercury abatement charge of |                             | EX            |



|  |  |   |  |
|--|--|---|--|
|  |  | currently £52.00, is set by the Federation of British Cremation Authorities |  |
|--|--|---|--|

(r)= rounded to the nearest £1

| Miscellaneous cremation fees   | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--|-----------------------------|---------------|
| Minister's fee - when supplied by the crematorium  | £178                   | Set by Church of England, charge to come into effect on 1 <sup>st</sup> January 2017 | £182<br>(2.2%)              | O/S           |
| Interment or scattering of cremated remains<br>(only payable if cremation took place at another crematorium) | £83                    | Relevant inflation rate (r)  | £85<br>(2.4%)               | EX            |
| Temporary deposit of cremated remains (per month - first month free)   | £28                    | Relevant inflation rate (r)  | £29<br>(3.6%)               | EX            |
| Urns – Polytainer<br>(included as part of cremation fee)   | £21                    | Relevant inflation rate (r)  | £21<br>(0%)                 | EX            |
| Urns -Wooden casket  | £46                    | Relevant inflation rate (r)  | £47<br>(2.2%)               | EX            |
| Forwarding cremated remains by post  | By arrangement         |  | By arrangement              | EX            |
| Certified extract from Register of Cremation   | £25                    | Relevant inflation rate (r)  | £26<br>(4.0%)               | EX            |
| Transfer for memorial vault  | No charge              |  | No charge                   | EX            |
| Exhumation (on receipt of a Home Office licence)   | £235                   | Relevant inflation rate (r)  | £240<br>(2.1%)              | EX            |

(r)= rounded to the nearest £1

| Chapel fees  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Use of chapel for additional service time            | £114                   | Relevant inflation rate (r)         | £116<br>(1.8%)              | EX            |
| Use of chapel for memorial service, but no cremation | £262                   | Relevant inflation rate (r)         | £268<br>(2.3%)              | O/S           |
| Use of chapel of rest (per day or part of a day)     | £23                    | Relevant inflation rate (r)         | £24<br>(4.3%)               | EX            |

(r)= rounded to the nearest £1

| <b>Book of Remembrance</b>  | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|-----------------------------|-------------------------------|--|------------------------------------|----------------------|
| Frist two lines             | £91                           | Relevant inflation rate (r)                | £94<br>(2.2%)                      | S                    |
| Each additional line        | £6                            | Relevant inflation rate (r)                | £6<br>(0%)                         | S                    |
| Extra cost for illustration | £68                           | Relevant inflation rate (r)                | £70<br>(2.9%)                      | S                    |

(r)= rounded to the nearest £1

| <b>Memorial vaults</b>                                    | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 20 year period, including plaque                          | £1534                         | Relevant inflation rate (r)                | £1568<br>(2.2%)                    | S                    |
| 30 year period, including plaque                          | £1978                         | Relevant inflation rate (r)                | £2022<br>(2.2%)                    | S                    |
| 50 year period, including plaque                          | £2306                         | Relevant inflation rate (r)                | £2357<br>(2.2%)                    | S                    |
| Additional charge for photograph to be included on plaque | £107                          | Relevant inflation rate (r)                | £109<br>(1.9%)                     | S                    |

(r)= rounded to the nearest £1

| <b>Woodland book</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|----------------------|-------------------------------|--|------------------------------------|----------------------|
| Two year period      | £199                          | Relevant inflation rate (r)                | £203<br>(2.0%)                     | S                    |
| Five year period     | £287                          | Relevant inflation rate (r)                | £293<br>(2.1%)                     | S                    |
| Ten year period      | £458                          | Relevant inflation rate (r)                | £468<br>(2.2%)                     | S                    |

(r)= rounded to the nearest £1

| <b>Memorial vase</b>      | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---------------------------|-------------------------------|--|------------------------------------|----------------------|
| Five year period          | £287                          | Relevant inflation rate (r)                | £293<br>(2.1%)                     | S                    |
| Ten year period           | £458                          | Relevant inflation rate (r)                | £468<br>(2.2%)                     | S                    |
| Extra cost for photograph | £107                          | Relevant inflation rate (r)                | £109<br>(1.9%)                     | S                    |

(r)= rounded to the nearest £1

| <b>Floris plaques</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|-----------------------|-------------------------------|--|------------------------------------|----------------------|
| Inscription only      | £352                          | Relevant inflation rate (r)                | £360<br>(2.3%)                     | S                    |
| Posy holder or emblem | £384                          | Relevant inflation rate (r)                | £392<br>(2.1%)                     | S                    |
| Ceramic inset         | £436                          | Relevant inflation rate (r)                | £446<br>(2.3%)                     | S                    |
| Photograph            | £472                          | Relevant inflation rate (r)                | £482<br>(2.1%)                     | S                    |

(r)= rounded to the nearest £1

| <b>Octagonal memorial planter</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|-----------------------------------|-------------------------------|--|------------------------------------|----------------------|
| Five year period                  | £287                          | Relevant inflation rate (r)                | £293<br>(2.1%)                     | S                    |
| Ten year period                   | £458                          | Relevant inflation rate (r)                | £468<br>(2.2%)                     | S                    |

(r)= rounded to the nearest £1

| <b>Memorial benches</b>                       | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 20 year period                                | £1261                         | Relevant inflation rate (r)                | £1289<br>(2.2%)                    | S                    |
| Additional plaque for existing memorial bench | £149                          | Relevant inflation rate (r)                | £152<br>(2.0%)                     | S                    |

(r)= rounded to the nearest £1

| <b>Roses, trees and shrubs</b>   | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Bush roses (seven year period)   | £366                          | Relevant inflation rate (r)                | £374<br>(2.2%)                     | S                    |
| Standard roses, trees & shrubs (seven year period)   | £436                          | Relevant inflation rate (r)                | £446<br>(2.3%)                     | S                    |
| Additional cost for black granite plaque which can have up to five relatives names and an illustration | £134                          | Relevant inflation rate (r)                | £137<br>(2.2%)                     | S                    |

(r)= rounded to the nearest £1

## Cricket squares

| Cricket squares  | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|---|-----------------------------|---------------|
| Hire of 1 Square for a match - Monday-Friday (before 6pm) Adults | £70                    | Included in Grounds Maintenance Contact from August 2017, all income will be kept by contractor |                             | S             |
| Hire of 1 Square for a match - Monday-Friday (before 6pm) Junior | £34                    |   |                             | S             |
| Hire of 1 Square for a match - Monday-Friday (after 6pm) Adults  | £62                    |   |                             | S             |
| Hire of 1 Square for a match - Monday-Friday (after 6pm) Junior  | £28                    |   |                             | S             |
| Hire of 1 Square for a match - Saturday – Sunday Adults          | £90                    |   |                             | S             |
| Hire of 1 Square for a match - Saturday – Sunday Junior          | £34                    |   |                             | S             |

## Design

| Charges for external work | Current charge 2016/17 | Methodology in reviewing the charge      | Proposed charge for 2017/18 | VAT indicator |
|---------------------------|------------------------|--|-----------------------------|---------------|
| Per hour                  | £30                    | No plans to raise the charge for 2017/18 | £30                         | S             |

## Dog warden

|  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Seizure of stray dogs – per dog          | £25                    | Statutory                           | £25<br>(0%)                 | O/S           |
| Kennelling charges – 1 or 2 days         | £35                    | Relevant inflation rate (r)         | £36<br>(2.9%)               | O/S           |
| Kennelling charges – Each additional day | £21                    | Relevant inflation rate (r)         | £21.50<br>(2.4%)            | O/S           |

(r)= rounded to the nearest 50p

## Electoral register

| Electoral register  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Proof that you are on the electoral register - certificate of residency - Per register 1st December to 1st December | £15                    | Statutory charges                   | £15<br>(0%)                 | O/S           |

|   |       |                   |               |     |
|---|-------|-------------------|---------------|-----|
| The fees for sale of the full register and notices of alteration - in data format                     | £20   | Statutory charges | £20<br>(0%)   | O/S |
| The fees for sale of the full register and notices of alteration - in data format per 1000 entries    | £1.50 | Statutory charges | £1.50<br>(0%) | O/S |
| The fees for sale of the full register and notices of alteration - in printed format                  | £10   | Statutory charges | £10<br>(0%)   | O/S |
| The fees for sale of the full register and notices of alteration - in printed format per 1000 entries | £5    | Statutory charges | £5<br>(0%)    | O/S |
| The fees for sale of the list of overseas electors in data format                                     | £20   | Statutory charges | £20<br>(0%)   | O/S |
| The fees for sale of the list of overseas electors - in data format per 100 entries                   | £1.50 | Statutory charges | £1.50<br>(0%) | O/S |
| The fees for sale of the list of overseas electors - in printed format                                | £10   | Statutory charges | £10<br>(0%)   | O/S |
| The fees for sale of the list of overseas electors - in printed format per 100 entries                | £5    | Statutory charges | £5<br>(0%)    | O/S |

## Environmental protection

| Environmental Protection Act 1990                               | Current charge 2016/17                           | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|--|-------------------------------------|-----------------------------|---------------|
| Authorisation under S.8 of Act - Per process (Part B processes) | Statutory – charge dependent on type and process |                                     |                             | O/S           |
| Register of Environmental Protection Act 1990 - whole register  | £400   | O/S                                 | £400<br>(0%)                | O/S           |
| Register of Environmental Protection Act 1990 - single entry    | £10  | O/S                                 | £10<br>(0%)                 | O/S           |

## Fixed penalty notices

| Depositing litter including gum & cigarettes | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| Per offence paid within 10 days              | £50                    | Set by DEFRA with min and max charge | £50<br>(0%)                 | O/S           |
| Per offence full amount                      | £75                    | Set by DEFRA with min and max charge | £75<br>(0%)                 | O/S           |

| <b>Failing to pick up dog faeces on designated land</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Per offence paid within 10 days                         | £50                           | Set by DEFRA with min and max charge       | £50<br>(0%)                        | O/S                  |
| Per offence full amount                                 | £75                           | Set by DEFRA with min and max charge       | £75<br>(0%)                        | O/S                  |

| <b>Abandoning a vehicle</b>     | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---------------------------------|-------------------------------|--|------------------------------------|----------------------|
| Per offence paid within 10 days | £120                          | Set by DEFRA with min and max charge       | £120<br>(0%)                       | O/S                  |
| Per offence full amount         | £200                          | Set by DEFRA with min and max charge       | £200<br>(0%)                       | O/S                  |

| <b>Graffiti &amp; fly posting</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|-----------------------------------|-------------------------------|--|------------------------------------|----------------------|
| Per offence paid within 10 days   | £50                           | Set by DEFRA with min and max charge       | £50<br>(0%)                        | O/S                  |
| Per offence full amount           | £75                           | Set by DEFRA with min and max charge       | £75<br>(0%)                        | O/S                  |

| <b>Offences in relation to waste receptacles</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Per offence paid within 10 days                  | £60                           | Set by DEFRA with min and max charge       | £60<br>(0%)                        | O/S                  |
| Per offence full amount                          | £80                           | Set by DEFRA with min and max charge       | £80<br>(0%)                        | O/S                  |

| <b>Failure to produce authority to transport controlled waste</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Per offence paid within 10 days                                   | £180                          | Set by DEFRA with min and max charge       | £180<br>(0%)                       | O/S                  |
| Per offence full amount   | £300                          | Set by DEFRA with min and max charge       | £300<br>(0%)                       | O/S                  |

| <b>Nuisance parking (sale and repair)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Per offence paid within 10 days           | £60                           | Set by DEFRA with min and max charge       | £60<br>(0%)                        | O/S                  |
| Per offence full amount                   | £100                          | Set by DEFRA with min and max charge       | £100<br>(0%)                       | O/S                  |

| Failure to produce waste carrier's licence | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| Per offence paid within 10 days            | £180                   | Set by DEFRA with min and max charge | £180<br>(0%)                | O/S           |
| Per offence full amount                    | £300                   | Set by DEFRA with min and max charge | £300<br>(0%)                | O/S           |

| Failure to comply with Community Protection Notice | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| Per offence paid within 10 days                    | £60                    | Set by DEFRA with min and max charge | £60<br>(0%)                 | O/S           |
| Per offence full amount                            | £100                   | Set by DEFRA with min and max charge | £100<br>(0%)                | O/S           |

| Fly-tipping (waste deposit)     | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---------------------------------|------------------------|--------------------------------------|-----------------------------|---------------|
| Per offence paid within 10 days | £200                   | Set by DEFRA with min and max charge | £200<br>(0%)                | O/S           |
| Per offence full amount         | £400                   | Set by DEFRA with min and max charge | £400<br>(0%)                | O/S           |

## Food hygiene

| Food hygiene courses | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|----------------------|------------------------|--|-----------------------------|---------------|
| Per person           | £40                    | No plans to raise the charge for 2017/18 - To continue to offer courses at a rate which is attractive to businesses. | £40<br>(0%)                 | EX            |

## Football pitches

| With changing accommodation and showering facilities | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--|-----------------------------|---------------|
| Monday-Friday Adults                                 | £82                    | Included in Grounds Maintenance Contact from August 2017, charge will be set by contractor and all income will be kept by contractor |                             | S             |
| Monday-Friday Juniors                                | £31                    |  |                             | S             |
| Saturday – Sunday Adults                             | £96.50                 |  |                             | S             |

|                           |     |  |   |
|---------------------------|-----|--|---|
| Saturday – Sunday Juniors | £34 |  | S |
|---------------------------|-----|--|---|

| Without changing accommodation and showering facilities | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Monday-Friday Adults                                    | £70                    | Included in Grounds Maintenance Contact from August 2017, charge will be set by contractor and all income will be kept by contractor |                             | S             |
| Monday-Friday Juniors                                   | £28                    |  |                             | S             |
| Saturday – Sunday Adults                                | £75                    |  |                             | S             |
| Saturday – Sunday Juniors                               | £30.50                 |  |                             | S             |

### Funfairs and circuses

|  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Funfairs and circuses (without performing animals) |                        | Subject to negotiation              |                             | EX            |

### Gambling, gaming & lotteries

| Bingo premises licence  | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Non conversion provisional statement (hold a provisional statement) | £690                   | Discretionary up to a statutory limit. Future approach to licensing fees and charges to be agreed. | £690<br>(0%)                | O/S           |
| Non conversion - other premises (first time grant)                  | £1920                  | As above   | £1920<br>(0%)               | O/S           |
| Annual fees   | £550                   | As above   | £550<br>(0%)                | O/S           |
| Variation   | £1750                  | As above   | £1750<br>(0%)               | O/S           |
| Transfer  | £665                   | As above   | £665<br>(0%)                | O/S           |
| Reinstatement   | £665                   | As above   | £665<br>(0%)                | O/S           |
| Provisional statement (pending premises build)                      | £1920                  | As above   | £1920<br>(0%)               | O/S           |



| <b>Adult gaming centre premises licence</b>                         | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Non conversion provisional statement (hold a provisional statement) | £690                          | Discretionary up to a statutory limit. Future approach to licensing fees and charges to be agreed. | £690<br>(0%)                       | O/S                  |
| Non conversion - other premises (first time grant)                  | £1100                         | As above   | £1100<br>(0%)                      | O/S                  |
| Annual fees   | £550                          | As above   | £550<br>(0%)                       | O/S                  |
| Variation   | £1000                         | As above   | £1000<br>(0%)                      | O/S                  |
| Transfer  | £665                          | As above   | £665<br>(0%)                       | O/S                  |
| Reinstatement   | £665                          | As above   | £665<br>(0%)                       | O/S                  |
| Provisional statement (pending premises build)                      | £1100                         | As above   | £1100<br>(0%)                      | O/S                  |

| <b>Family entertainment centre premises licence</b>                 | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Non conversion provisional statement (hold a provisional statement) | £550                          | Discretionary up to a statutory limit. Future approach to licensing fees and charges to be agreed. | £550<br>(0%)                       | O/S                  |
| Non conversion - other premises (first time grant)                  | £1100                         | As above   | £1100<br>(0%)                      | O/S                  |
| Annual fees   | £450                          | As above   | £450<br>(0%)                       | O/S                  |
| Variation   | £1000                         | As above   | £1000<br>(0%)                      | O/S                  |
| Transfer  | £525                          | As above   | £525<br>(0%)                       | O/S                  |
| Reinstatement   | £525                          | As above   | £525<br>(0%)                       | O/S                  |
| Provisional statement (pending premises build)                      | £1100                         | As above   | £1100<br>(0%)                      | O/S                  |

| <b>Betting (tracks) premises licence</b>                            | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Non conversion provisional statement (hold a provisional statement) | £550                          | Discretionary up to a statutory limit. Future approach to licensing fees and charges to be agreed. | £550<br>(0%)                       | O/S                  |
| Non conversion - other premises (first time grant)                  | £1370                         | As above   | £1370<br>(0%)                      | O/S                  |
| Annual fees   | £550                          | As above   | £550<br>(0%)                       | O/S                  |

|  |       |          |               |     |
|--|-------|----------|---------------|-----|
| Variation                                      | £1250 | As above | £1250<br>(0%) | O/S |
| Transfer                                       | £525  | As above | £525<br>(0%)  | O/S |
| Reinstatement                                  | £525  | As above | £525<br>(0%)  | O/S |
| Provisional statement (pending premises build) | £1370 | As above | £1370<br>(0%) | O/S |

| <b>Betting (other) premises licence</b>                             | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Non conversion provisional statement (hold a provisional statement) | £690                          | Discretionary up to a statutory limit. Future approach to licensing fees and charges to be agreed. | £690<br>(0%)                       | O/S                  |
| Non conversion - other premises (first time grant)                  | £1655                         | As above   | £1655<br>(0%)                      | O/S                  |
| Annual fees   | £415                          | As above   | £415<br>(0%)                       | O/S                  |
| Variation   | £1500                         | As above   | £1500<br>(0%)                      | O/S                  |
| Transfer  | £665                          | As above   | £665<br>(0%)                       | O/S                  |
| Reinstatement   | £665                          | As above   | £665<br>(0%)                       | O/S                  |
| Provisional statement (pending premises build)                      | £1665                         | As above   | £1665<br>(0%)                      | O/S                  |

| <b>Other premises licence charges</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---------------------------------------|-------------------------------|--|------------------------------------|----------------------|
| Change of circumstances               | £28.50<br>(0%)                | Discretionary up to a statutory limit. Future approach to licensing fees and charges to be agreed. | £28.50<br>(0%)                     | O/S                  |
| Copy of a premises licence            | £17.50<br>(0%)                | As above   | £17.50<br>(0%)                     | O/S                  |

| <b>Family entertainment gaming machine permit</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Application fee                                   | £300<br>(0%)                  | Statutory                                  | £300<br>(0%)                       | O/S                  |
| Renewal   | £300<br>(0%)                  | Statutory                                  | £300<br>(0%)                       | O/S                  |

| Prize gaming permit | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Application fee     | £300                   | Statutory                           | £300<br>(0%)                | O/S           |
| Renewal             | £300                   | Statutory                           | £300<br>(0%)                | O/S           |

| Club gaming permit | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Application fee    | £200                   | Statutory                           | £200<br>(0%)                | O/S           |
| Fast track         | £100                   | Statutory                           | £100<br>(0%)                | O/S           |
| Annual fee         | £50                    | Statutory                           | £50<br>(0%)                 | O/S           |
| Renewal            | £200                   | Statutory                           | £200<br>(0%)                | O/S           |
| Variation          | £100                   | Statutory                           | £100<br>(0%)                | O/S           |

| Club machine permit | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Application fee     | £200                   | Statutory                           | £200<br>(0%)                | O/S           |
| Fast track          | £100                   | Statutory                           | £100<br>(0%)                | O/S           |
| Annual fee          | £50                    | Statutory                           | £50<br>(0%)                 | O/S           |
| Renewal             | £200                   | Statutory                           | £200<br>(0%)                | O/S           |
| Variation           | £100                   | Statutory                           | £100<br>(0%)                | O/S           |

| Licensed premises gaming machine permit | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Application fee                         | £150                   | Statutory                           | £150<br>(0%)                | O/S           |
| Annual fee                              | £50                    | Statutory                           | £50<br>(0%)                 | O/S           |
| Variation                               | £100                   | Statutory                           | £100<br>(0%)                | O/S           |
| Transfer                                | £25                    | Statutory                           | £25<br>(0%)                 | O/S           |

| Licensed premises gaming machine notification | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Application fee                               | £50                    | Statutory                           | £50<br>(0%)                 | O/S           |

| Other permit and notification charges | Current charge 2016/17 | Methodology in reviewing the charge    | Proposed charge for 2017/18 | VAT indicator |
|---------------------------------------|------------------------|--|-----------------------------|---------------|
| Change of name                        | £25                    | Discretionary up to a statutory limit. | £25<br>(0%)                 | O/S           |
| Copy of permit                        | £15                    | As above                               | £15<br>(0%)                 | O/S           |

| Small society lotteries | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|-------------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Registration            | £40                    | Statutory                           | £40<br>(0%)                 | O/S           |
| Annual fee              | £20                    | Statutory                           | £20<br>(0%)                 | O/S           |

### Hair and beauty registration

| Acupuncture, tattooing, ear piercing and electrolysis registration | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Per premises   | £125                   | Cost recovery basis                 | £160<br>(28%)               | O/S           |
| Per person   | £92                    | As above                            | £90<br>(-2.2%)              | O/S           |

### Halls and pavilions

| Per session                           | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---------------------------------------|------------------------|-------------------------------------|-----------------------------|---------------|
| Southwood Community Centre – per hour | £16.50                 | Relevant inflation rate (r)         | £17<br>(3.0%)               | S             |
| Cove Green Pavilion                   | £15.50                 | Relevant inflation rate (r)         | £16<br>(3.2%)               | EX            |
| Rectory Road Pavilion                 | £15.50                 | Relevant inflation rate (r)         | £16<br>(3.2%)               | EX            |
| Blunden Hall – Morning sessions       | £19.50                 | Relevant inflation rate (r)         | £20<br>(2.6%)               | EX            |
| Blunden Hall – Afternoon sessions     | £19.50                 | Relevant inflation rate (r)         | £20<br>(2.6%)               | EX            |

|   |     |                             |                  |    |
|---|-----|-----------------------------|------------------|----|
| Blunden Hall – Evening sessions   | £27 | Relevant inflation rate (r) | £27.50<br>(1.9%) | EX |
| Blunden Hall – Parties  | £41 | Relevant inflation rate (r) | £42<br>(2.4%)    | EX |
| <i>Note: Sessions generally as follows:<br/>Morning: 9am-1.30pm<br/>Afternoon: 1.30pm-6pm<br/>Evening: 6pm-11pm</i> |     |                             |                  |    |

(r) = rounded to the nearest 50p

## Highways

| Access protection marking | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|---------------------------|------------------------|---|-----------------------------|---------------|
| Single                    | £105                   | *Costs may be reviewed after Hampshire County Council's review of agency agreements | £105*<br>(0%)               | S             |
| Double                    | £125                   | As above  | £125*<br>(0%)               | S             |

## HMO licensing

| Licence Fee (5-year licence)               | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Per HMO, occupied by up to 5 persons       | £712                   | Relevant inflation rate (r)         | £728<br>(2.2%)              | O/S           |
| Per HMO, occupied by between 6-10 persons  | £895                   | Relevant inflation rate (r)         | £915<br>(2.2%)              | O/S           |
| Per HMO, occupied by between 11-15 persons | £1076                  | Relevant inflation rate (r)         | £1100<br>(2.2%)             | O/S           |
| Per HMO, occupied by between 16-20 persons | £1250                  | Relevant inflation rate (r)         | £1278<br>(2.2%)             | O/S           |
| Per HMO, occupied by 21+ residents         | £1425                  | Relevant inflation rate (r)         | £145<br>(2.2%)              | O/S           |

(r) = rounded to the nearest £1

## Land charges

| Land charges   | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--|-----------------------------|---------------|
| LLC1 charges - LLC1 - search in the whole register - apply by post or using online form per search | £36                    | Charges to remain the same for 2017/18, however they will be reviewed in 2017/18 | £36<br>(0%)                 | O/S           |
| LLC1 charges - Additional parcels of land each   | £6                     | As above   | £6<br>(0%)                  | O/S           |

|  |      |          |              |     |
|--|------|----------|--------------|-----|
| LLC1 charges - Search in part of register each part  | £12  | As above | £12<br>(0%)  | O/S |
| CON 29 (R) charges - CON 29 (R) - required enquiries   | £84  | As above | £84<br>(0%)  | O/S |
| CON 29 (R) charges - CON 29 (R) - apply using online form  | £70  | As above | £70<br>(0%)  | O/S |
| CON 29 (R) charges - Additional parcels of land each   | £9   | As above | £9<br>(0%)   | O/S |
| Full search charges - LLC1 and CON 29 <sup>®</sup> - Full search per search                          | £120 | As above | £120<br>(0%) | O/S |
| Full search charges - LLC1 and CON 29 <sup>®</sup> -Full search - apply using online form per search | £106 | As above | £106<br>(0%) | O/S |
| Full search charges - LLC1 and CON 29 <sup>®</sup> -Additional parcels of land each                  | £15  | As above | £15<br>(0%)  | O/S |
| CON 29 (O) - optional enquiries - Questions 4, 5 and 22 each   | £18  | As above | £18<br>(0%)  | O/S |
| CON 29 (O) - optional enquiries -All other optional enquiries each                                   | £10  | As above | £10<br>(0%)  | O/S |
| CON 29 (O) - optional enquiries - Additional enquiries (applicant's own), each                       | £20  | As above | £20<br>(0%)  | O/S |

### On street parking

| Alexandra Road, Aldershot - Monday to Saturday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 8pm - Up to 7 hours - per hour                                      | £0.50                  | *Car parking strategy being reviewed | *                           | O/S           |
| 8am to 8pm - All day   | £5                     | As above                             | *                           | O/S           |

| Grosvenor Road, Aldershot - Monday to Sunday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 10pm - Up to 15 mins  | £0.20                  | *Car parking strategy being reviewed | *                           | O/S           |
| 8am to 10pm - Up to 30 mins  | £0.40                  | As above                             | *                           | O/S           |
| 8am to 10pm - Up to 45 mins  | £0.60                  | As above                             | *                           | O/S           |
| 8am to 10pm - Up to 60 mins  | £0.80                  | As above                             | *                           | O/S           |

| High Street, Aldershot (short stay bays) - Monday to Sunday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 10pm - Up to 15 mins   | £0.20                  | *Car parking strategy being reviewed | *                           | O/S           |

|                             |       |          |   |     |
|-----------------------------|-------|----------|---|-----|
| 8am to 10pm - Up to 30 mins | £0.40 | As above | * | O/S |
| 8am to 10pm - Up to 45 mins | £0.60 | As above | * | O/S |
| 8am to 10pm - Up to 60 mins | £0.80 | As above | * | O/S |

| High Street, Aldershot (long stay bays) - Monday to Saturday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 8pm - Up to seven hours - per hour  | £0.50                  | *Car parking strategy being reviewed | *                           | O/S           |
| 8am to 8pm - All day   | £5                     | As above                             | *                           | O/S           |

| Station Road, Aldershot (short stay bays) - Monday to Sunday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 6pm - Up to 15 mins   | £0.20                  | *Car parking strategy being reviewed | *                           | O/S           |
| 8am to 6pm - Up to 30 mins   | £0.40                  | As above                             | *                           | O/S           |
| 8am to 6pm - Up to 45 mins   | £0.60                  | As above                             | *                           | O/S           |
| 8am to 6pm - Up to 60 mins   | £0.80                  | As above                             | *                           | O/S           |

| Station Road, Aldershot (long stay bays) - Monday to Sunday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 8pm - Up to seven hours - per hour   | £0.50                  | *Car parking strategy being reviewed | *                           | O/S           |
| 8am to 8pm - All day  | £5<br>(0%)             | As above                             | *                           | O/S           |

| Heathland Street, Aldershot - Monday to Sunday (including public holidays) | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--------------------------------------|-----------------------------|---------------|
| 8am to 10pm - Up to 15 mins  | £0.20                  | *Car parking strategy being reviewed | *                           | O/S           |
| 8am to 10pm - Up to 30 mins  | £0.40                  | As above                             | *                           | O/S           |
| 8am to 10pm - Up to 45 mins  | £0.60                  | As above                             | *                           | O/S           |
| 8am to 10pm - Up to 60 mins  | £0.80                  | As above                             | *                           | O/S           |

| <b>Crimea Road, Aldershot - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Up to seven hours - per hour                                      | £0.50                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 8pm - All day   | £5                            | As above                                   | *                                  | O/S                  |

| <b>Pickford Street, Aldershot - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Up to seven hours - per hour  | £0.50                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 8pm - All day   | £5                            | As above                                   | *                                  | O/S                  |

| <b>Birchett Road, Aldershot - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 10pm - Up to 15 mins  | £0.20                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 10pm - Up to 30 mins  | £0.40                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 45 mins  | £0.60                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 60 mins  | £0.80                         | As above                                   | *                                  | O/S                  |

| <b>Edward Street, Aldershot - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Up to seven hours - per hour  | £0.50                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 8pm - All day   | £5                            | As above                                   | *                                  | O/S                  |

| <b>Barrack Road, Aldershot - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Up to seven hours - per hour                                       | £0.50                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 8pm - All day  | £5                            | As above                                   | *                                  | O/S                  |



| <b>Frederick Street, Aldershot - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 10pm - Up to 15 mins   | £0.20                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 10pm - Up to 30 mins   | £0.40                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 45 mins   | £0.60                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 60 mins   | £0.80                         | As above                                   | *                                  | O/S                  |

| <b>Gordon Road, Aldershot - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 10pm - Up to 15 mins  | £0.20                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 10pm - Up to 30 mins  | £0.40                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 45 mins  | £0.60                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 60 mins  | £0.80                         | As above                                   | *                                  | O/S                  |

| <b>Victoria Road, Aldershot (short stay bays) - Monday to Sunday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 10pm - Up to 15 mins  | £0.20                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 10pm - Up to 30 mins  | £0.40                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 45 mins  | £0.60                         | As above                                   | *                                  | O/S                  |
| 8am to 10pm - Up to 60 mins  | £0.80                         | As above                                   | *                                  | O/S                  |

| <b>Victoria Road, Aldershot (long stay bays) - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 8pm - Up to seven hours - per hour   | £0.50                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 8pm - All day  | £5                            | As above                                   | *                                  | O/S                  |

| <b>East Station Road parking area, Aldershot - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 7am to 5pm - up to seven hours - per hour   | £0.50                         | *Car parking strategy being reviewed       | *                                  | O/S                  |

|                        |     |          |   |     |
|------------------------|-----|----------|---|-----|
| 7am to 5pm - All day   | £5  | As above | * | O/S |
| 7am to 5pm - Two day   | £10 | As above | * | O/S |
| 7am to 5pm - Three day | £15 | As above | * | O/S |
| 7am to 5pm - Four day  | £20 | As above | * | O/S |
| 7am to 5pm - Five day  | £25 | As above | * | O/S |

| <b>Prospect Road, Farnborough - Monday to Friday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to two hours   | Free                          | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 6pm - Over two hours - an hour  | £0.80                         | As above                                   | *                                  | O/S                  |
| 8am to 6pm - All day   | £5                            | As above                                   | *                                  | O/S                  |

| <b>Salisbury Road parking area, Farnborough - Monday to Saturday (including public holidays) White bays - 8am - 7pm and Red bays - 8am - 10pm</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Up to 20 mins   | £0.20                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| Up to 40 mins   | £0.40                         | As above                                   | *                                  | O/S                  |
| Up to 60 mins   | £0.60                         | As above                                   | *                                  | O/S                  |

| <b>Station Road, Farnborough- Monday to Friday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - All day   | £5                            | *Car parking strategy being reviewed       | *                                  | O/S                  |

| <b>Camp Road, North Camp - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to 15 mins  | £0.10                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 6pm - Up to 30 mins  | £0.20                         | As above                                   | *                                  | O/S                  |
| 8am to 6pm - Up to 45 mins  | £0.30                         | As above                                   | *                                  | O/S                  |

|                            |       |          |   |     |
|----------------------------|-------|----------|---|-----|
| 8am to 6pm - Up to 60 mins | £0.40 | As above | * | O/S |
|----------------------------|-------|----------|---|-----|

| <b>Lynchford Road, North Camp - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to 15 mins   | £0.10                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 6pm - Up to 30 mins   | £0.20                         | As above                                   | *                                  | O/S                  |
| 8am to 6pm - Up to 45 mins   | £0.30                         | As above                                   | *                                  | O/S                  |
| 8am to 6pm - Up to 60 mins   | £0.40                         | As above                                   | *                                  | O/S                  |

| <b>Queens Road, North Camp - Monday to Saturday (including public holidays)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| 8am to 6pm - Up to 15 mins  | £0.10                         | *Car parking strategy being reviewed       | *                                  | O/S                  |
| 8am to 6pm - Up to 30 mins  | £0.20                         | As above                                   | *                                  | O/S                  |
| 8am to 6pm - Up to 45 mins  | £0.30                         | As above                                   | *                                  | O/S                  |
| 8am to 6pm - Up to 60 mins  | £0.40                         | As above                                   | *                                  | O/S                  |

| <b>Resident parking permits</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---------------------------------|-------------------------------|--|------------------------------------|----------------------|
| Frist permit a year             | £45                           | *Car parking strategy being reviewed       | *                                  | O/S                  |
| Second permit a year            | £65                           | As above                                   | *                                  | O/S                  |
| Lost or damaged permit          | £10                           | As above                                   | *                                  | O/S                  |

### **Out-of-hours emergency service**

| <b>Out-of-Hours Emergency Service</b>  | <b>Current charge 2016/17</b>  | <b>Methodology in reviewing the charge</b> | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|--|--|------------------------------------|----------------------|
| Call-out charge to attend to incidents | This charge is out-of- hours officer time which is charged at a minimum of two hours |  |                                    | O/S                  |

## Parking penalty charge

| Parking penalty charge                                   | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|-------------------------------------|-----------------------------|---------------|
| Contravention Level High - Paid within 14 days           | £35                    | Statutory charge                    | £35<br>(0%)                 | O/S           |
| Contravention Level High - Paid after 14 days            | £70                    | As above                            | £70<br>(0%)                 | O/S           |
| Contravention Level High - Paid after Charge Certificate | £105                   | As above                            | £105<br>(0%)                | O/S           |
| Contravention Level Low - Paid within 14 days            | £25                    | As above                            | £25<br>(0%)                 | O/S           |
| Contravention Level Low - Paid after 14 days             | £50                    | As above                            | £50<br>(0%)                 | O/S           |
| Contravention Level Low - Paid after Charge Certificate  | £75                    | As above                            | £75<br>(0%)                 | O/S           |

## Pests & pest control

| Pests & pest control                     | Current charge 2016/17   | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|--|--|-------------------------------------|-----------------------------|---------------|
| Domestic Premises - Rats, mice           | Free   | O/S                                 | O/S                         | O/S           |
| Domestic Premises - Cockroaches, bedbugs | No longer provided as a service, except for those in receipt of certain benefits |                                     |                             | O/S           |

## Planning application fees

| Householder planning applications   | Current charge 2016/17 | Methodology in reviewing the charge          | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| To alter or add to an existing property   | £172                   | Planning application fees are set nationally | £172<br>(0%)                | O/S           |
| To erect outbuildings, fences, access alterations, etc within the boundaries of your property | £172                   | As above                                     | £172<br>(0%)                | O/S           |
| To alter, or add to, two or more existing properties  | £339                   | As above                                     | £339<br>(0%)                | O/S           |

| Outline planning applications   | Current charge 2016/17 | Methodology in reviewing the charge          | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| For a site area up to 2.5 hectares - for each 0.1 hectare (or part of) of the site area | £385                   | Planning application fees are set nationally | £385<br>(0%)                | O/S           |

|                                   |  |          |   |     |
|-----------------------------------|--|----------|---|-----|
| For a site area over 2.5 hectares | £9,527, plus £115 for each additional 0.1 hectare. Up to a maximum of £125,000 | As above | £9,527, plus £115 for each additional 0.1 hectare. Up to a maximum of £125,000 (0%) | O/S |
|-----------------------------------|--|----------|---|-----|

| Full planning permission or reserved matters application   | Current charge 2016/17   | Methodology in reviewing the charge          | Proposed charge for 2017/18   | VAT indicator |
|--|--|--|---|---------------|
| Erection of housing - For a development of 50 or fewer houses  | £385 for each house  | Planning application fees are set nationally | £385 for each house (0%)  | O/S           |
| Erection of housing - For a development of more than 50 houses   | £19,049 plus £115 for each additional house. Up to a maximum of £250,000             | As above                                     | £19,049 plus £115 for each additional house. Up to a maximum of £250,000 (0%)             | O/S           |
| Erection of glasshouses on agricultural land - New floorspace up to 465 square metres  | £80  | As above                                     | £80 (0%)  | O/S           |
| Erection of glasshouses on agricultural land - New floorspace of more than 465 square metres   | £2,150   | As above                                     | £2,150 (0%)   | O/S           |
| Erection of other agricultural buildings on agricultural land - New floorspace up to 465 square metres   | £80  | As above                                     | £80 (0%)  | O/S           |
| Erection of other agricultural buildings on agricultural land - New floorspace of more than 465 square metres, but not exceeding 540 square metres   | £385   | As above                                     | £385 (0%)   | O/S           |
| Erection of other agricultural buildings on agricultural land - New floorspace of more than 540 square metres, but not exceeding 4,215 square metres | £385 for the first 540 square metres, plus £385 for each additional 75 square metres | As above                                     | £385 for the first 540 square metres, plus £385 for each additional 75 square metres (0%) | O/S           |

|   |  |          |  |     |
|---|--|----------|--|-----|
| Erection of other agricultural buildings on agricultural land - New floorspace of more than 4,215 square metre  | £19,049 plus £115 for each additional 75 square metre. Up to a maximum of £250,000 | As above | £19,049 plus £115 for each additional 75 square metre. Up to a maximum of £250,000<br>(0%) | O/S |
| Erection, alterations or replacement of plant or machinery - For a site area of up to 5 hectares  | £195 for each 0.1 hectare  | As above | £195 for each 0.1 hectare<br>(0%)  | O/S |
| Erection, alterations or replacement of plant or machinery - For a site area of more than 5 hectares  | £29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000     | As above | £29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000<br>(0%)     | O/S |
| Erection, alterations or replacement of plant or machinery - Work to enclose the boundaries of your property, such as erecting gates, fences or walls | £172   | As above | £172<br>(0%)   | O/S |
| Erection, alterations or replacement of plant or machinery - Car parks, service roads and other accesses  | £195   | As above | £195<br>(0%)   | O/S |
| The winning and working of minerals - For a site area of up to 15 hectares  | £195 for each 0.1 hectare  | As above | £195 for each 0.1 hectare<br>(0%)  | O/S |
| The winning and working of minerals - For a site area of more than 15 hectares  | £29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000     | As above | £29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000<br>(0%)     | O/S |
| The winning and working of minerals - For all other cases where the site is more than 15 hectares   | £195 for each 0.1 hectare. Up to a maximum   | As above | £195 for each 0.1 hectare. Up to a maximum   | O/S |

|  |                |  |                     |  |
|--|----------------|--|---------------------|--|
|  | of<br>£250,000 |  | of £250,000<br>(0%) |  |
|--|----------------|--|---------------------|--|

| <b>Change of use applications - To change a building to use as one or more separate houses</b> | <b>Current charge 2016/17</b>  | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b>   | <b>VAT indicator</b> |
|--|--|--|--|----------------------|
| Where the change of use is for up to 50 houses   | £385 for each additional house   | Planning application fees are set nationally | £385 for each additional house<br>(0%)   | O/S                  |
| Where the change of use is for more than 50 houses   | £19,049 plus £115 for each additional house (over 50). Up to a maximum of £250,000 | As above                                     | £19,049 plus £115 for each additional house (over 50). Up to a maximum of £250,000<br>(0%) | O/S                  |
| To make a material change in use of a building or land, other than as above                    | £385   | As above                                     | £385<br>(0%)   | O/S                  |

| <b>Other applications</b>                              | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| To vary a condition imposed on an earlier permission   | £195                          | Planning application fees are set nationally | £195<br>(0%)                       | O/S                  |
| To remove a condition imposed on an earlier permission | £195                          | As above                                     | £195<br>(0%)                       | O/S                  |
| To renew temporary permission                          | £195                          | As above                                     | £195<br>(0%)                       | O/S                  |

| <b>Advertisements</b>   | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| To advertise the nature of the business or activity carried out on the premises   | £110                          | Planning application fees are set nationally | £110<br>(0%)                       | O/S                  |
| To advertise the goods sold or services provided on the premises  | £110                          | As above                                     | £110<br>(0%)                       | O/S                  |
| To advertise the name and qualifications of the person carrying out the business or activity or supplying goods or services | £110                          | As above                                     | £110<br>(0%)                       | O/S                  |

|  |      |          |              |     |
|--|------|----------|--------------|-----|
| Advance signs directing people to a business, but which are not which are not situated on or visible from the site | £110 | As above | £110<br>(0%) | O/S |
| All other advertisements   | £385 | As above | £385<br>(0%) | O/S |

| <b>Lawful development certificates</b>   | <b>Current charge 2016/17</b>                      | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b>                 | <b>VAT indicator</b> |
|--|--|--|--|----------------------|
| Lawful development certificate for an existing use of land or an operational development not supported by an 'established use' certificate | Same as for an equivalent planning application     | Planning application fees are set nationally | Same as for an equivalent planning application     | O/S                  |
| Lawful development certificate for an existing use of land or an operational development supported by an 'established use' certificate     | Half the fee of an equivalent planning application | As above                                     | Half the fee of an equivalent planning application | O/S                  |
| Lawful development certificate for a proposed use of buildings or land   | Half the fee of an equivalent planning application | As above                                     | Half the fee of an equivalent planning application | O/S                  |

| <b>Conditions applications</b>   | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Approval of details required by conditions - per application (not condition) | £97                           | Planning application fees are set nationally | £97<br>(0%)                        | O/S                  |
| Confirmation that the conditions have been complied with - per request       | £97                           | As above                                     | £97<br>(0%)                        | O/S                  |
| For householders applying for the above - for each request                   | £28                           | As above                                     | £28<br>(0%)                        | O/S                  |

| <b>Applications for new planning permission to replace existing (known as extant) planning permission</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Household application   | £57                           | Planning application fees are set nationally | £57<br>(0%)                        | O/S                  |
| Major application   | £575                          | As above                                     | £575<br>(0%)                       | O/S                  |
| Other applications  | £195                          | As above                                     | £195<br>(0%)                       | O/S                  |



| Applications to make non-material changes | Current charge 2016/17 | Methodology in reviewing the charge          | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Household application                     | £28                    | Planning application fees are set nationally | £28<br>(0%)                 | O/S           |
| Other applications                        | £195                   | As above                                     | £195<br>(0%)                | O/S           |

| All other applications                     | Current charge 2016/17   | Methodology in reviewing the charge          | Proposed charge for 2017/18  | VAT indicator |
|--|--|--|--|---------------|
| For other applications not mentioned above | £195 for each 0.1 hectare of the site, up to a maximum of £1,690 | Planning application fees are set nationally | £195 for each 0.1 hectare of the site, up to a maximum of £1,690<br>(0%) | O/S           |

| Determinations  | Current charge 2016/17 | Methodology in reviewing the charge          | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Agriculture / forestry buildings or private ways  | £80                    | Planning application fees are set nationally | £80<br>(0%)                 | O/S           |
| Demolition of building only (where no other development is taking place)  | £80                    | As above                                     | £80<br>(0%)                 | O/S           |
| Installation of a radio mast, antennae over 4m above roof of building, radio equipment housing over 2.5 cubic metres, development ancillary to equipment housing or public call box | £385                   | As above                                     | £385<br>(0%)                | O/S           |

## Planning information fees

|   | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|---|-----------------------------|---------------|
| Building regulation application decisions and completion certificates<br>Per document | £20                    | No planned increase in fees for 2017/18   | £20<br>(0%)                 | O/S           |
| Replies to written requests from solicitors, developers or professional agents        | £40                    | As above  | £40<br>(0%)                 | O/S           |
| Advice on obligations in legal agreements First obligation                            | £120                   | * The future amount of this charge will be reviewed and a Cabinet paper produced. | *                           | O/S           |

|  |       |   |               |     |
|--|-------|---|---------------|-----|
| Advice on obligations in legal agreements Each obligation after that   | £25   | * The future amount of this charge will be reviewed and a Cabinet paper produced. | *             | O/S |
| Advice on obligations in legal agreements Carry out site visit   | £240  | No planned increase in fees for 2017/18   | £240<br>(0%)  | O/S |
| General research enquiries - Zoning  | £60   | As above  | £60<br>(0%)   | O/S |
| General research enquiries - Listed building   | £60   | As above  | £60<br>(0%)   |     |
| General research enquiries - Conservation area   | £60   | As above  | £60<br>(0%)   | O/S |
| General research enquiries - Tree Preservation Order   | £60   | As above  | £60<br>(0%)   | O/S |
| General research enquiries - Planning or building regulation history   | £200  | As above  | £200<br>(0%)  | O/S |
| General research enquiries - Permitted planning use  | £335  | As above  | £335<br>(0%)  | O/S |
| Information on other developments in the surrounding area - Site specific  | £200  | As above  | £200<br>(0%)  | O/S |
| Information on other developments in the surrounding area - Site specific (including land and specifying its uses)   | £240  | As above  | £240<br>(0%)  | O/S |
| Information on other developments in the surrounding area - Informal confirmation of whether planning permission or building regulation approval is required for a development that has already been carried out | £265  | As above  | £265<br>(0%)  | O/S |
| Photocopying and microfiche charges A4   | £0.20 | As above  | £0.20<br>(0%) | O/S |
| Photocopying and microfiche charges A5   | £0.50 | As above  | £0.50<br>(0%) | O/S |
| Photocopying and microfiche charges A2   | £10   | As above  | £10<br>(0%)   | O/S |
| Photocopying and microfiche charges A1   | £18   | As above  | £18<br>(0%)   | O/S |
| Photocopying and microfiche charges A0   | £30   | As above  | £30<br>(0%)   | O/S |

## Princes Hall

| Main Hall (Non-commercial within Borough) Per hour | Current charge 2016/17 | Methodology in reviewing the charge   | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|---|-----------------------------|---------------|
| Monday-Friday                                      | £64                    | Given the high level of local competition and an excess of supply over demand for available hall hire, no | £64<br>(0%)                 | S*            |

|                       |      |                                  |              |    |
|-----------------------|------|----------------------------------|--------------|----|
|                       |      | increase is proposed for 2017/18 |              |    |
| After midnight        | £107 | As above                         | £107<br>(0%) | S* |
| Saturday              | £84  | As above                         | £84<br>(0%)  | S* |
| After midnight        | £119 | As above                         | £119<br>(0%) | S* |
| Sunday (Bank holiday) | £108 | As above                         | £108<br>(0%) | S* |
| After midnight        | £174 | As above                         | £174<br>(0%) | S* |

\*Vat indicator is EX If It Is the room use only (i.e. no additional services provided)

| Main Hall (Commercial)<br>Per hour | Current charge<br>2016/17 | Methodology in reviewing<br>the charge   | Proposed charge for<br>2017/18 | VAT<br>indicator |
|------------------------------------|---------------------------|--|--------------------------------|------------------|
| Monday-Friday                      | £94                       | Given the high level of local competition and an excess of supply over demand for available hall hire, no increase is proposed for 2017/18 | £94<br>(0%)                    | S*               |
| After midnight                     | £149                      | As above   | £149<br>(0%)                   | S*               |
| Saturday                           | £119                      | As above   | £119<br>(0%)                   | S*               |
| After midnight                     | £169                      | As above   | £169<br>(0%)                   | S*               |
| Sunday (Bank holiday)              | £149                      | As above   | £149<br>(0%)                   | S*               |
| After midnight                     | £269                      | As above   | £269<br>(0%)                   | S*               |

\*Vat indicator is EX If It Is the room use only (i.e. no additional services provided)

| Tichborne Suite (Non -commercial)<br>Per hour | Current charge<br>2016/17 | Methodology in reviewing<br>the charge  | Proposed charge for<br>2017/18 | VAT<br>indicator |
|---|---------------------------|---|--------------------------------|------------------|
| Monday-Saturday                               | £33                       | Demand for hire of suites has fallen in recent years, no increase is proposed for 2017/18 | £33<br>(0%)                    | S*               |
| After midnight                                | £61                       | As above  | £61<br>(0%)                    | S*               |
| Sunday  | £46                       | As above  | £46<br>(0%)                    | S*               |
| After midnight                                | £81                       | As above  | £81<br>(0%)                    | S*               |

\*Vat indicator is EX If It Is the room use only (i.e. no additional services provided)

| <b>Tichborne Suite (Commercial) Per hour</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>  | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|---|------------------------------------|----------------------|
| Monday-Saturday                              | £46                           | Demand for hire of suites has fallen in recent years, no increase is proposed for 2017/18 | £46<br>(0%)                        | S*                   |
| After midnight                               | £92                           | As above  | £92<br>(0%)                        | S*                   |
| Sunday                                       | £70                           | As above  | £70<br>(0%)                        | S*                   |
| After midnight                               | £119                          | As above  | £119<br>(0%)                       | S*                   |

\*Vat indicator is EX if it is the room use only (i.e. no additional services provided)

| <b>Edinburgh Suite Per hour</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>  | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---------------------------------|-------------------------------|---|------------------------------------|----------------------|
| Non-commercial Monday-Saturday  | £28                           | Demand for hire of suites has fallen in recent years, no increase is proposed for 2017/18 | £28<br>(0%)                        | S*                   |
| Non-commercial Sunday           | £38                           | As above  | £38<br>(0%)                        | S*                   |
| Commercial Monday-Saturday      | £38                           | As above  | £38<br>(0%)                        | S*                   |
| Commercial Sunday               | £54                           | As above  | £54<br>(0%)                        | S*                   |

\*Vat indicator is EX if it is the room use only (i.e. no additional services provided)

| <b>Foyer Bar</b>               | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>  | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--------------------------------|-------------------------------|---|------------------------------------|----------------------|
| Non-commercial Monday-Saturday | £28                           | Demand for hire of suites has fallen in recent years, no increase is proposed for 2017/18 | £28<br>(0%)                        | S                    |
| Non-commercial Sunday          | £38                           | As above  | £38<br>(0%)                        | S                    |
| Commercial Monday-Saturday     | £38                           | As above  | £38<br>(0%)                        | S                    |
| Commercial Sunday              | £54                           | As above  | £54<br>(0%)                        | S                    |

| <b>Princes Suite (Non -commercial)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>               | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Monday-Saturday                        | £46                           | Demand for hire of suites has fallen in recent years, no | £46<br>(0%)                        | S*                   |

|                |     |                                  |             |    |
|----------------|-----|----------------------------------|-------------|----|
|                |     | increase is proposed for 2017/18 |             |    |
| After midnight | £61 | As above                         | £61<br>(0%) | S* |
| Sunday         | £70 | As above                         | £70<br>(0%) | S* |
| After midnight | £81 | As above                         | £81<br>(0%) | S* |

\*Vat indicator is EX if it is the room use only (i.e. no additional services provided)

| <b>Princes Suite (Commercial)</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>  | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|-----------------------------------|-------------------------------|---|------------------------------------|----------------------|
| Monday-Saturday                   | £70                           | Demand for hire of suites has fallen in recent years, no increase is proposed for 2017/18 | £70<br>(0%)                        | S*                   |
| After midnight                    | £92                           | As above  | £92<br>(0%)                        | S*                   |
| Sunday                            | £101                          | As above  | £101<br>(0%)                       | S*                   |
| After midnight                    | £119                          | As above  | £119<br>(0%)                       | S*                   |

\*Vat indicator is EX if it is the room use only (i.e. no additional services provided)

| <b>Other</b>  | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Stewards – per hour   | £9                            | Given the high level of local competition and an excess of supply over demand for available hall hire, no increase is proposed for 2017/18 | £9<br>(0%)                         | S                    |
| Door supervisors – per hour                                   | £21.70                        | As above   | £21.70<br>(0%)                     | S                    |
| Box office open at event – per performance (Monday- Saturday) | £96                           | As above   | £96<br>(0%)                        | S                    |
| Box office open at event – per performance (Sunday)           | £120                          | As above   | £120<br>(0%)                       | S                    |
| Tickets – if Princes Hall sells                               | £0.06                         | As above   | £0.06<br>(0%)                      | S                    |
| Tickets – if hirer sells                                      | £0.084                        | As above   | £0.084<br>(0%)                     | S                    |
| Credit card commission  | 3%                            | As above   | 3%<br>(0%)                         | S                    |

| <b>Other charges (Non -commercial)</b>                                   | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Ticket sales   | 5% of gross                   | Given the high level of local competition and an excess of supply over demand for available hall hire, no increase is proposed for 2017/18 | 5% of gross                        | S                    |
| Inclusion on 'What's On' Brochure  | £120                          | As above   | £120<br>(0%)                       | S                    |
| Full stage lighting/sound equipment including services of one technician | £114                          | As above   | £114<br>(0%)                       | S                    |
| Use of baby-grand piano on stage   | £77                           | As above   | £77<br>(0%)                        | S                    |

| <b>Other charges (Commercial)</b>  | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|--|------------------------------------|----------------------|
| Ticket sales   | 10% of gross                  | Given the high level of local competition and an excess of supply over demand for available hall hire, no increase is proposed for 2017/18 | 10% of gross<br>(0%)               | S                    |
| Inclusion on 'What's On' Brochure  | £180                          | As above   | £180<br>(0%)                       | S                    |
| Full stage lighting/sound equipment including services of one technician | £229                          | As above   | £229<br>(0%)                       | S                    |
| Use of baby-grand piano on stage   | £115                          | As above   | £115<br>(0%)                       | S                    |

| <b>Bandstand</b>                        | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>        | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|---|------------------------------------|----------------------|
| Bandstand charges for commercial events | FREE                          | Community bandstand free for the community to use | FREE<br>(0%)                       |                      |

## Print charges

| <b>Print charges</b> | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>        | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|----------------------|-------------------------------|---|------------------------------------|----------------------|
| Graphics A0 1 to 10  | £15                           | * Review of charges to be carried out for 2017/18 | *                                  | S                    |
| Graphics A0 11+      | £12                           | As above  | *                                  | S                    |

|                         |       |          |   |   |
|-------------------------|-------|----------|---|---|
| Graphics A1 1 to 10     | £8    | As above | * | S |
| Graphics A1 11+         | £6    | As above | * | S |
| Graphics A2 1 to 10     | £5    | As above | * | S |
| Graphics A2 11+         | £3.75 | As above | * | S |
| CAD colour A0 1 to 10   | £4    | As above | * | S |
| CAD colour A0 11+       | £3    | As above | * | S |
| CAD colour A1 1 to 10   | £3    | As above | * | S |
| CAD colour A1 11+       | £0.25 | As above | * | S |
| CAD colour A2 1 to 10   | £2    | As above | * | S |
| CAD colour A2 11+       | £1.50 | As above | * | S |
| CAD mono A0 1 to 10     | £2    | As above | * | S |
| CAD mono A0 11+         | £1.50 | As above | * | S |
| CAD mono A1 1 to 10     | £1.50 | As above | * | S |
| CAD mono A1 11+         | £1.13 | As above | * | S |
| CAD mono A2 1 to 10     | £1    | As above | * | S |
| CAD mono A2 11+         | £0.75 | As above | * | S |
| Lamination A0 1 to 10   | £10   | As above | * | S |
| Lamination A0 11+       | £7.50 | As above | * | S |
| Lamination A1 1 to 10   | £7    | As above | * | S |
| Lamination A1 11+       | £5.25 | As above | * | S |
| Lamination A2 1 to 10   | £4    | As above | * | S |
| Lamination A2 11+       | £3    | As above | * | S |
| Lamination A3 Per sheet | £1    | As above | * | S |
| Lamination A4 Per sheet | £1.25 | As above | * | S |
| Comb binding from       | £0.40 | As above | * | S |

|                                     |        |          |   |   |
|-------------------------------------|--------|----------|---|---|
| Finishing per hour                  | £30    | As above | * | S |
| Scanning A0 1 to 10                 | £4     | As above | * | S |
| Scanning A0 11+                     | £3     | As above | * | S |
| Scanning A1 1 to 10                 | £2     | As above | * | S |
| Scanning A1 11+                     | £1.50  | As above | * | S |
| Printing A4 Black and White 1-250   | £0.03  | As above | * | S |
| Printing A4 Black and White 251-500 | £0.027 | As above | * | S |
| Printing A4 Black and White 501+    | £0.024 | As above | * | S |
| Printing A3 Black and White 1-250   | £0.50  | As above | * | S |
| Printing A3 Black and White 251-500 | £0.045 | As above | * | S |
| Printing A3 Black and White 501+    | £0.04  | As above | * | S |
| Printing A4 Colour 1-250            | £0.15  | As above | * | S |
| Printing A4 Colour 251-500          | £0.135 | As above | * | S |
| Printing A4 Colour 501+             | £0.12  | As above | * | S |
| Printing A3 Colour 1-250            | £0.20  | As above | * | S |
| Printing A3 Colour 251-500          | £0.18  | As above | * | S |
| Printing A3 Colour 501+             | £0.18  | As above | * | S |
| Card A4 per sheet                   | £0.07  | As above | * | S |
| Card A3 per sheet                   | £0.14  | As above | * | S |

## Property inspections

| Property Inspections  | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| Inspections requested by the British High Commission (Housing Services) | £133                   | Relevant inflation rate (r)         | £136<br>(2.3%)              | O/S           |

(r) = rounded to the nearest £1



## Scrap metal dealer's licence

| For three years                                      | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--|-----------------------------|---------------|
| Scrap metal dealer's licence - A site licence        | £70                    | * The future amount of this charge will be reviewed and a Cabinet paper produced | *                           | O/S           |
| Scrap metal dealer's licence - A collector's licence | £70                    |  | *                           | O/S           |

## Sex shops

| Sex shops                         | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|-----------------------------------|------------------------|--|-----------------------------|---------------|
| Initial application               | £6925                  | Discretionary. Future approach to licensing fees and charges to be agreed. | £6925<br>(0%)               | O/S           |
| Application to transfer a licence | £6925                  | As above   | £6925<br>(0%)               | O/S           |
| Renewal of a licence              | £3200                  | As above   | £3200<br>(0%)               | O/S           |

## Street naming and numbering

| Street naming and numbering  | Current charge 2016/17          | Methodology in reviewing the charge     | Proposed charge for 2017/18     | VAT indicator |
|--|---------------------------------|---|---------------------------------|---------------|
| Change of house name (where property has no postal number)                                 | £25                             | No planned increase in fees for 2017/18 | £25<br>(0%)                     | O/S           |
| Change of building name/address for commercial units                                       | £50                             | As above                                | £50<br>(0%)                     | O/S           |
| New Development of 1 – 5 plots   | £25                             | As above                                | £25<br>(0%)                     | O/S           |
| New Development of 6 – 10 plots  | £20                             | As above                                | £20<br>(0%)                     | O/S           |
| New Development of 11 – 50 plots   | £15                             | As above                                | £15<br>(0%)                     | O/S           |
| New Development of 50 + plots  | £10                             | As above                                | £10<br>(0%)                     | O/S           |
| Naming of new block of flats/building  | Included in new development fee | As above                                | Included in new development fee | O/S           |
| Change to new addresses due to the development changing after the schedule has been issued | £15                             | As above                                | £15<br>(0%)                     | O/S           |

|                                      |      |          |              |     |
|--------------------------------------|------|----------|--------------|-----|
| Research archive for address history | £150 | As above | £150<br>(0%) | O/S |
|--------------------------------------|------|----------|--------------|-----|

## Street trading

| Street trading                              | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Street trading consent                      | £342                   | Discretionary. Future approach to licensing fees and charges to be agreed. | £342<br>(0%)                | O/S           |
| Street trading consent - profits to charity | £117.50                | As above   | £117.50<br>(0%)             | O/S           |

## Tables and chairs on the highway

| Tables and chairs on the highway | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|----------------------------------|------------------------|--|-----------------------------|---------------|
| Permit                           | £187                   | Discretionary. Future approach to licensing fees and charges to be agreed. | £187<br>(0%)                | O/S           |

## Taxi licence fees

| Vehicles                         | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|----------------------------------|------------------------|--|-----------------------------|---------------|
| Hackney carriage vehicle licence | £200                   | Discretionary. Future approach to licensing fees and charges to be agreed. | £200<br>(0%)                | O/S           |
| Private hire vehicle licence     | £170                   | As above   | £170<br>(0%)                | O/S           |
| Plate fee new                    | £31                    | As above   | £31<br>(0%)                 | O/S           |
| Plate fee renewal                | £23                    | As above   | £23<br>(0%)                 | O/S           |
| Hard plate exemption             | £10                    | As above   | £10<br>(0%)                 | O/S           |

| Drivers                                  | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--|-----------------------------|---------------|
| Private hire driver licence - One year   | £70                    | Discretionary. Future approach to licensing fees and charges to be agreed. | £70<br>(0%)                 | O/S           |
| Private hire driver licence - Three year | £200                   | As above   | £200<br>(0%)                | O/S           |

|   |      |                  |              |     |
|---|------|------------------|--------------|-----|
| Hackney carriage driver licence – One year              | £80  | As above         | £80<br>(0%)  | O/S |
| Hackney carriage driver licence – Three year            | £225 | As above         | £225<br>(0%) | O/S |
| Combined driver( HC and PH) driver licence – One year   | £80  | As above         | £80<br>(0%)  | O/S |
| Combined driver( HC and PH) driver licence – Three year | £225 | As above         | £225<br>(0%) | O/S |
| Knowledge test  | £35  | As above         | £35<br>(0%)  | O/S |
| DVLA data subject enquiry fee                           | £5   | 3rd party charge | £5<br>(0%)   | O/S |
| Disclosure and Barring Service (DBS) Check (enhanced)   | £44  | 3rd party charge | £44<br>(0%)  | O/S |

| Other (miscellaneous)                       | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|--|-----------------------------|---------------|
| Replacement driver/vehicle/operator licence | £20                    | Discretionary. Future approach to licensing fees and charges to be agreed. | £20<br>(0%)                 | O/S           |

| Operators  | Current charge 2016/17 | Methodology in reviewing the charge  | Proposed charge for 2017/18 | VAT indicator |
|--|------------------------|--|-----------------------------|---------------|
| Private hire operator's licence – One year         | £215                   | Discretionary. Future approach to licensing fees and charges to be agreed. | £215<br>(0%)                | O/S           |
| Private hire operator's licence - Three year       | £350                   | As above   | £350<br>(0%)                | O/S           |
| Private hire operator's licence - Five year        |                        | As above   | To be established           | O/S           |
| Disclosure and Barring Service (DBS) Check (basic) | £26                    | 3rd party charge   | £26<br>(0%)                 | O/S           |

## Waste Management

| Admin charges for new bins                                      | Current charge 2016/17 | Methodology in reviewing the charge | Proposed charge for 2017/18 | VAT indicator |
|---|------------------------|-------------------------------------|-----------------------------|---------------|
| New 140-litre or 240-litre bin, delivered - Single property     | £29                    | Cost recovery basis (r)             | £29.50<br>(1.7%)            | O/S           |
| New 140-litre or 240-litre bin, delivered - Up to 5 properties  | £46                    | As above                            | £46.50<br>(1.1%)            | O/S           |
| New 140-litre or 240-litre bin, delivered - Up to 20 properties | £68.5                  | As above                            | £69<br>(0.7%)               | O/S           |
| New 140-litre or 240-litre bin, delivered - Over 20 properties  | £92                    | As above                            | £93<br>(1.1%)               | O/S           |

(r)= rounded to the nearest 50p

| <b>Bulky waste collection</b>  | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>                            | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|--|-------------------------------|---|------------------------------------|----------------------|
| Standard charge for up to 3 items (Every fridge to count as 3 items) | £38                           | Holding prices this year due to the changes at HWRC                   | £38<br>(0%)                        | O/S                  |
| Concessions  | £19.50                        | As above, plus part of future wider review into concessionary charges | £19.50<br>(0%)                     | O/S                  |

| <b>Garden waste composting service</b>                    | <b>Current charge 2016/17</b> | <b>Methodology in reviewing the charge</b>   | <b>Proposed charge for 2017/18</b> | <b>VAT indicator</b> |
|---|-------------------------------|--|------------------------------------|----------------------|
| Maximum 240L per collection, via wheeled bin              | £39                           | Due to changes in the garden waste recycling service, charges to remain the same to help those transitioning from reusable bags to wheeled bins.           | £39<br>(0%)                        | O/S                  |
| Maximum 240L per collection, via wheeled bin - Concession | £16                           | New charge rolling out in 2016/17 – only for current members of the scheme with reusable bags. Also part of future wider review into concessionary charges | £16<br>(0%)                        | O/S                  |
| Maximum 180L per collection, via reusable bags            | ENDED                         |  |                                    |                      |
| Concession for 180L, via reusable bags                    | ENDED                         |  |                                    |                      |
| Additional 90L per collection                             | ENDED                         |  |                                    |                      |
| Single-use sacks  | £10                           | £10 charge to start in the Autumn of 2016 to cover the cost of new sacks. No increase for 2017/18  | £10<br>(0%)                        | O/S                  |

CABINET

HEAD OF ENVIRONMENTAL HEALTH AND  
HOUSING

15 November 2016

REPORT NO. EHH1622

KEY DECISION? NO

## CAPITAL GRANTS TO REGISTERED PROVIDERS OF SOCIAL HOUSING

### SUMMARY AND RECOMMENDATIONS:

This report provides members with information on grant funding for Registered Providers of Social Housing, in particular on funding for affordable/social rent properties. It sets out proposals for amending the way in which grant is used so that it maximises the number of lettings available and contributes to reducing the councils temporary accommodation costs

It is recommended that Cabinet

- Supports the principle of using the Council's resources to help meet housing needs and make best use of the social housing stock as set out in the report;
- Approves the delegation of grant award decisions of £30,000 or lower to the Head of Environmental Health and Housing in consultation with the portfolio holder for Health and Housing; and
- Approves the delegation of authority to the Head of Environmental Health and Housing in consultation with the portfolio holder for Health and Housing to agree a grant administration scheme.

### 1. INTRODUCTION

- 1.1 The purpose of this report is to advise members of changes to the funding regime for new affordable homes, and to recommend a change of emphasis in the purposes for which grant assistance is given to registered providers of social housing (RPs) to support our work in meeting housing need.

### 2. BACKGROUND

- 2.1 Under the Housing Act 1996 s22 ss3 local authorities are permitted to make grants or loans for the assistance of a registered social landlord. To qualify as capital grant the contribution the Council makes must be at least £10,000.

- 2.2 Since transfer of the Council's housing stock in 1995, a budget has been allocated to fund new affordable housing schemes in the borough and support a development programme.
- 2.3 To develop affordable housing RPs raise money from the financial markets based on the income stream from the homes they build. Because the rents from affordable housing are lower than market rents, the funding that is raised against rents does not meet the cost of providing new homes. In the past, funding from the Homes and Communities Agency was available to help bridge this gap.
- 2.4 Since the financial crisis in 2008 the Homes and Communities Agency has reduced the amount of funding available for affordable housing. This has meant that RPs have been at a disadvantage when competing with private housebuilders for sites. Delivery has principally been on s106 sites for which there is no grant support.
- 2.5 Owing to the reduction in schemes coming forward the Council's budget has gradually reduced from £1m in 2004 to £120k for 2016/17. It now only covers small contributions to schemes that, at the point of budget setting, have advanced sufficiently to be deliverable. The Council's current financial position means that funding larger affordable housing schemes would be difficult.
- 2.6 In the last year the Government has moved priority for funding to affordable homeownership initiatives. Grant will no longer be available from the Homes and Communities Agency for affordable rented housing. RPs will still be able to raise private finance and use their own reserves but most are looking to cross subsidise affordable rent by developing more shared ownership and developing for private sale. Although in Rushmoor an ongoing supply has been secured by s106 agreements on major developments, it is likely that overall the amount of affordable rented housing delivered will reduce.
- 2.7 The Council is currently dealing with a trend of rising homelessness and increasing demand for temporary accommodation. When our stock of temporary accommodation is full, the Council uses Bed and Breakfast accommodation. This can result in significant cost to the General Fund. The supply of lettings from the existing social housing stock and from new developments is essential to achieve flow through temporary accommodation into permanent housing, and reduce the need for B&B.
- 2.8 To manage the council's temporary accommodation effectively, the council, in partnership with RPs, needs to encourage and contribute to new affordable rent schemes and to making best use of the existing social housing stock to maximise the lettings available.

### **3. DETAILS OF THE PROPOSAL**

#### **General**

- 3.1 It is proposed that the Council uses its ability to provide grants in a more targeted and strategic way to meet housing needs and make best use of the social housing stock. Examples of the way in which grant could be used are set out in paragraphs 3.2 – 3.6
- 3.2 To contribute to the provision of specific types of housing:
  - Affordable rent properties.
  - smaller properties designed for under occupiers to create chain lettings.
  - Wheelchair adapted accommodation.
  - Four bed homes at lower rents for working, low income families or families affected by the benefit cap.
- 3.3 To contribute to bringing empty properties back into use to meet a social housing need
- 3.4 To contribute to the purchase of street properties to meet a specific housing need
- 3.5 To provide “top ups” to Disabled Facilities Grants to help people remain in their existing home or move to more suitable housing
- 3.6 Other initiatives where spending a capital sum is the most cost effective way of meeting a housing need or generating lettings e.g. extensions or loft conversions to help overcrowded households.
- 3.7 In order to support its ability to provide grant as a contribution to new build schemes and to provide some flexible funding to meet housing need; and maximise lettings a capital bid will be prepared for the Council’s forthcoming budget process for members to consider. On the evidence of previous years is unlikely that a budget of more than £200,000 will be requested.
- 3.8 This budget could be financed/supplemented by commuted sums which are financial payments from developers taken in place of on site affordable homes, usually where the form of development makes the units offered unsuitable for affordable housing.
- 3.9 It is proposed that powers are delegated to the Head of Environmental Health and Housing in consultation with the portfolio holder for Health and Housing to approve spend of £30,000 or below, on any one grant. Spend over £30,000 will be referred to Cabinet for approval.
- 3.10 Grant applications will need to be able to demonstrate that they can help achieve one or more of the following outcomes: meeting a housing need,

maximising the number of lettings, helping people move on from temporary accommodation or reducing costs to the council

3.11 Grants will only be available for properties in Rushmoor or properties to which only Rushmoor has nomination rights.

3.12 Should a housing proposal come forward that offers benefits to the Council but exceeds the budget, it will be evaluated taking account of prevailing financial conditions before Cabinet is asked to make a decision on whether to fund.

### **Administration of the budget**

3.13 The procedures for administration of the council's capital grant for affordable housing were set up in 2004 and now need review. Delegated Authority is sought for the Head of Environmental Health and Housing to agree procedures in consultation with the Cabinet Portfolio Holder for Health and Housing. The procedures to cover:

- Adjustments to the scheme of delegation
- Eligibility of Registered Providers to apply for grant.
- Grant conditions
- Payment of grant and verification required.
- Audit of outcomes

3.14 **Alternative Options**

None

3.15 **Consultation**

None

**4. IMPLICATIONS** (of proposed course of action)

#### **Risks**

4.1 There is a risk that the amount of grant available is not sufficient to make significant difference to the move on that can be achieved from temporary accommodation. Outcomes will need to be carefully monitored.

#### **Legal Implications**

4.2 None

#### **Financial and Resource Implications**

4.3 A bid for resources to pay for grants will be evaluated through the Council's budget process.

4.4 Any commuted sums collected from developers in lieu of providing affordable housing on site will be ring fenced for affordable housing and could be used to replace/supplement the capital budget. Details of how



the sources of capital financing are used in combination will become part of the budget setting process.

### **Equalities Impact Implications**

- 4.4 This proposal will not have a differential impact due to racial identity, gender, age, disability, sexual orientation or religion or belief.

### **Other**

- 4.5 None

## **5. CONCLUSIONS**

- 5.1 The demand for housing from homeless households is rising and the financial resources for social / affordable rented housing are now significantly reduced. In this context the Council needs to be able to respond flexibly and quickly to situations where there is potential for capital spending to unlock housing situations and generate lettings to meet housing need. This has the potential to help minimise the use of Bed and Breakfast, reducing the cost to the Council of meeting its statutory duties for Homelessness.

### **BACKGROUND DOCUMENTS:**

Housing Act 1996

Housing Strategy and Enabling file RBC Capital Grant: contract and procedures

### **CONTACT DETAILS:**

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## AGENDA ITEM No. 5

CABINET

15TH NOVEMBER 2016

PLANNING REPORT NO. PLN1642

KEY DECISION? YES

### SAVINGS AND EFFICIENCIES IN DEVELOPMENT MANAGEMENT

#### SUMMARY AND RECOMMENDATIONS

To consider the implementation of new practices and ceasing some out-dated ones to achieve sustainable reductions in expenditure and secure additional income to help cover the costs of the service.

Recommendations:

- a) Reduce advertising planning applications in the local press but increase the use of social media to publicise proposals;
- b) Increase charges for legal firms seeking information on S.106 obligations;  
and
- c) Introduce a scheme of charging for pre-applications discussions.

#### 1. INTRODUCTION

1.1 As part of a review of expenditure and budgets across the authority under the Budget Challenge exercise, the following areas of the Development Management service within Planning have been identified for consideration in respect of savings and efficiencies.

- \* Pre-application discussions - the introduction of charges to potential planning applicants and developers for discussion and advice before the submission of a planning application.
- \* Advertising – the potential to reduce expenditure on advertising planning applications in the local press.
- \* Notification – the potential to reduce expenditure on hard copy notification letters sent through the post.
- \* Enquiry Charges - increasing the charges levied currently in respect of requests from solicitors/paralegals for copies of documents and confirmation of compliance with the requirements of legal agreements.

## **2. BACKGROUND**

- 2.1 The measures under discussion reflect the Council's Corporate Priorities in establishing a sound financial position, making sustainable budgetary savings, investigating new sources of income and implementing channel shift, whilst maintaining a high level of service provision.

## **3. DETAILS OF THE PROPOSALS**

### **A) Reduce advertising in Local Newspaper**

- 3.1 It is proposed to reduce press advertising of planning applications to the statutory minimum required and increase publication via social media. In the past, Rushmoor has advertised all planning applications in a local newspaper (Hampshire Independent), but it is only statutorily required to notify a few specific types of application, which amount to less than 10% of the total number received.
- 3.2 A smaller list of applications would save considerably on the cost, currently over £18,000 per year. In place of this, we would look to expand the use of social media to notify residents and businesses in the Borough of planning applications received.
- 3.3 We would continue to advertise those application that are required by statute but will also investigate the potential for moving away from statutory notices in the Hampshire Independent newspaper depending on the outcome of the County-wide tender process.

### **B) Increase charges to Solicitors and Paralegals**

- 3.4 It is proposed to increase the charges levied for information enquiries concerning S.106 obligations from solicitors and paralegals etc. to more accurately reflect officer time spent on these enquiries. Much of the information that is sought is readily available on-line, but the service is used by legal firms to save time, with the costs being passed on to their clients.
- 3.5 Appendix I sets out, for comparison, available information on how neighbouring authorities charge for this type of enquiry. The available information indicates that some neighbouring authorities charge a set fee 'per obligation' and others an hourly rate based on the officer time involved.

### **C) Charging for pre-application discussions**

- 3.6 In line with most other Local Planning Authorities in the country, it is proposed to introduce charging for pre-application advice to all potential applicants. The charge for "Householders" proposals would be set at £35 per enquiry and the

whole practice would be reviewed after 12 months. A full explanation of what enquirers can expect in return for the charge will be provided. Charges would also be introduced for developers depending upon the size of the development proposal.

- 3.7 Appendix II sets out for comparison by development type, a summary of charges for pre-application discussions levied by other authorities in Hampshire.
- 3.8 The initial response to enquiries made in writing, by Email or telephone would continue to be general advice about the Council's planning policies and the information available on our website and via the planning portal.
- 3.9 **Householders** seeking pre-application advice would be advised of the charge and that they should supply, together with payment, a draft or sketch layout together with an explanation of their proposal. In return, they would receive advice by telephone or email on the likelihood of the grant of planning permission being recommended, and of what measures or changes might be necessary for a successful scheme. A site visit would be carried out at the discretion of the officer should they consider it necessary in order to provide a comprehensive answer to the enquiry.
- 3.10 **Small to medium sized developments** (1-10 dwellings or up to 1000sqm commercial floorspace), it is suggested a fee of £200 be charged. On initial contact, the developer would be advised to appraise themselves of background information on the Council's planning policies and standards and, in relation to residential proposals the requirements of the SPA avoidance and mitigation strategy (AMS). They would then be invited to submit policy compliant sketch proposals together with the fee.
- 3.11 An officer will visit the site and supply, within four weeks of receipt, a written assessment of the draft proposal in a standard format containing an opinion on whether planning permission would be recommended. The need for a meeting and involvement of other officers would be at the discretion of the case officer. The advice would include suggested measures which might make an unacceptable proposal satisfactory. Where applicable (and available) residential proposals would receive an allocation of SPA mitigation in accordance with the AMS.
- 3.12 **Major Developments** (in excess of 10 dwellings or residential sites of 0.5ha and above, or 1000sqm commercial floorspace, or other sites of 1ha or more) it is suggested a fee of £600 be charged. On initial contact, the developer would be advised to appraise themselves of background information on the Council's planning policies and standards and, in relation to residential proposals the requirements of the SPA avoidance and mitigation strategy (AMS). They would then be invited to submit sketch proposals together with the fee. An officer will visit the site and they will be invited to a meeting attended by the Head of Planning or the Development Manager together with a case officer and Transportation Strategy and Policy Officers, where appropriate. Within four weeks of the meeting, a written assessment of the draft proposal in a standard format containing an opinion on whether planning permission would be recommended will be provided. An explanation would also be provided of

measures considered necessary to make an unacceptable proposal satisfactory. Where applicable (and available) residential proposals would receive an allocation of SPA mitigation in accordance with the AMS.

- 3.13 The ability to charge potential applicants for pre-application discussions, amongst other discretionary services, was conferred by S.93 of the Local Government Act 2003. Explanatory paragraph (3) to the provision states that it is: "...subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision."
- 3.14 Pre-application charging cannot therefore be used to make a profit. In appropriate circumstances, authorities are permitted to charge as a means of meeting, and effectively regulating demand for pre-application advice. The key role of Local Planning Authorities in encouraging other parties to take maximum advantage of the pre-application stage is cited in the National Planning Policy Framework. It is also an essential part of our systems thinking approach embedded in the planning process at Rushmoor.
- 3.15 This proposal would affect all potential planning applicants in the Borough with the exception of the Wellesley (Aldershot Urban Extension) development. Grainger PLC have, through the S.106 agreement associated with the development, provided funding for a full time Council Officer post for a ten year period. The responsibilities of that officer include providing pre-application advice on future stages of implementation of the project.

#### **4. ALTERNATIVE OPTIONS**

- 4.1 Consideration has been given as part of this exercise to the following alternative options:
- continuing the present regime of free pre-application advice to all;
  - the introduction of charges solely to householders in view of their enquiries placing the greatest demand on resources;
  - the cessation or reduction of the use of surface mail to notify neighbouring occupiers of planning applications. In view of the relatively small potential savings, the cessation or reduction of use of surface mail for hardcopy notification letters is not being taken forward at this stage.

#### **5. CONSULTATION**

- 5.1 The proposals are to be presented to the Development Management Committee at their meeting on 9 November 2016, and comments made by the committee on the suggested changes will be reported back at the meeting of Cabinet.

## **6. IMPLICATIONS**

### **Risks**

- 6.1 The risks to the proposals identified in this report have been assessed. There is the potential loss of public confidence in the openness and fairness of the Council's planning decisions arising from the perception that less effort is being made to publicise and invite participation in the planning process, though it is hoped this would be overcome by greater use of social media in the notification of applications. There may also be concern that a fee is being taken from developers for private discussions, meetings and advice in advance of planning applications and that subsequent decisions on their applications will not be impartially taken. However, taking part in the pre-application will not be a guarantee of a favourable position, and the consideration of all applications will continue fully open to public scrutiny.
- 6.2 Further risks are the potential conflict with developers who have paid for advice but whose applications are unsuccessful; that charging will deter pre-application engagement and interrupt the flow of work through the system; that the proposed measures will not result in savings and additional income at the levels estimated; that additional costs in staff and resources will be incurred in administering the new measures. It is proposed that the scheme of charging for pre-applications discussions will be reviewed after a year of operation.

### **Legal Implications**

- 6.3 There are considered to be no legal implications.

### **Financial and Resource Implications**

- 6.4 It is estimated that the reduction in press advertising could result in sustainable annual savings of up to £16,000. The increased charges for information enquiries could result in additional income of up to £2,300 per annum. The introduction of pre-application charges could generate up to £30,000 - £40,000 gross per annum, assuming that the demand for discussions ahead of applications being submitted does not fall as a result of charging.

### **Equalities Impact Implications**

- 6.5 There are considered to be no equalities impact implications.

## **7. CONCLUSIONS**

- 7.1 The proposals are being made in the interest of establishing a sound financial position, making sustainable budgetary savings, investigating new sources of income and implementing channel shift, whilst maintaining a high level of service.

## **8. RECOMMENDATIONS**

8.1 It is recommended that Cabinet approve the following changes to the process of Development Management:

- a) Reduce the level of advertising planning applications in the local press but increase the use of social media to publicise proposals;
- b) Increase charges for legal firms seeking information on S.106 obligations; and
- c) Introduce a scheme of charging for pre-applications discussions to be reviewed after a full year of operation;

in line with the arrangements as set out in this report.

**Keith Holland**  
**Head of Planning**

### **BACKGROUND DOCUMENTS:**

Town and Country Planning Act 1990

Development Management Procedure Order

National Planning Policy Framework

### **CONTACT DETAILS:**

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## APPENDIX I

| Authority                  | Fee                              | Additional Obligations | Example approximate charge for an agreement containing two obligations | Example approximate charge for an agreement containing five obligations |
|----------------------------|----------------------------------|------------------------|--|---|
| Rushmoor (Current)         | £120                             | £25                    | £145   | £220  |
| <b>Rushmoor (Proposed)</b> | <b>£250</b>                      | <b>£40</b>             | <b>£290</b>  | <b>£410</b>   |
| Portsmouth                 | £97 per application              | £97                    | £194   | £485  |
| Hart                       | Hourly rate by officer £100-£120 |                        | £100-200   | £200  |
| New Forest D C             | No Charge                        |                        |  |   |
| Basingstoke and Deane      | £85 per obligation               | £85                    | £170   | £420  |
| Test Valley                | £80 per enquiry                  | £80                    | £160   | £400  |
| East Hampshire             | £145                             | £30                    | £175   | £265  |
| Southampton                | £97                              | £97                    | £194   | £485  |

### Charging for information and research requests by Solicitors/Paralegals



## APPENDIX II

| Authority                  | Major                               | Small Major | Minor (4-5+ Dwellings) | Small Minor (1+ Dwellings) | Householder |
|----------------------------|-------------------------------------|-------------|------------------------|----------------------------|-------------|
| Southampton                | £840                                |             | £360                   | £180                       | £42         |
| Portsmouth                 | £600                                | £400        | £400                   | £250                       | £40         |
| <b>Rushmoor (proposed)</b> | <b>£600</b>                         | <b>£600</b> | <b>£200</b>            | <b>£200</b>                | <b>£35</b>  |
| I.O.W                      | £1000                               | £400        | £100                   | £60                        | £40         |
| Basingstoke                | 25% of planning fee                 | 25%         | 25%                    | 25%                        | 25%         |
| E. Hants                   | £980                                | £520        | £230                   | £120                       | £45         |
| Winchester                 | £990                                | £702        | £420                   | £420                       | 0           |
| Gosport                    | £960                                | £600        | £240                   | £120                       | 0           |
| Fareham                    | £422.40                             | £316.80     | £316.80                | £158.40                    | 0           |
| New Forest D C             | Negotiable                          | £816        | £545                   | £272                       | £88         |
| New Forest N P             | No charging information             |             |                        |                            |             |
| Havant                     | £990                                | £495        | £220                   | £110                       | £44         |
| Hart                       | 25% of planning fee capped at £5775 | 25%         | 25%                    | 25%                        | £50         |
| Eastleigh                  | £1900                               | £940        | £405                   | £240                       | £70         |
| Test Valley                | 10% of planning fee                 | £636        | £360                   | £120                       | £48         |

**Pre-application charges across Hampshire authorities (July 2016)**

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**Cabinet**  
**15 November 2016**

**Planning Report No. PLN1638**

**KEY DECISION? NO**

## **BUILDING CONTROL FINANCIAL STATEMENT 2015-16**

### **SUMMARY AND RECOMMENDATIONS:**

This is the annual financial statement for Building Control for the year 2015-16. It is for Cabinet to endorse as a record of the accounts.

### **1. INTRODUCTION**

- 1.1 The Council is required to produce an annual financial statement of accounts for the Building Control service, to demonstrate that the service's fee earning work is self-financing over a period of time. The report details Building Control finances for its fee earning work for the year ending 31 March 2016.

### **2. BACKGROUND**

- 2.1 Members will be aware that from July 2015, Rushmoor has been operating a shared Building Control service with Hart District Council. This statement of accounts relates solely to the Rushmoor element of the Partnership, since each authority needs to provide their own information.
- 2.2 In previous years, this report was also the opportunity to review the fees and charges for Building Control. However, these have recently been reviewed under the new Partnership arrangements, with new fees being introduced only last June.

### **3. FINANCIAL STATEMENT**

- 3.1 A breakdown of the Building Control financial statement for 2015-16 is attached at Appendix A. It details all costs attributed to Building Control from salaries, departmental expenses through to support costs. It shows figures from both the fee earning and the non-fee earning accounts.

- 3.2 The figures of most interest are those under the fee earning account since Building Control is required to break even on its fee earning account over a 3-year rolling period.
- 3.3 On 1 July 2015, Hart DC and Rushmoor BC formed the new Partnership, based in the Farnborough office. The Partnership has made the service more robust, more able to cope with competition from Approved Inspectors, and will bring forward financial savings, economies of scale and over time, it is hoped, increasing income. The process of merging two services into one continues developing a strong team and looking at operational opportunities around IT and remote working.
- 3.4 Fee income for last year was £224,710 and the contribution from Hart to Partnership costs was an additional £88,067, making overall income £312,777. This equates to an operating surplus on the year of £35,935, and a rolling surplus of £19,796. This surplus will facilitate funding improvements to the service in the future.
- 3.5 The appendices show two rolling tables, one with impairment and the other without. For these purposes we have opted to use the version without impairment. This is due to impairment losses being an accountancy entry based upon a fall in the value of the offices and this loss would not be realised unless the Council Offices were sold. Should the value rise in the future, this would not be included in the calculation.

#### **4. IMPLICATIONS**

##### **Risks**

- 4.1 There are no risks associated with this report.

##### **Legal Implications**

- 4.2 There are no legal implications from this report.

##### **Financial and Resource Implications**

- 4.3 The financial implications are set out in the report and appendices.

##### **Equalities Impact Implications**

- 4.4 There are no equalities impact implications.

##### **Other**

- 4.5 There are no other implications.

## **5. CONCLUSIONS**

- 5.1 The financial period reviewed spans the time before and after the formation of the Partnership. It shows a healthy position for the service, and confirms that the establishment of the shared service is beneficial for the delivery of Building Control in Rushmoor.

**Keith Holland**  
**Head of Planning**

### **BACKGROUND DOCUMENTS:**

- Cabinet report PLN1606 – Building Control Fees and Charges 2016
- Cabinet report DCE1412 – Proposal for a Shared Building Control Service with Hart District Council

### **CONTACT DETAILS:**

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**Building Regulations - Statement of Accounts**  
**Excluding Impairment losses**

**APPENDIX A**

|  | Fee<br>Eaming<br>£     | Non-Fee<br>Eaming<br>£ | Total<br>Building Control<br>£ |
|--|------------------------|------------------------|--------------------------------|
| <b>Expenditure</b>   |                        |                        |                                |
| Employee Expenses  | 175,917                | 107,076                | 282,993                        |
| Supplies & Services  | 29,574                 | 14,151                 | 43,725                         |
| Central Support  | 71,351                 | 24,613                 | 95,964                         |
| <b>Total Expenditure</b>   | <u>276,842</u>         | <u>145,840</u>         | <u>422,682</u>                 |
|  | 276,842                | 145,840                | 422,682                        |
| <b>Income</b>  |                        |                        |                                |
| Building Regulation Charges  | 208,649                | 0                      | 208,649                        |
| Contribution to shared BC Service  | 88,067                 | 37,743                 | 125,810                        |
| Miscellaneous Income   | 16,061                 | 4,247                  | 20,308                         |
| <b>Total Income</b>  | 312,777                | 41,990                 | 354,767                        |
| <b>Net Expenditure/(Income) - not taking<br/>impairment losses into account</b>                                    | <b>-35,935</b>         | <b>103,850</b>         | <b>67,915</b>                  |
|  | £                      |                        |                                |
| (Surplus)/Deficit Carried Forward Year 2013/14   | (8,570)                |                        |                                |
| (Surplus)/Deficit Carried Forward Year 2014/15*  | 24,709                 |                        |                                |
| (Surplus)/Deficit Carried Forward Year 2015/16   | (35,935)               |                        |                                |
| <b>Rolling total</b>   | <u><b>(19,796)</b></u> |                        |                                |
| <i>* Includes £8.3k income reduction back dated to 2011/12 as BC system overstated income on internet payments</i> |                        |                        |                                |

*NOTE: This information has been approved by the Chief Financial Officer, being the responsible officer under Section 151 of the Local Government Act 1972*



**Building Regulations - Statement of Accounts  
Including Impairment losses**

**APPENDIX B**

|  | Fee<br>Eaming<br>£ | Non-Fee<br>Eaming<br>£ | Total<br>Building Control<br>£ |
|--|--------------------|------------------------|--------------------------------|
| <b>Expenditure</b>   |                    |                        |                                |
| Employee Expenses  | 175,917            | 107,076                | 282,993                        |
| Supplies & Services  | 29,574             | 14,151                 | 43,725                         |
| Central Support  | 71,351             | 24,613                 | 95,964                         |
| <b>Total Expenditure</b>   | <b>276,842</b>     | <b>145,840</b>         | <b>422,682</b>                 |
| <b>impairment losses</b>   | <b>0</b>           | <b>0</b>               | <b>0</b>                       |
|  | 276,842            | 145,840                | 422,682                        |
| <b>Income</b>  |                    |                        |                                |
| Building Regulation Charges  | 208,649            | 0                      | 208,649                        |
| Contribution to shared BC Service  | 88,067             | 37,743                 | 125,810                        |
| Miscellaneous Income   | 16,061             | 4,247                  | 20,308                         |
| <b>Total Income</b>  | <b>312,777</b>     | <b>41,990</b>          | <b>354,767</b>                 |
| <b>Net Expenditure - taking impairment losses<br/>into account</b>   | <b>-35,935</b>     | <b>103,850</b>         | <b>67,915</b>                  |
|  | £                  |                        |                                |
| (Surplus)/Deficit Carried Forward Year 2013/14   | 6,855              |                        |                                |
| (Surplus)/Deficit Carried Forward Year 2014/15*  | 25,725             |                        |                                |
| (Surplus)/Deficit Carried Forward Year 2015/16   | (35,935)           |                        |                                |
| <b>Rolling total</b>   | <b>(3,355)</b>     |                        |                                |
| <i>* Includes £8.3k income reduction back dated to 2011/12 as BC system overstated income on internet payments</i> |                    |                        |                                |

*NOTE: This information has been approved by the Chief Financial Officer, being the responsible officer under Section 151 of the Local Government Act 1972*

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CABINET

HEAD OF PLANNING

15 NOVEMBER 2016

REPORT NO. PLN1637

KEY DECISION? YES

## ARTICLE 4 DIRECTION FOR EMPLOYMENT LAND

### SUMMARY AND RECOMMENDATIONS:

This report seeks Cabinet's approval to make a non-immediate Article 4 direction to withdraw permitted development rights related to the change of use of offices, light-industrial units, and storage or distribution units to residential use within the Strategic Employment Sites and the Locally Important Employment Sites identified within the draft *Rushmoor Local Plan*.

It is recommended that Cabinet approves the making of a non-immediate Article 4 direction under the *Town and Country Planning (General Permitted Development) (England) Order 2015* (as amended). The proposed direction will enable the Council to protect its key employment sites by requiring developers to make a planning application for the conversion of offices, light-industrial units, and storage or distribution units to residential use. Permitted development rights remove the requirement to obtain such consent from local planning authorities.

### 1. INTRODUCTION

- 1.1 In 2013, the Government introduced new 'permitted development rights' which allow an office building to change its use to a dwelling house without the need for planning permission. Initially intended to be temporary and due to expire at the end of May 2016, the rights were made permanent in April 2016; some have speculated that the Government will amend further the rights to allow for the demolition and rebuilding of office buildings for residential use. In April 2016, the Government also introduced temporary permitted development rights, which will allow for light-industrial buildings less than 500 square metres to change use to housing without the need for planning permission; these rights will come into effect from October 2017 and last for a period of three years. These followed the introduction of similar rights in April 2015 which, until April 2018, allow for storage or distribution buildings less than 500 square metres to be converted to residential use without planning permission.

- 1.2 The Government argues that the permitted development rights will increase housing provision by unlocking underused land and brownfield sites for residential development. However, there is concern within local government circles about the loss of employment land and the potential impact of the rights on business and economic growth. Since the office-to-residential rights were introduced in May 2013, several local authorities have sought to protect their key employment sites by drafting and implementing Article 4 directions to remove these rights.

## **2. BACKGROUND: PERMITTED DEVELOPMENT RIGHTS**

- 2.1 Whilst planning permission is normally required to change the use of a building or land, some changes of use do not require planning permission. Set out in national legislation, permitted development rights are 'a national grant of planning permission which allow certain building works and changes of use to be carried out without having to make a planning application'. Permitted development rights establish the principle of a development but are still subject to a range of 'conditions and limitations to control their impact and to protect local amenity'. In some cases, for example, it is necessary to apply for prior approval from a local planning authority before undertaking permitted development. Prior approval requires a developer 'to seek approval from a local planning authority that specified elements of the development are acceptable before work can proceed.'
- 2.2 The Government has set out a number of conditions where the residential development of offices, light-industrial buildings, and storage or distribution buildings is not permitted. In all cases, for example, development is restricted if buildings are listed or located in safety hazard areas. Developers must also seek prior approval from a local planning authority to determine the transport or highway impacts of a development, site contamination risks and whether the land is at risk of flooding, amongst other concerns. However, because a local planning authority can only consider pre-defined matters when determining a prior approval application, there are limited opportunities to refuse a prior approval: prior approval must be granted if all conditions are met.
- 2.3 In Rushmoor, any development which will lead to the creation of any net new residential development and which is likely to have a significant impact upon the Thames Basin Heaths Special Protection Area cannot take place without the developer making satisfactory arrangements to lessen the impact. Rushmoor requires developers of residential schemes involving the creation of new dwellings to make a financial contribution towards the provision of suitable alternative natural green space (SANG) and strategic access management and monitoring measures (SAMM) to negate the potential increase of visitors on the Special Protection Area. If developers make such a contribution, the permitted development rights stand.

- 2.4 Local authorities must plan for a range of needs in their local plans, including, amongst other things, the homes and jobs needed within an area. Government planning policy states that local planning authorities are not only responsible for 'providing the supply of housing required to meet the needs of present and future generations' but that they must also contribute 'to building a strong, responsive and competitive economy by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation'. The *National Planning Policy Framework* emphasises that 'planning policies should recognise and seek to address potential barriers to investment, including a poor environment or any lack of infrastructure', and that authorities should 'set out a clear economic vision and strategy for their area', 'set criteria, or identify strategic sites, for local and inward investment', and support current and emerging business sectors.

### 3. PROPOSAL: ARTICLE 4 DIRECTION

- 3.1 Local planning authorities can remove permitted development rights by drafting and implementing an Article 4 direction. An Article 4 direction 'does not prevent the development to which it applies but instead requires that planning permission is first obtained from the local planning authority for that development'. A direction can remove permitted development rights on a temporary or permanent basis and can cover an area of any size, from a single site to an entire local authority.
- 3.2 The draft *Rushmoor Local Plan* has identified a number of 'Strategic Employment Sites' within Rushmoor which are critical to the economy of the Borough, the wider Functional Economic Area (FEA) and the Enterprise M3 Local Enterprise Partnership Area. The *Plan* has also identified a number of 'Locally Important Employment Sites' which are considered vital to the economic success of Rushmoor and the FEA. Given their economic significance at a local level and beyond, it is proposed that Rushmoor introduces an Article 4 direction which includes all the Strategic Employment Sites and Locally Important Employment Sites with the exception of Cody Technology Park and the Royal Pavilion; residential development would not be permitted at these two sites because they are located within 400 metres of the Thames Basin Heaths Special Protection Area. A full list of sites to be included within the direction can be found at Paragraph 4.8.3 within the attached case paper.
- 3.3 It is proposed that the Council implements a single Article 4 direction to remove the office, light-industrial, and storage-or-distribution permitted development rights in combination. Whilst some local authorities have implemented separate directions for different permitted development rights, it is believed that an approach that amalgamates the three permitted development rights into a single direction is in the spirit of the regulations. *National Planning Practice Guidance*, for example, states that an Article 4 direction can 'remove *specified permitted development rights* related to operational development or change of use'.

- 3.4 The stated aim of the direction would not be to prevent changes of use, however. The direction would enable the Council to regain control over the consideration of relevant planning issues and to protect office, light-industrial, and storage or distribution sites which are of the greatest economic importance. It would allow other planning matters to be considered which are not otherwise possible with change-of-use applications under permitted development, for example, affordable housing and amenity space provision. Such planning matters are of key importance in a constrained urban environment such as Rushmoor.

### **Alternative Options**

- 3.5 The alternative option is to allow the permitted development rights to be exercised without restraint across Rushmoor and to not introduce an Article 4 direction.
- 3.6 Although the 'do-nothing' option would include a requirement to monitor the uptake and impact of the permitted development rights on the Strategic and Locally Important Employment Sites, it risks undermining the strategic objectives of the new *Local Plan*, which includes 'protecting the land required to fulfil strong economic performance' as well as 'addressing local housing need'.
- 3.7 An Article 4 direction would provide additional protection to Rushmoor's most important employment sites. Residential development at these sites could damage their standing as centres for doing business and impact negatively upon their ability to attract investment. It could also result in reverse sensitivities and pressure by the new tenants of these homes to reallocate surrounding employment land and buildings to residential or mixed uses, thereby compromising the Council's ability to retain its main employment sites in an employment designation in the long term.

### **Consultation**

- 3.8 The Government states that there should be a strong case for the removal of permitted development rights. Therefore, the harm that a direction is intended to address or avoid should be clearly identified, and justification as to its purpose and extent must be given. Officers have produced a case paper, which is attached to this report as an appendix, which outlines the arguments for introducing an Article 4 direction in Rushmoor in more detail. It considers the potential impact of the loss of employment land in the Borough, analyses the local office and industrial market, and lists the employment sites that should be protected by an Article 4 direction. This paper is based upon the latest information and evidence available but will be updated following the publication of the update to the *Employment Land Review* (expected later in 2016).
- 3.9 Officers consulted the Local Plan Member Steering Group at an early stage in the preparation of the proposal and received unanimous support to progress work on implementing an Article 4 direction in Rushmoor.



## **4. IMPLICATIONS**

### **Compensation Claims**

- 4.1 The most significant risk associated with preparing an Article 4 direction is the potential for developers to make claims for compensation from a local authority. To mitigate the risk of compensation claims, local authorities have generally favoured implementing 'non-immediate' Article 4 directions. Non-immediate directions remove permitted development rights only after a period of public consultation. Many local authorities argue that non-immediate directions are the most risk averse and significantly reduce the threat of compensation claims because they allow all consultation views to be taken into account before they are implemented. A number of councils also recommend that directions are implemented, or 'confirmed', twelve months from the start date of the consultation period. It should be noted that compensation regulations state that local authorities are not liable to pay compensation if they withdraw permitted development rights in the manner as prescribed within the Article 4 regulations and if they publish notice of the withdrawal at least twelve months before it takes effect. The process for making and confirming a non-immediate Article 4 direction is summarised within Section 5.4 of the attached case paper.

### **Permitted Development Applications during the Notification Period**

- 4.2 There is a twelve-month notification period between the making of a non-immediate Article 4 direction and its coming into effect. As developers will be able to exercise the permitted development rights during this period, there could be a rush of change-of-use applications before the rights are withdrawn, thereby reducing the supply of offices, light industrial units, and storage or distribution units. It is not possible to safeguard against this risk, however. Whilst an immediate Article 4 direction withdraws permitted development rights with immediate effect, making such a direction would leave the Council vulnerable to compensation claims if it were to refuse planning permission or grant permission subject to conditions for planning applications submitted within twelve months of the effective date of the direction.

### **Intervention by the Secretary of State**

- 4.3 The Secretary of State has the power to make a direction which modifies or cancels an Article 4 direction made by a local planning authority at any time before or after its confirmation. Indeed, the case for introducing an Article 4 direction must be evidence based and not geographically targeted. However, given that the justification for introducing an Article 4 direction in Rushmoor is strong (see attached case paper), and the direction would be specifically targeted and apply only to the Borough's Strategic and Locally Important Employment Sites, the risk of intervention by the Secretary of State is considered to be low.

## **Legal Implications**

- 4.4 There is no statutory appeal against the making of an Article 4 direction. The proposed direction would therefore be open to challenge by way of a judicial review. However, if Rushmoor follows the prescribed process for making and confirming a direction, which includes considering objections to the proposed direction, and given that the Council would consider change-of-use applications on a case-by-case basis, a successful judicial review is unlikely.
- 4.5 As noted, developers may make change-of-use applications during the twelve-month notification period before the Council confirms the Article 4 direction. Such applications would need to be determined in accordance with the prior approval requirements. Government policy states that Article 4 directions 'cannot prevent development which has commenced or which has already been carried out'; directions do not apply if prior approval is granted before the direction comes into force or where the development is completed within three years of the date of prior approval.

## **Financial and Resource Implications**

- 4.6 The principal costs of making and confirming an Article 4 direction include officers' time, printing notices for site display and advertising notices within a local newspaper. The costs of making and confirming a direction can be absorbed by the planning budget.
- 4.7 It should be noted that no planning application fee is payable where a planning application is required for a change of use which would otherwise have fallen under permitted development.

## **Equalities Impact Implications**

- 4.8 There are no equalities impact implications associated with the proposal.

## **5. CONCLUSIONS**

- 5.1 Whilst the Council acknowledges the potential benefits of the permitted development rights in terms of increasing housing provision, the potential loss of employment sites is a key concern with regard to its ability to deliver the employment and economic policies within the draft *Local Plan*. In removing the obligation to acquire formal planning consent from local planning authorities, permitted development rights remove control over development from councils and undermine objectives and policies with regard to future development.
- 5.2 It is vital that Rushmoor has a strong portfolio of employment sites to attract investment into the area and to maintain an edge over competing locations. The implementing of an Article 4 direction is considered crucial to ensuring that the Borough is able to retain and attract businesses and jobs. The direction would require developers who wish to convert offices,

light-industrial units, and storage or distribution units to residential use to submit a planning application, which would be considered on its merits.

## **6. NEXT STEPS**

- 6.1 If Cabinet approves the making of a non-immediate Article 4 direction, the next step would be to serve notice of the Council's intention to withdraw the permitted development rights on a non-immediate basis as required by the Article 4 regulations. Whilst the regulations specify a period of at least 21 days within which representations to the Council can be made, the consultation period will be extended to at least six weeks to allow for a more meaningful engagement with stakeholders.
- 6.2 The direction cannot come into force unless it is 'confirmed' by the local planning authority. After the consultation has closed, officers will review all the comments received during the consultation period. Officers will then prepare a report for Cabinet summarising the comments received, the suggested response to any objections, and any recommended changes to the direction; it should be noted that the direction will require re-consultation if any changes are made to it because of the consultation. If officers believe that the direction should be confirmed, Cabinet will be asked to formally confirm it. If the direction is confirmed, the date on which it will come into force will be twelve months from the start date of the original consultation period.

## **7. RECOMMENDATIONS**

- 7.1 It is recommended that Cabinet delegates authority to the Solicitor to the Council in consultation with the Head of Planning to take all necessary steps in making, serving and publicising an Article 4 direction to remove the Class O (office to residential), Class P (storage or distribution centre to residential) and Class PA (light industrial to residential) permitted development rights granted by Part 3 of Schedule 2 of the *Town and Country Planning (General Permitted Development) (England) Order 2015* (as amended) within Rushmoor's Strategic Employment Sites and Locally Important Employment Sites.

### **BACKGROUND DOCUMENTS:**

*National Planning Policy Framework.*

*National Planning Practice Guidance.*

Rushmoor Borough Council (2015) *Rushmoor Local Plan* (Draft Local Plan: Preferred Approach).

*Town and Country Planning (Compensation) (England) Regulations 2016.*

*Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016.*

*Town and Country Planning (General Permitted Development) (England) Order 2015.*

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### Change of Use from Offices (B1a), Light Industrial (B1c), and Storage or Distribution (B8) to Residential (C3)

#### The Case for Introducing an Article 4 Direction in Rushmoor

## 1. Introduction

- 1.1 The *Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013* introduced new 'permitted development rights' which allow an office building (Class B1a) to change its use to a dwelling house (Class C3) without requiring planning permission.<sup>1</sup> Initially intended to be temporary and due to expire at the end of May 2016, the rights were made permanent in April 2016.<sup>2</sup> Though there is no mention of it within the revised regulations, it is understood that the Government will further amend the rights to allow for the demolition and subsequent rebuilding of office buildings for residential use (see Paragraph 2.2.3 below).<sup>3</sup> Moreover, the regulations include temporary rights which will allow for the change of use of light-industrial buildings (Class B1c) to housing without the need for planning permission from October 2017. In April 2015, the Government also introduced temporary rights which, until April 2018, allow for storage or distribution buildings (Class B8) to be converted to residential use without planning permission. Whilst the Government argues that the rights will increase housing provision by unlocking underused land and brownfield sites, there is concern within local government circles about the loss of employment land and the potential impact of the rights on business and economic growth. Indeed, since the rights were introduced in May 2013, several local authorities have sought to protect key employment sites by drafting and implementing Article 4 directions.
- 1.2 Divided into four principal sections, this paper explores the potential impact of the permitted development rights in Rushmoor and how they can be removed by means of an Article 4 direction. First, it introduces the rights in more detail, outlines the purpose of Article 4 directions and provides additional context in terms of national planning policy and the importance of balancing planning needs. The second section explores local evidence in support of introducing an Article 4 direction in Rushmoor; it describes the economic and employment policies and objectives of the draft *Local Plan* and, with reference to current levels of employment floor space and land and assessed future demand, explores the office and industrial markets within the Borough. The paper then presents its

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<sup>1</sup> *Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013*, Part 3: Class J, 6.

<sup>2</sup> *Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016*.

<sup>3</sup> Dewar, D. (2016) 'What Amended Office-to-Residential Permitted Development Rights Mean for Applicants and Local Planning Authorities', [http://www.planningresource.co.uk/article/1387910/amended-office-to-residential-permitted-development-rights-mean-applicants-local-planning-authorities#disqus\\_thread](http://www.planningresource.co.uk/article/1387910/amended-office-to-residential-permitted-development-rights-mean-applicants-local-planning-authorities#disqus_thread).

analysis and justification for introducing an Article 4 direction and identifies the strategic and locally important employment sites that Rushmoor should protect. It finally explores the process of preparing an Article 4 direction; it outlines a preference for a non-immediate direction and sets out the procedure for implementing, cancelling and modifying such a direction.

## 2. Background

### 2.1 Permitted Development Rights

2.1.1 The *Town and Country Planning (Use Classes) Order 1987* groups the use of buildings and land into 'use classes'.<sup>4</sup> There are four main classes, which are divided into a number of sub-classes; some uses do not fall within a use class, however, and are described as 'sui generis', meaning 'of its own kind'. Whilst planning permission is normally required to change the use of a building or land from one use class to another, some changes of use do not require planning permission. Set out in national legislation, 'permitted development rights' are 'a national grant of planning permission which allow certain building works and changes of use to be carried out without having to make a planning application'. Though permitted development rights establish the principle of a development, they are nevertheless subject to a range of 'conditions and limitations to control their impact and to protect local amenity'; these may include restrictions on the height, size and location of a development.<sup>5</sup> In some cases, it is necessary to apply for prior approval from a local planning authority before undertaking permitted development. Prior approval requires a developer 'to seek approval from a local planning authority that specified elements of the development are acceptable before work can proceed'.<sup>6</sup>

2.1.2 Rushmoor lies within five kilometres of the Thames Basin Heaths Special Protection Area. *National Planning Practice Guidance (NPPG)* states that 'special rules' apply where permitted development is likely to have a significant impact upon a protected area. In Rushmoor, any development that will lead to the creation of any net new residential development and which is likely to have a significant impact upon the Special Protection Area cannot take place without the Council granting planning consent or without the developer making satisfactory arrangements to address the requirements of the *Conservation of Habitats and Species Regulations 2010*. As part of its *Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy*, Rushmoor requires developers of residential schemes involving the creation of new dwellings to make a financial contribution towards the provision of suitable alternative natural green space (SANG) and strategic access management and monitoring measures (SAMM) to negate the potential increase of visitors on the Special Protection Area.<sup>7</sup>

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<sup>4</sup> *Town and Country Planning (Use Classes) Order 1987*.

<sup>5</sup> *National Planning Practice Guidance*, Paragraph: 016, Reference ID: 13-016-20140306.

<sup>6</sup> *Ibid.*, Paragraph: 026, Reference ID: 13-026-20140306.

<sup>7</sup> *Ibid.*, Paragraph: 019, Reference ID: 13-019-20140306; *Town and Country Planning (General Permitted Development) (England) Order 2015*, 7; *Conservation of Habitats and Species Regulations 2010* (Regs 73-

## 2.2 Office (B1a) to Residential (C3)

2.2.1 Though changing a building's use from office to residential no longer requires formal planning permission from a local authority, the regulations set out a number of conditions where development is not permitted. Indeed, development is not permitted if the building is a listed building or 'within the curtilage of a listed building', or if the site is or forms part of a safety hazard area, a military explosives area or a scheduled monument. Moreover, the site must have last been in use as an office prior to 30th May 2013. In addition, it is important to note that the definition of building used by the *Town and Country Planning (General Permitted Development) (England) Order 2015* includes 'any part of a building'.<sup>8</sup>

2.2.2 Prior approval for change of use from office to residential must be granted if an applicant can demonstrate that a development has no transport or highway impact and that there is no land contamination or flood risk on the site. In Rushmoor Borough, appropriate SPA mitigation will also be required in respect of proposals involving a net increase in residential units. From April 2016, an applicant must also prove that there is no noise impact from commercial premises on the intended occupiers of the development. There are therefore limited opportunities to refuse a prior approval. Furthermore, this permitted change of use requires developments to be completed within three years of the date of obtaining prior approval.<sup>9</sup>

2.2.3 In May 2016, several provisions of the *Housing and Planning Act 2016* commenced, most notably Section 152(1).<sup>10</sup> Section 152(1) amends Section 60 of the *Town and Country Planning Act 1990* and allows the Secretary of State 'to make further provision for operational development under the General Permitted Development Order'. It enables ministers 'to set out in secondary legislation a broader range of specific conditions where permitted development rights allow for building operations', and will likely facilitate the Government's proposed office-to-residential rebuild permitted development right.<sup>11</sup> However, as some have observed, the provision need not be restricted to office-to-residential conversions and may allow for other kinds of operational development.

## 2.3 Light Industrial (B1c) to Residential (C3)

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75), 54-55; Rushmoor Borough Council (2014) *Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy 2014*.

<sup>8</sup> *Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016*, 2-3; *Town and Country Planning (General Permitted Development) (England) Order 2015*, 38-39, 3.

<sup>9</sup> *Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016*, 3.

<sup>10</sup> *Housing and Planning Act 2016*, s. 152(1): Approval Condition where Development Order Grants Permission for Building, 80.

<sup>11</sup> Planning Resource (2016) 'Permitted Development and Prior Approval: Update: 16 June 2016', <http://www.planningresource.co.uk/article/1386746/permitted-development-prior-approval-update-16-june-2016>.

2.3.1 The temporary rights relating to the change of use of light-industrial buildings and land to residential without requiring planning permission will come into effect from 1st October 2017; they will last for three years and expire on 30th September 2020. For development to be permitted, a building, the definition of which includes 'any part of a building', must have last been in use 'solely' in a light-industrial capacity on or before 19th March 2014, and its gross floor space must not exceed 500 square metres. Unless the developer obtains the consent of both the landlord and the tenant, the site must not be occupied under 'an agricultural tenancy', and such a tenancy should not have been terminated within one year of the date of the development starting if the reason for the termination was the development. Like the office-to-residential rights, development will not be permitted if the building is listed or 'within the curtilage of a listed building', or if the site is or forms part of a safety hazard area, a military explosives area, or if it is or contains a scheduled monument. Moreover, development will not be permitted if the site is or forms part of a site of special scientific interest.

2.3.2 Like the office-to-residential rights, developers must seek prior approval from local authorities to ensure that there are no highway or transport impacts associated with the development and that there is no contamination and flood risk on the site. In Rushmoor Borough, SPA mitigation will also be required in respect of proposals involving a net increase in residential units. Furthermore, if authorities consider a development to be in 'an area which is important for providing industrial services, storage or distribution services or a mix of those services', they must assess 'whether the introduction of, or an increase in, a residential use of premises in the area would have an adverse impact on the sustainability of the provision of those services'. Developers must also submit evidence that the last use of the building was 'solely' light industrial on or before 19th March 2014, and developments must be completed within three years of the date of obtaining prior approval.<sup>12</sup>

#### 2.4 Storage and Distribution (B8) to Residential (C3)

2.4.1 The temporary rights allowing for the change of use of storage and distribution buildings and land to residential use without requiring formal planning permission came into effect on 15th April 2015 and are due to expire on 15th April 2018. Like the industrial-to residential rights, a building, including 'any part of a building', must have last been in use 'solely' as a storage or distribution centre on or before 19th March 2014 and it must not have a gross floor space of over 500 square metres. In addition, the building must have been in use 'solely for a storage or distribution centre use for a period of at least four years before the date of development'. The rights also contain the same agricultural criteria of the industrial-to-residential rights and similarly restrict development according to a building's listed status and whether the site is or forms part of a site of special scientific interest, a safety hazard area, a military explosives storage area, or a scheduled monument. Moreover, development is not permitted within

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<sup>12</sup> *Town and Country Planning (General Permitted Development) (England) Order 2015, 3; Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016, 3-4.*



areas of outstanding natural beauty or within areas 'specified by the Secretary of State for the purposes of section 41(3) of the Wildlife and Countryside Act 1981(a)'.

2.4.2 As per the rights summarised above, developers must apply to the local planning authority to determine whether prior approval is required as to 'transport and highway impacts', contamination and flood risks, and the 'noise impacts of the development'. In Rushmoor Borough, SPA mitigation will also be required in respect of proposals involving a net increase in residential units. Like the industrial-to-residential rights, if authorities consider a development to be 'in an area that is important for providing storage or distribution services or industrial services or a mix of those services', they must assess 'whether the introduction of, or an increase in, a residential use of premises in the area would have an adverse impact on the sustainability of the provision of those services'. Developers must also submit evidence that the last use of the building was 'solely' as a storage or distribution centre on or before 19th March 2014 and that the building was used in this capacity for a period of at least four years. However, there is no requirement for developments to be completed within three years of receiving prior approval.<sup>13</sup>

## 2.5 Article 4 Directions

2.5.1 Local planning authorities can remove permitted development rights related to change of use by means of an Article 4 direction. An Article 4 direction 'does not prevent the development to which it applies, but instead requires that planning permission is first obtained from the local planning authority for that development'.<sup>14</sup> A direction can remove permitted development rights on a temporary or permanent basis and can cover an area of any size, from a single site to an entire local authority. Local authorities have been able to confirm Article 4 directions since April 2010; after confirming a direction, however, they must notify the Secretary of State who has the power to modify or cancel it.

2.5.2 The harm that a direction is intended to address or avoid should be clearly identified, and justification as to its purpose and extent must be given. The *NPPF*, for example, states that Article 4 directions should only be used in exceptional circumstances where it 'is necessary to protect local amenity or the well-being of the area'.<sup>15</sup> The Department for Communities and Local Government further recommends that councils should consider whether permitted development rights would:

- Undermine the visual amenity of the area or damage the historic environment;
- Undermine local objectives to create or maintain mixed communities;

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<sup>13</sup> *Town and Country Planning (General Permitted Development) (England) Order 2015*, 3, 39-40.

<sup>14</sup> Department for Communities and Local Government (2012) *Replacement Appendix D to Department of the Environment Circular 9/95: General Development Consolidation Order 1995*, 2.

<sup>15</sup> *National Planning Policy Framework*, Paragraph: 200, 46.

- Lead to the subdivision of agricultural land other than for purposes reasonably necessary for agriculture, or to the loss of agricultural land;
- Lead to an intensification of development in close proximity to a military or aviation safeguarding zone;
- Have a direct and significant adverse effect on a flood risk area, flood defences and their access, the permeability of ground, and management of surface water or flood risk;
- Lead to an intensification of development or use in areas affected by coastal erosion.<sup>16</sup>

2.5.3 There should be a strong case for the removal of permitted development rights relating to ‘a wide area’, amongst other things, and, notably, ‘cases where prior approval powers are available to control permitted development’.<sup>17</sup> Local authorities are required to monitor on a regular basis whether their directions are still needed and whether the justifications for them remain sound.

## 2.6 Balancing Needs: National Policy

2.6.1 As reflected within national planning policy, planning is about achieving equilibrium, or the right balance, between certain needs. Required to define and set out the ‘strategic priorities’ and policies for their area, local authorities must plan for a range of needs in their local plans, including, amongst other things, the homes and jobs needed in an area.<sup>18</sup>

2.6.2 Sustainability is a central tenet of the *NPPF*; it argues that there are ‘three dimensions to sustainable development [which] give rise to the need for the planning system to perform a number of roles’.<sup>19</sup> Observing that these roles are ‘mutually dependent’ and ‘should not be undertaken in isolation’,<sup>20</sup> it states that planning has:

- An economic role – contributing to building a strong, responsive and competitive economy, *by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation*; and by identifying and coordinating development requirements, including the provision of infrastructure;
- A social role – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and *by creating a high quality built environment, with accessible local*

<sup>16</sup> Department for Communities and Local Government (2012) *Replacement Appendix D to Department of the Environment Circular 9/95: General Development Consolidation Order 1995*, 2-3.

<sup>17</sup> *Ibid.*, 3.

<sup>18</sup> *National Planning Policy Framework*, Paragraph: 156, 37.

<sup>19</sup> *Ibid.*, Paragraph: 7, 2.

<sup>20</sup> *Ibid.*, Paragraph: 8, 3.

*services that reflect the community's needs and support its health, social and cultural well-being; and*

- An environmental role – contributing to protecting and enhancing our natural, built and historic environment.<sup>21</sup>

2.6.3 According to the *NPPF*, twelve core land-use planning principles ‘should underpin both plan-making and decision-taking.’ Of particular interest to this paper, the third principle states that planning should:

- Proactively drive and support sustainable economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs. Every effort should be made objectively to identify and then meet the housing, business and other development needs of an area, and respond positively to wider opportunities for growth. Plans should take account of market signals, such as land prices and housing affordability, and set out a clear strategy for allocating sufficient land which is suitable for development in their area, *taking account of the needs of the residential and business communities.*<sup>22</sup>

2.6.4 The *NPPF* emphasises that ‘significant weight should be placed on the need to support economic growth through the planning system’ and that authorities ‘should plan proactively to meet the development needs of business’ in their local plans.<sup>23</sup> It states that ‘planning policies should recognise and seek to address potential barriers to investment, including a poor environment or any lack of infrastructure’, and that authorities should ‘set out a clear economic vision and strategy for their area’, ‘set criteria, or identify strategic sites, for local and inward investment’, and support current and emerging business sectors.<sup>24</sup>

### **3 Local Evidence**

3.1 The *Rushmoor Local Plan* ‘will guide the location, scale and type of future development in Rushmoor Borough up to 2032’.<sup>25</sup> A key objective of the *Plan* is ‘to maintain and enhance the Borough’s position as a prosperous economic centre’. To this end, it sets out a number of economic policies, which aim to:

- Enhance existing, and enable the provision of new, high quality employment space;
- Direct new employment provision to the most appropriate locations, and;
- Support key employment sectors.<sup>26</sup>

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<sup>21</sup> Ibid., Paragraph: 7, 2 (emphases added).

<sup>22</sup> Ibid., Paragraph: 17, 5 (emphasis added).

<sup>23</sup> Ibid., Paragraph: 19, Paragraph: 20, 6.

<sup>24</sup> Ibid., Paragraph: 21, 6-7.

<sup>25</sup> Rushmoor Borough Council (2015) *Rushmoor Local Plan* (Draft Local Plan: Preferred Approach), 5.

<sup>26</sup> Ibid., 187.

- 3.2 Rushmoor has a strong and vibrant economy and accommodates a diverse range of businesses in knowledge-based sectors, including defence and aerospace, financial and business services, logistics and distribution, and environmental technologies. Rushmoor also forms part of the Enterprise M3 (EM3) Local Enterprise Partnership (LEP) area. Extending along the M3 motorway from the outer edge of London to the New Forest and incorporating mid- and north Hampshire and south-west Surrey, the EM3 area contains a range of national and international businesses in information and communication technology, digital media, pharmaceuticals and professional business services. These businesses are supported by a number of knowledge-based companies and by traditional and high-value manufacturing and services firms. Notably, the LEP labels the EM3 area ‘the primary Sci:Tech Corridor in the UK, an economic asset of national importance and a global leader in a range of sectors and activities’.<sup>27</sup>
- 3.3 The *Rushmoor Local Plan* aims is ‘to maintain, and where possible, enhance’ the economic diversity of the Borough.<sup>28</sup> The Council aims to attract new investment into Rushmoor, both in terms of new businesses and the development of physical (for instance, fibre-optic broadband) and social (education and training) infrastructure; it will also support current businesses to innovate and grow, and will encourage the creation of new businesses.
- 3.4 Rushmoor’s economic strategy is aligned with the objectives of the EM3 *Strategic Economic Plan*. The LEP’s ‘vision’ is for the EM3 area to be ‘the premier location in the country for enterprise and economic growth, balanced with an excellent environment and quality of life’.<sup>29</sup> With Basingstoke, Guildford and Woking, it has identified Farnborough as a ‘Growth Town’. It claims that the four Growth Towns provide one-third of the jobs and the gross value added (GVA) figure of the EM3 area; it estimates that their combined GVA will increase by approximately 14% between 2014 and 2019, whilst that of the United Kingdom and the EM3 area as a whole are forecast to rise by 11% and 13% respectively. With Andover, Camberley, Staines-upon-Thames and Whitehill and Bordon, Aldershot is designated a ‘Step-Up Town’. According to EM3, Step-Up Towns ‘are areas of latent economic potential, which currently experience barriers to growth that impact upon the overall performance of the Enterprise M3 area’. With a focus on housing, town centre regeneration, and improvements to transport and general infrastructure, it has proposed growth packages for each Growth Town and Step-Up Town. It argues that the ‘continued success’ of the Growth Towns ‘is fundamental to the success of the area and the UK economy as a whole’.<sup>30</sup>
- 3.5 An adequate supply of employment land and premises is vital to retaining existing businesses and attracting business investment into Rushmoor and the

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<sup>27</sup> Enterprise M3 Local Enterprise Partnership (2014) *Working for a Smarter Future: The Enterprise M3 Strategic Economic Plan, 2014-2020*, iii.

<sup>28</sup> Rushmoor Borough Council (2015) *Rushmoor Local Plan* (Draft Local Plan: Preferred Approach), 188.

<sup>29</sup> Enterprise M3 Local Enterprise Partnership (2014) *Working for a Smarter Future: The Enterprise M3 Strategic Economic Plan, 2014-2020*, iii.

<sup>30</sup> *Ibid.*, v.

wider EM3 area. An *Employment Land Review (ELR)*, undertaken with Hart District Council and Surrey Heath Borough Council, and the EM3 LEP's *Commercial Property Market Study (CPMS)* have informed Rushmoor's economic development strategy. Both studies provide a detailed evaluation of current levels of employment floor space and land and assess future demand, the former within the Hart, Rushmoor and Surrey Heath Functional Economic Area (FEA), and the latter within the EM3 LEP area.

### 3.6 Office Market

3.6.1 According to the *ELR*, there are 'two distinct tiers to the office market within the FEA'.<sup>31</sup> There is strong demand for modern Grade A stock located in prominent and accessible business-park environments but limited demand and a large supply of lower grade stock. Observing that Rushmoor forms the largest office market in the FEA, it argues that Farnborough is 'seen as the most attractive office centre' in the area and dominates office provision. It notes that this is due, in part, to its 'direct mainline rail connection to London, the prestige of Farnborough Airport and a number of high-quality office developments with established business clusters'. It predicts that the continued development of Farnborough Business Park will cement the town's position as a significant office centre and that it will likely contribute to the bulk of newly developed business-park floor space in the FEA for the short to medium term.<sup>32</sup>

3.6.2 In Farnborough, business activity takes place at two distinct scales; small local businesses co-exist alongside larger-scale multinational businesses that serve regional, national and international markets. The latter are of particular strategic importance to Rushmoor; they tend to be involved in high-value sectors and activities which demand high-quality B1a and B1b floor space and include corporate occupiers, like BMW and Fluor, as well as research and development companies, such as BAE Systems and QinetiQ.

3.6.3 Aldershot is not a significant office centre; low demand for floor space has restricted new office development within the town and contributed to the old and generally poor quality of the current supply. Rent levels are also relatively low which, as the *ELR* observes, may 'benefit businesses seeking low-cost accommodation in a town centre environment'.<sup>33</sup> However, despite access to a highly skilled workforce and good transport connections to London, the poor quality of its office stock places Aldershot at a competitive disadvantage to office markets on the M4 Corridor.<sup>34</sup>

3.6.4 The *ELR* predicts that the FEA will experience strong growth in research-and-development activities and in office-based sectors across the period covered by

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<sup>31</sup> Hart District Council, Rushmoor Borough Council, Surrey Heath Borough Council (2016) *Hart, Rushmoor and Surrey Heath Joint Employment Land Review Update* (Draft Report, January 2016), 4.

<sup>32</sup> *Ibid.*, 61.

<sup>33</sup> *Ibid.*, 62.

<sup>34</sup> Enterprise M3 Local Enterprise Partnership (2016) *Enterprise M3 Commercial Property Market Study* (Final Report), 45.

the *Rushmoor Local Plan*. As of 2015, it argues that the FEA has sufficient vacant office floor space and land to meet the identified needs (44ha) and that there will be a small surplus of land available (5.8ha). However, it is important to note that this view is based on the assumption that vacant office supply in the FEA will be retained and brought back into use.<sup>35</sup>

3.6.5 The *ELR's* forecast for strong office-based growth is borne out by recent employment data and the current demand for office space, both within the FEA and across the EM3 area. Driven by growth in high-skill, office-based industries, more than 22,000 jobs were created within the EM3 area between 2010 and 2014, with a 6% increase in the number of jobs in the Blackwater Valley.<sup>36</sup> This is reflected within the take-up of office space, or the sum of transacted floor space within the EM3 area, which has increased in each of the last four years; total take-up in 2015 was at its highest level since the economic downturn at more than 120,000 square metres.<sup>37</sup> A doubling in the number of large office deals (that is, offices of over 1,000 square metres) is behind 90% of this growth, with the majority (83% since Q1 2013) having been agreed in the north east of the LEP area. Farnborough Airport has been identified as a key location for such transactions, and a number of deals have taken place at Farnborough Business Park and Cody Technology Park; for example, Time Inc. has recently relocated some of its London operations to the Business Park.

3.6.6 More than 5,500 new businesses were created in the EM3 area between 2010 and 2014, 65% of which were in two of the LEP's priority sectors, ICT and digital, and professional and financial services. Driven by an increase in the number of micro-businesses with fewer than five employees, such high rates of new business development suggest that there will likely be 'a growing demand for specialised types of workspace, including incubators and co-working facilities'. These 'offer more flexible leases than mainstream commercial property but also provide an environment for businesses to network and collaborate'.<sup>38</sup>

### 3.7 Industrial Market

3.7.1 The industrial market includes both warehousing and distribution (B8) and light-industrial and manufacturing space (B1c and B2). According to the *ELR*, the FEA 'has a strong industrial market, with concentrations of industrial land in and around the A331 Blackwater Valley Road'.<sup>39</sup> In Aldershot, for example, there are a number of small industrial estates located close to the town centre. These cater for the needs of small and medium-sized businesses and include the Redan Road Industrial Estate, Rotunda Estate and Wyndham Street. Designated a 'Strategic Employment Site' within the *Rushmoor Local Plan*, the East Aldershot

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<sup>35</sup> Hart District Council, Rushmoor Borough Council, Surrey Heath Borough Council (2016) *Hart, Rushmoor and Surrey Heath Joint Employment Land Review Update* (Draft Report, January 2016), 5.

<sup>36</sup> Enterprise M3 Local Enterprise Partnership (2016) *Enterprise M3 Commercial Property Market Study* (Final Report), 16, 17.

<sup>37</sup> *Ibid.*, 37.

<sup>38</sup> *Ibid.*, 16.

<sup>39</sup> Hart District Council, Rushmoor Borough Council, Surrey Heath Borough Council (2016) *Hart, Rushmoor and Surrey Heath Joint Employment Land Review Update* (Draft Report, January 2016), 4.

Industrial Cluster, with excellent access to the A331 and M3 road networks and low vacancy levels, is the largest industrial employment site in Rushmoor. In Farnborough, there are a mix of unit types and sizes, with industrial floor space located in five principal locations; these include Eelmoor Road, Hawley Lane and the Invincible Road Industrial Estate.<sup>40</sup>

3.7.2 Occupancy levels across the FEA remained high throughout the economic downturn, and a large number of transactions have taken place since 2011. However, the supply of industrial floor space to meet the needs of the FEA is tight; for example, only 39,000 square metres of vacant floor space was marketed for immediate occupation in January 2016. There is also a shortage of warehouse accommodation in the FEA of between 2,000 and 7,500 square metres and a lack of 'small starter units' of between 150 and 250 square metres located close to strategic highway links.<sup>41</sup> Across the EM3 area, there is also a shortage of both large warehousing (which could attract new investment to the area) and light-industrial units (which are suitable for small and medium-sized enterprises). Whilst demand for space has remained relatively constant since 2011, the *CPMS* reports that take-up has been constrained by an undersupply of good-quality industrial space and that demand is likely to be greater than the figures suggest. It also notes that demand for sites of between 50,000 and 100,000 square metres is particularly high within the Blackwater Valley.

3.7.3 The future pipeline of industrial space within the EM3 area is extremely limited. Within the Blackwater Valley, for example, only 75 hectares of land currently has planning consent for industrial development. The vast majority of this land is located at Hartland Park within Hart District, a 47.5-hectare brownfield site. In 2009, the Secretary of State granted outline planning consent for a 125,500-square-metre distribution facility to be located at the site; this permission was extended by three years in December 2012. However, Hart District Council has recently re-designated the site for residential development, which will have a significant impact upon the pipeline of employment space within the FEA and the Blackwater Valley more generally. Indeed, the *CPMS* highlights that without Hartland Park, future available supply of industrial land within the Blackwater Valley is 'close to zero'.<sup>42</sup>

## 4 Analysis

4.1 The potential loss of employment sites is a key concern with regard to Rushmoor's ability to deliver the employment and economic policies within the draft *Local Plan*. In removing the obligation to acquire formal planning consent from local authorities, permitted development rights remove control over development from councils and can undermine objectives and policies with regard to future development. A particular concern relates to the Borough's

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<sup>40</sup> Rushmoor Borough Council (2015) *Rushmoor Local Plan (Draft Local Plan: Preferred Approach)*, 189.

<sup>41</sup> Hart District Council, Rushmoor Borough Council, Surrey Heath Borough Council (2016) *Hart, Rushmoor and Surrey Heath Joint Employment Land Review Update (Draft Report, January 2016)*, 4.

<sup>42</sup> Enterprise M3 Local Enterprise Partnership (2016) *Enterprise M3 Commercial Property Market Study (Final Report)*, 46-50.

ability to retain and attract businesses and jobs and to provide local services to residents, workers and visitors. As the *Enterprise M3 Commercial Property Market Study (CPMS)* highlights, all local authorities 'need to aim for the optimal balance of residential and commercial development that best suits the needs of the local economy'. Moreover, and as noted above, the *National Planning Policy Framework* states that the economic role of planning involves 'ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation' and 'identifying and coordinating development requirements'.<sup>43</sup>

- 4.2 According to the *CPMS*, the total supply of office space has fallen across most of the Enterprise M3 (EM3) Local Enterprise Partnership area. For example, it claims that Rushmoor had the fourth largest net reduction in office space in the area between 2012 and 2015 and that it lost approximately 10,000 square metres of space in total. It argues that a 'substantial portion' of this loss can be attributed to the permitted development rights. Although local authority data on the amount of office space lost to permitted development is limited, the *CPMS* calculates that 3,300 square metres have been lost within the Blackwater Valley to date and that 12,800 square metres have outstanding permission for conversion to residential usage. It maintains that all of the lost space was dated and unoccupied, however, and that its removal has helped to reduce the oversupply of poor quality office space. The removal of poor quality and unoccupied space which no longer meets the needs of businesses not only unlocks land and space for much-needed housing but also re-balances supply and demand. For example, the *CPMS* argues that this can help to 'increase office rental values and encourage the development of new higher-quality space', potentially improving an area's image as a business location.
- 4.3 Beyond the conversion of poor-quality and dated office space, however, the *CPMS* observes that high-quality space has been lost in some locations within the EM3 area owing to permitted development and that there is considerable pressure to redevelop offices in areas which command high residential values. It warns that the unrestrained and unrestricted redevelopment of offices poses 'a risk to long-term economic growth' in that it 'could permanently remove a large proportion of office stock which could otherwise be refurbished in the future'.<sup>44</sup>
- 4.4 It is vital that Rushmoor has a strong portfolio of employment sites to attract investment into the Borough and to maintain an edge over competing locations. Owing to the urban nature of Rushmoor and to the difficulty of identifying sites for new office development, there is a need to hold on to existing sites and to rely upon their regeneration. This is particularly significant given that the *Employment Land Review* states that Grade A office space is highly sought after but limited in supply within the Hart, Rushmoor and Surrey Heath Functional Economic Area (FEA). Moreover, it concludes that there will likely be a small surplus of land to meet the office-based needs of the FEA up to 2032, but only if

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<sup>43</sup> *Ibid.*, 46; *National Planning Policy Framework*, Paragraph: 7, 2.

<sup>44</sup> Enterprise M3 Local Enterprise Partnership (2016) *Enterprise M3 Commercial Property Market Study* (Final Report), 43-44.



a proportion of the current office supply is retained and brought back into use. It argues that future policy should aim to address ‘a range of qualitative issues, such as increasing the delivery of Grade A office stock at prominent and accessible office locations, but also to support town centre regeneration proposals’, including in Farnborough. Whilst it recommends that local authorities take ‘a flexible approach’ to the redevelopment of lower-grade floor space for non-employment uses, it suggests that this ‘should be resisted on sites that emerging development plans identify as being of importance’.<sup>45</sup>

- 4.5 The shortage of development land for industrial use (including both B1c and B8) and the lack of vacant industrial floor space within the FEA mean that industrial sites should be protected from redevelopment for non-employment uses. Given that future availability of industrial land within the Blackwater Valley is negligible following the allocation of Hartland Park for residential use, it is of critical importance that core industrial sites within the FEA are retained. In addition, the *ELR* recommends that existing industrial land within the FEA should be refurbished or redeveloped to provide additional high-quality industrial floor space and that undeveloped and partially developed land at existing employment sites could be developed to meet industrial need.

#### 4.6 Good Design

- 4.6.1 Whilst the Council acknowledges the potential benefits of the permitted development rights in terms of increasing housing provision, it is concerned about the possibility of haphazard residential development in business locations and about the standard of the potential residential units created. The *CPMS*, for example, observes that permitted development can result in the “pepper-potting” of residential development in business districts’. It warns that this could damage an area’s standing as a centre for doing business and impact negatively upon its ability to attract investment. A number of local authorities have also expressed concern that residential units created through permitted development offer poor living environments for residents and do not meet internal space and amenity standards. Some have highlighted that residential units offer no outside amenity space or balconies and that residents could suffer from high levels of air and noise pollution in some locations, for example, where developments are located on busy roads and in industrial areas. In addition, some have suggested that permitted development can lead to sub-optimal planning outcomes by fossilising aged and unattractive buildings and by promoting an unbalanced mix of high-density developments predominantly formed of small one or two-bed units and studio apartments.<sup>46</sup>

- 4.6.2 From a design perspective, the Council is concerned that permitted development is, in some cases, incompatible with Government policy to deliver sustainable development through ‘good design’. For example, the *National Planning Policy*

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<sup>45</sup> Hart District Council, Rushmoor Borough Council, Surrey Heath Borough Council (2016) *Hart, Rushmoor and Surrey Heath Joint Employment Land Review Update* (Draft Report, January 2016), 98, 102.

<sup>46</sup> For example, see Oxford City Council (2014) ‘Proposed Article 4 Direction for Changes of Use from Offices to Residential’; Mayor of London (2016) *Housing: Supplementary Planning Guidance*.

*Framework* ‘attaches great importance to the design of the built environment’; it states that good design ‘is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people’. It also stresses the importance of planning ‘positively for the achievement of high quality and inclusive design for all development’, emphasising that developments should:

- Function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;
- Establish a strong sense of place, using streetscapes and buildings to create attractive and comfortable places to live, work and visit; and
- Be visually attractive as a result of good architecture and appropriate landscaping.<sup>47</sup>

#### 4.7 Key Employment Sites

4.7.1 The case for introducing a direction should be evidence based and not geographically targeted. The *NPPF*, for example, emphasises that ‘planning policies should avoid the long-term protection of sites allocated for employment use where there is no reasonable prospect of a site being used for that purpose’. The Department for Communities and Local Government further notes that there ‘should be a particularly strong justification for the withdrawal of permitted development rights’ in cases where these relate to a wide area. In 2014, the then Planning Minister, Nick Boles, stated that ‘ministers are minded to cancel Article 4 directions which seek to re-impose unjustified or blanket regulation, given the clearly stated public policy goal of liberalising the planning rules and helping to provide more homes’.<sup>48</sup> Any Article 4 direction in Rushmoor should therefore be robustly justified, specifically targeted and apply only to key employment sites.

4.7.2 The draft *Rushmoor Local Plan* identifies a number of ‘Strategic Employment Sites’ within the Borough. Their protection and retention is critical to the economy of Rushmoor, the wider Functional Economic Area (FEA) and the Enterprise M3 Local Enterprise Partnership Area. As the *Plan* explains, the Council will support the regeneration and intensification of these sites ‘to allow businesses to expand and enable the provision of modern employment stock to replace properties that have reached, or are reaching, the end of their functional economic life’.<sup>49</sup>

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<sup>47</sup> *National Planning Policy Framework*, Paragraphs: 56-58, 14-15.

<sup>48</sup> *Ibid.*, Paragraph: 22, 7; Department for Communities and Local Government (2012) *Replacement Appendix D to Department of the Environment Circular 9/95: General Development Consolidation Order 1995*, 3; Boles, N. (2014) *Change of Use: New Homes* (Written Ministerial Statement to Parliament), <https://www.gov.uk/government/speeches/change-of-use-new-homes>.

<sup>49</sup> Rushmoor Borough Council (2015) *Rushmoor Local Plan* (Draft Local Plan: Preferred Approach), 191-192.

4.7.3 The *Plan* also identifies a number of ‘Locally Important Employment Sites’, the protection and retention of which are vital to the economic success of Rushmoor and the FEA. Like the strategic sites, the Council will support their regeneration and intensification to enable businesses to grow and expand and to facilitate the provision of modern employment premises. Policy PC3 outlines that the Council will take into account market signals ‘when determining applications for the change of use of a Locally Important Employment Site to a non-employment use’. Applicants will be required ‘to demonstrate that there would be no strong economic reason why the premises or site should not be lost to alternate uses’.<sup>50</sup>

4.7.4 It should be noted that whilst Meudon House and Queensgate are designated as Key Employment Sites within the *Rushmoor Core Strategy 2011*, the draft *Rushmoor Local Plan* suggests that both sites be de-allocated for employment use. Moreover, it proposes that the vacant office buildings at The Crescent at Southwood Business Park are re-allocated for residential development.

#### 4.8 Recommendations

4.8.1 Given their economic significance at a local level and beyond, it is recommended that Rushmoor introduces an Article 4 direction which includes the Strategic Employment Sites identified within the draft *Local Plan*. Moreover, it is suggested that the Locally Important Employment Sites are covered by a direction.

4.8.2 It is suggested that Rushmoor implements a single Article 4 direction which removes the office (B1a), light-industrial (B1c), and storage-or-distribution (B8) permitted development rights in combination. Whilst some local authorities have implemented separate directions for different permitted development rights, it is believed that an approach which amalgamates the three permitted development rights into a single direction is in the spirit of the regulations. *National Planning Practice Guidance*, for example, states that an Article 4 direction can ‘remove *specified permitted development rights* related to operational development or change of use’.<sup>51</sup> In addition, it is important to note that the use of a building or site is relevant rather than the permission granted, and such a direction would cover a range of land uses that may co-exist within an area. Indeed, several sites to be included within the Article 4 direction have a number of core uses, as identified by the *Employment Land Review*.

4.8.3 The following table outlines the Strategic and Locally Important Employment Sites to be included within the Article 4 direction.

| <u>Site</u>               | <u>Core Use</u>           | <u>Local Plan Designation</u> |
|---------------------------|---------------------------|-------------------------------|
| Blackwater Trading Estate | Light Industrial          | Locally Important             |
| Civil Enclave             | Office / Light Industrial | Strategic                     |

<sup>50</sup> Ibid., 193-196.

<sup>51</sup> *National Planning Practice Guidance*, Paragraph: 037, Reference ID: 13-037-20140306 (emphasis added).

| <b>Site</b>                       | <b>Core Use</b>                                      | <b>Local Plan Designation</b> |
|-----------------------------------|--|-------------------------------|
| East Aldershot Industrial Cluster | Light Industrial, Industrial and Warehousing         | Strategic                     |
| Eelmoor Road                      | Light Industrial / Warehousing                       | Locally Important             |
| Farnborough Aerospace Park        | Office Park / R&D                                    | Strategic                     |
| Farnborough Business Park         | Office Park  | Strategic                     |
| Frimley Business Park             | Office Park / R&D                                    | Strategic                     |
| Hawley Lane East                  | Light Industrial                                     | Locally Important             |
| Hawley Lane West                  | Warehousing  | Locally Important             |
| Hollybush Lane                    | Industrial / Waste Processing                        | Locally Important             |
| Invincible Road Industrial Estate | Retail, Light Industrial, Industrial and Warehousing | Strategic                     |
| Lynchford Lane                    | Light Industrial                                     | Locally Important             |
| Redan Road Industrial Estate      | Light Industrial                                     | Locally Important             |
| Rotunda Estate                    | Light Industrial                                     | Locally Important             |
| Southwood Business Park           | Office Park / R&D, Industrial and Warehousing        | Strategic                     |
| Spectrum Point                    | Office   | Locally Important             |
| Springlakes                       | Light Industrial and Warehousing                     | Locally Important             |
| Wyndham Street                    | Light Industrial / Offices / Sui Generis             | Locally Important             |

- 4.8.4 The following employment sites will not be included within the direction. Because they are located within 400 metres of the Thames Basin Heaths Special Protection Area, residential development would not be permitted at these sites.

| <b>Site</b>          | <b>Core Use</b>               | <b>Local Plan Designation</b> |
|----------------------|-------------------------------|-------------------------------|
| Cody Technology Park | Office, R&D, Light Industrial | Strategic                     |
| Royal Pavilion       | Office / R&D Campus           | Strategic                     |

- 4.8.5 The aim of the direction would not be to prevent changes of use. The direction will enable the Council to regain control over the consideration of the relevant planning issues relating to change of use applications and to protect office, industrial and warehousing sites which are of the greatest economic importance. It will also allow other planning matters to be considered, for example, affordable housing and amenity space provision, which would otherwise not be possible with change of use applications falling as permitted development. These other planning matters are of paramount importance in a constrained urban environment like Rushmoor.

## **5 Article 4 Directions**

### **5.1 Types of Direction and Compensation Risks**

5.1.1 *National Planning Practice Guidance* states that there are two types of Article 4 direction: non-immediate directions and directions with immediate effect.

1. Non-immediate directions: permitted development rights are withdrawn following confirmation of the direction by a local planning authority. Confirmation occurs after a local planning authority has carried out a local consultation.
2. Immediate directions: permitted development rights are withdrawn with immediate effect but must be confirmed by a local planning authority following local consultation within six months otherwise the direction will lapse.

5.1.2 The most significant risk associated with preparing an Article 4 direction for local authorities is the potential for developers to make claims for compensation. For example, Kingston Borough Council highlights that compensation claims related to the introduction of an Article 4 direction could be substantial. The *NPPG* notes that 'a local planning authority can be liable to pay compensation to those whose permitted development rights have been withdrawn', but only if it:

- Refuses planning permission for development which would otherwise have been permitted development; or
- Grants planning permission subject to more limiting conditions than the General Permitted Development Order.

However, the grounds for compensation claims 'are limited to abortive expenditure or other loss or damage directly attributable to the withdrawal of permitted development rights'.<sup>52</sup>

5.1.3 Owing to the potential for compensation liability, local planning authorities have generally favoured using non-immediate directions to remove permitted development rights, with directions confirmed after twelve months following consultation. Oxford City Council argues that such an approach is the most risk averse and significantly reduces the threat of compensation claims. Brighton and Hove City Council claim that immediate directions can result in substantial compensation claims and that non-immediate directions allow all consultation views to be taken into account before directions are confirmed.<sup>53</sup>

5.1.4 It is significant to note that Section 108(3C) of the *Town and Country Planning Act 1990* states that no compensation is payable for the loss of permitted

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<sup>52</sup> *Ibid.*, Paragraph: 042, Reference ID: 13-042-20140306; Kingston Borough Council (2015) 'Article 4 Direction – The Case for the Introduction of an Article 4 Direction to Withdraw Permitted Development Rights for Change of Use from Office to Residential in a Number of Specified Areas within the Borough' (Report for Infrastructure, Planning and Contracts Committee), 3.

<sup>53</sup> Oxford City Council (2014) 'Proposed Article 4 Direction for Changes of Use from Offices to Residential', 10-11; Brighton and Hove City Council (2013) 'Article 4 Direction – Removal of Permitted Development Rights Office to Residential' (Policy and Resources Committee Paper, 11 July 2013, Agenda Item 19), 96.

development rights in certain circumstances. For example, the Act states that ‘compensation for refusal or conditional grant of planning permission formerly granted by [a] development order’ does not apply if:

- (a) The planning permission is granted for development in England of a prescribed description,
- (b) The planning permission is withdrawn in the prescribed manner,
- (c) Notice of the withdrawal was published in the prescribed manner not less than twelve months or more than the prescribed period before the withdrawal took effect, and
- (d) Either-
  - (i) The development authorised by the development order had not started before the notice was published, or
  - (ii) The development order includes provision in pursuance of Section 61D permitting the development to be completed after the permission is withdrawn.<sup>54</sup>

5.1.5 The office-, light-industrial-, and storage-or-distribution-to-residential permitted development rights constitute ‘prescribed development’. Moreover, the ‘prescribed manner’ for withdrawing planning permission includes ‘by direction in accordance with Article 4 of the [*Town and Country Planning (General Permitted Development (England) Order 2015*]’. The ‘prescribed manner of publication’ includes ‘the manner described in Paragraphs 1(1) to (5) of Schedule 3 to the Permitted Development Order’ (see below), whilst the ‘prescribed period is two years’.<sup>55</sup>

5.1.6 Provided that the Council follows the conditions specified in Section 108(3C) of the *Town and Country Planning Act 1990*, Rushmoor should not be liable to pay compensation to developers. It is therefore recommended that Rushmoor prepares a non-immediate direction and confirms it after a period of between twelve months and two years.

## 5.2 Planning Application Fees

5.2.1 No planning application fee is payable where a planning application is required owing to the removal of permitted development rights.<sup>56</sup>

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<sup>54</sup> *Town and Country Planning Act 1990*, s. 108(3C): Compensation for Refusal or Conditional Grant of Planning Permission Formerly Granted by Development Order, <http://www.legislation.gov.uk/ukpga/1990/8/section/108>.

<sup>55</sup> *Town and Country Planning (Compensation) (England) Regulations 2015*, *Town and Country Planning (Compensation) (England) (Amendment) Regulations 2016*.

<sup>56</sup> *National Planning Practice Guidance*, Paragraph: 041, Reference ID: 13-041-20140306.

### 5.3 Exclusions

5.3.1 Article 4 directions 'cannot prevent development which has commenced or which has already been carried out'. Where permitted development requires prior approval, Article 4 directions do not apply if the prior approval date occurs before the date that the direction comes into force and the development is completed within three years of the prior approval date.<sup>57</sup>

### 5.4 Non-Immediate Direction Procedure<sup>58</sup>

#### 5.4.1 Notice

1. Notice must be given as soon as possible after a direction has been made:

- i) By local advertisement (for example, within a local newspaper);
- ii) By site display for at least six weeks;
  - a. If the direction relates to an area, the notice must be displayed at no fewer than two locations within that area; or
  - b. If the direction relates to a particular site, the notice must be displayed at that site.
- iii) By serving the notice on the owner and occupier of every part of the land within the area or site to which the direction relates.
  - A local planning authority need not serve notice on owners and occupiers should they consider it impracticable owing to difficulties identifying and locating owners and occupiers or because of the number of owners and occupiers within the area. This sub-paragraph does not apply, however, if the owner or occupier is a statutory undertaker or the Crown.

2. The notice must:

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<sup>57</sup> Ibid., Paragraph: 046, Reference ID: 13-046-20140306; *Town and Country Planning (General Permitted Development) (England) Order 2015* (SI 2015/596), 3B-1005.7.

<sup>58</sup> Department for Communities and Local Government (2012) *Replacement Appendix D to Department of the Environment Circular 9/95: General Development Consolidation Order 1995*, 5-8; *Town and Country Planning (General Permitted Development) (England) Order 2015*, Schedule 3: Procedures for Article 4 Directions, 152-153.

- i) Include a description of the development, area or site to which the direction relates and a statement of the effect of the direction;
  - ii) Specify that the direction is made under Article 4(1) of *The Town and Country Planning (General Permitted Development) (England) Order 2015*;
  - iii) Name a place where a copy of the direction and a copy of the map defining the area or site to which the direction relates may be seen at all reasonable hours;
  - iv) Specify a period of at least 21 days, stating the date on which the period begins, within which any representations concerning the direction may be made to the local planning authority;
  - v) Specify the date on which it is proposed that the direction will come into force, which must be at least 28 days and no longer than two years after the start date from which representations to a local authority can be made.
3. A local planning authority must send a copy of the direction and the notice, including a copy of the map defining the area or site to which it relates, to the Secretary of State on the same day that notice of the direction is first published or displayed. This should be sent to the National Planning Casework Unit:

[npcu@communities.gsi.gov.uk](mailto:npcu@communities.gsi.gov.uk)

5 St Philip's Place  
 Colmore Row  
 Birmingham  
 B3 2PW

Because it may not be possible to send a copy of the publicity notices on the same day as those affected by the direction are notified, it is acceptable to send a copy of the notices as will be published. It should be noted, however, that 'the Secretary of State does not have to approve Article 4 directions and will only intervene when there are clear reasons for doing so'.

- 4. On making a direction, a district planning authority must also give notice of it to the county planning authority, where this applies.
- 5. Local planning authorities must take 'reasonable steps' to protect notices on display.



Where a notice given by site display is, without any fault or intention of the local planning authority, removed, obscured or defaced before the period [specified in 2(iv) above] has elapsed, the authority is treated as having complied with the requirements of [2(iv)] if it has taken reasonable steps to protect the notice, including, if required, its replacement.

6. The direction comes into force on the date specified in 2(v), but only if it is confirmed by the local planning authority in accordance to below.

#### 5.4.2 Confirmation

7. To confirm a direction, a local authority must take into account any representations received during the period specified in 2(iv).
8. A local authority must not confirm a direction until after the expiration of:
  - a. A period of at least 28 days following the latest date on which any notice relating to the direction was served or published; or
  - b. Such longer period as may be specified by the Secretary of State following the notification by the local planning authority to the Secretary of State of the direction.
9. After confirming a direction, a local authority must, as soon as possible:
  1. Give notice of the confirmation and the date on which the direction will come into force; and
  2. Send a copy of the confirmed direction to the Secretary of State.
10. Notice of the confirmation must be given in the same way as described in 1(i-iii) and 2(i-iii) above.

#### 5.5 Cancelling a Direction

- 5.5.1 *National Planning Practice Guidance* states that an Article 4 direction ‘can remain in place permanently once it has been confirmed’. However, as noted above, it stresses that planning authorities should regularly monitor directions to ensure that the reasons for their implementation remain valid and that directions should be cancelled if they are no longer necessary.<sup>59</sup>

#### 5.6 Modifying a Direction

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<sup>59</sup> *National Planning Practice Guidance*, Paragraph: 049, Reference ID: 13-049-20140306.

5.6.1 To modify an Article 4 direction, a local authority must cancel the current direction and prepare a replacement. A local planning authority cannot modify or cancel a direction made by the Secretary of State.<sup>60</sup>

## 5.7 Role of the Secretary of State

5.7.1 Subject to certain exceptions, the Secretary of State has the power to make a direction modifying or cancelling a direction made by a local planning authority at any time before or after its confirmation. The Secretary of State is also able to make an Article 4 direction. The Secretary of State must notify a local planning authority as soon as is practicable after making a direction, and the local authority is responsible for notifying those affected by the direction.<sup>61</sup>

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<sup>60</sup> Department for Communities and Local Government (2012) *Replacement Appendix D to Department of the Environment Circular 9/95: General Development Consolidation Order 1995*, 5.

<sup>61</sup> *Ibid.*

## AGENDA ITEM NO. 8

**Cabinet**

**Head of Community and Environmental Services**

**15 November 2016**

**Report No. COMM1625**

**Key Decision – No**

### **Farnborough Airport Community Environmental Fund**

#### **Summary and Recommendations:**

The Cabinet Member for Environment has considered four applications totalling £20,854 and has made award recommendations for all, which Cabinet is recommended to approve.

#### **1. Introduction**

- 1.1 This paper seeks approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

#### **2. Background**

- 2.1 The Community Environmental Fund commenced in 2001. It is levied by Farnborough Airport on business aviation movements at a rate of £2 per aircraft movement and £5 per aircraft movement where the aircraft is a Boeing business jet or an Airbus A310 corporate jet.

- 2.2 The fund is available to groups and organisations under the following criteria:

- Located within 5 kilometres (3 miles) from the centre of Farnborough Airport (taken to be halfway down the main runway)
- Within this 5 kilometre radius, is demonstrably and regularly affected by aircrafts travelling to and from Farnborough Airport
- Will result in the improvement or provision of an outdoor facility or area that is accessible to the public and able to be enjoyed by the community as a whole
- Is a community or environment based bid, projects may include: -
  - Green or open spaces
  - Natural habitats
  - Environmental improvements or outdoor play
  - Community projects with an emphasis on improving the local environment or outdoor education

### 3. Details of the Proposal

3.1 The Cabinet Member for Environment has considered four applications and has made award recommendations for all

|   |        |
|---|--------|
| ▪ Rushmoor Urban Wildlife Group (Crematorium)   | £5,154 |
| ▪ Rushmoor Urban Wildlife Group (Queens Rd Rec) | £1,050 |
| ▪ Blackwater Valley District Scouts             | £7,000 |
| ▪ The Wavell School                             | £7,650 |

**Total**                      **£20,854**

3.2 Details are outlined for each applicant in Appendix A.

### 4. Financial and Resource Implications

4.1 The Community Environmental Fund is currently £33,492. Taking the four applications recommended in this paper totalling £20,854 would leave £12,638 available for allocation.

### 5 Recommendation

5.1 Cabinet is recommended to approve the awards totalling £20,854

#### Background Documents

Fully completed application forms support appendix A

#### Contact Details:

Peter Amies, Head of Community and Environmental Services  
[peter.amies@rushmoor.gov.uk](mailto:peter.amies@rushmoor.gov.uk) 01252 398750

| Environment Fund applicant bid                                    |  |
|---|--|
| Name & address of Applicant                                       | Rushmoor Urban Wildlife Group  |
| Grant requested (Total cost of project)                           | £5,154 (£5,154)  |
| Purpose of grant  | To purchase, deliver and install 190m <sup>2</sup> of perennial wildflower meadow turf on an agreed site at Aldershot Crematorium  |
| Previous grants from this fund                                    | None   |
| Distance from centre of runway<br>(within 5 kilometres (3 miles)) | Within range   |
| Other sources of funding for this project                         | None   |
| Accounts  | Bank account has recently been set up. Previous funding through money set aside by RBC environment team.   |
| Additional Info   | <p>Both mourners and local residents enjoy the well-maintained and diverse grounds of Aldershot Crematorium.</p> <p>Habitat enhancements by the group over the years have seen a large increase in the numbers and types of wildlife species, which add enormously to the pleasure of strolling through the grounds.</p> <p>There is a large area of poor quality grassland near the eastern perimeter of the grounds where beehives have been recently installed. It was decided to try to seed the remainder of this area with annual wildflower seeds, a cheap option but was unsuccessful. Experiments with perennial wildflower turf, however, have produced a rich variety of colourful wildflowers over a long season every year that will be enjoyed by the public. These native perennial wildflowers provide a valuable nectar source for bees and other insects. The insects in turn provide food for birds and other species which greatly enhance the biodiversity of the grounds.</p> <p>The Crematorium grounds also help Rushmoor to score highly in the biodiversity section of 'In Bloom', which creates pride in the community.</p> |
| Aim of organisation/group   | <p>Aims of the group are to:</p> <ul style="list-style-type: none"> <li>• Improve existing wildlife habitats in the borough</li> <li>• Create new wildlife habitats on public land in Rushmoor with prior permission of the appropriate borough / county councils</li> <li>• Do the above to improve biodiversity, to enhance interest in green spaces and for the pleasure of local residents</li> <li>• Advise residents on wildlife gardening</li> <li>• Raise awareness about wildlife in Rushmoor, especially the nationally rare species that exist here</li> </ul>  |
| Application recommendation  | £5,154   |

| <b>Environment Fund applicant bid</b>                                     |  |
|---|--|
| <b>Name &amp; address of Applicant</b>                                    | Rushmoor Urban Wildlife Group  |
| <b>Grant requested (Total cost of project)</b>                            | £1,050 (£1,338)  |
| <b>Purpose of grant</b>   | To purchase, deliver and install 50m <sup>2</sup> of perennial wildflower meadow turf at <b>Queens Road Recreational Ground</b>  |
| <b>Previous grants from this fund</b>                                     | None   |
| <b>Distance from centre of runway<br/>(within 5 kilometres (3 miles))</b> | Within range   |
| <b>Other sources of funding for this project</b>                          | None   |
| <b>Accounts</b>   | Bank account has recently been set up. Previous funding through money set aside by RBC environment team.   |
| <b>Additional Info</b>  | <p>The demonstration wildlife garden project at Queens Road recreation ground is enjoyed by local residents and children of South Farnborough Infants School.</p> <p>Poor performance of the wildflower meadow areas has produced a number of complaints. Local experiments with perennial wildflower turf have produced a rich variety of colourful wildflowers over a long season every year, providing enjoyment to the public, a valuable nectar source for bees and other insects and greatly enhance the biodiversity of the recreation ground.</p> <p>The project will be run by volunteers, preparing the site and installing the turf. Once installed the perennial wildflower turf will require one cut per year in the autumn in order to produce around six months of diverse native wildflowers each year.</p> <p>The pupils of South Farnborough Infant School have helped maintain the demonstration garden and it acts as an important educational resource for the school and other groups.</p> |
| <b>Aim of organisation/group</b>  | <p>Aims of the group are to:</p> <ul style="list-style-type: none"> <li>• Improve existing wildlife habitats in the borough</li> <li>• Create new wildlife habitats on public land in Rushmoor with prior permission of the appropriate borough / county councils</li> <li>• Do the above to improve biodiversity, to enhance interest in green spaces and for the pleasure of local residents</li> <li>• Advise residents on wildlife gardening</li> <li>• Raise awareness about wildlife in Rushmoor, especially the nationally rare species that exist here</li> </ul>  |
| <b>Application recommendation</b>   | £1,050   |

### Environment Fund applicant bid

|   |   |
|---|---|
| <b>Name &amp; address of Applicant</b>                                    | Blackwater Valley District Scouts   |
| <b>Grant requested (Total cost of project)</b>                            | £7,000 (£14,000 +VAT)   |
| <b>Purpose of grant</b>   | Campfire Circle redevelopment – including replacing existing rotten timber seating  |
| <b>Previous grants from this fund</b>                                     | None  |
| <b>Distance from centre of runway<br/>(within 5 kilometres (3 miles))</b> | Yes   |
| <b>Other sources of funding for this project</b>                          | £7,000 – HCC<br>£2,000 – own funds (to cover VAT and contingency)   |
| <b>Accounts</b>   | Income - £55,299<br>Expenditure - £55,375<br>Balances - £158,444 - includes asset reserve to support maintenance of scout properties within district & to provide funding for District HQ building  |
| <b>Additional Info</b>  | <p>The campfire circle was built over 15 years ago and is now in need of refurbishment &amp; redevelopment to:</p> <ul style="list-style-type: none"> <li>• improve safety levels</li> <li>• provide much better disabled access</li> <li>• replace existing rotten timber (railway sleeper) seating</li> <li>• enable the wider community/ local schools to use the amphitheatre as part of the Runway's End Activity Centre</li> </ul> <p>They will use the 'Skilled Up' team which is a project designed to give unemployed young people real work experience.</p>   |
| <b>Aim of organisation/group</b>  | <p>Blackwater Valley District Scout Group is the overall body looking after 16 individual Scout Groups, 4 Explorer Scout Units and 1 Network Groups. Over 900 members (6-25 yrs.) and 200 leaders come from in and around Rushmoor. Runways End Activity Centre is the district HQ.</p> <p>This project has the ability to bring a key part of the 'Scouting Experience' to a wider audience. The aim is to restore and improve the existing site to enable safe use by the wider community, including schools, youth groups and local community organisations as well as 900+ local Scouts and visiting groups. Provision of better access will help to attract youngsters with physical or mental disability and enable them to experience this kind of outdoor activity.</p> |
| <b>Application recommendation</b>   | £7,000  |

### Environment Fund applicant bid

|  |  |
|--|--|
| <b>Name &amp; address of Applicant</b>                                   | Wavell School  |
| <b>Grant requested (Total cost of project)</b>                           | £7,650 (£12,050)   |
| <b>Purpose of grant</b>  | <p>Sensory garden with gardening projects and table tennis tables to nurture students physical and mental well-being:</p> <p>£1,170 – tools and equipment<br/>           £1,130 – plants/soil etc<br/>           £3,750 – building items (patio/sheds etc)<br/>           £1,600 – outdoor chimes &amp; table tennis tables<br/>           £4,400 – access door &amp; design consultancy*</p>  |
| <b>Previous grants from this fund</b>                                    | 2011 - £2,000 towards outdoor classroom  |
| <b>Distance from centre of runway</b><br>(within 5 kilometres (3 miles)) | Yes  |
| <b>Other sources of funding for this project</b>                         | £4,400 from school funds (will fund * above)   |
| <b>Accounts</b>  | <p>Income -                   £5,143,765</p> <p>Expenditure -           £5,060,251</p> <p>Balances -                 £83,514</p>   |
| <b>Additional Info</b>   | <p>Every year the school see an increasing number of students with mental health issues. A Counsellor and Pastoral Mentor are funded at the purpose built Health and Military Drop-In Centre. Unfortunately, for some this still is not enough and for the past couple of years there have been an average of three students each year unable to sit exams due to their mental health issues.</p> <p>The Health Drop-In has wasteland that could be cultivated in order to enable students to grow fruit, vegetables and flowers. The over-arching aim of the project would be to offer an environment that would nurture students' mental health in a context where they have access to trained professionals.</p> <p>The facility would be on offer to all students and staff (over 1,000) plus the wider community through the Parent Support Adviser.</p> <p>Increased planting in a barren area of land will improve air quality and the natural habitat of insets and birds.</p> |
| <b>Aim of organisation/group</b>   | The Wavell School is an 11-16 comprehensive secondary school   |
| <b>Application recommendation</b>  | £7,650   |



## AGENDA ITEM NO. 9

**Cabinet**

**Head of Community and Environmental Services**

**15 November 2016**

**Report No. COMM1623**

**Key Decision – No**

### **Manor Park Playground- Renewal**

#### **Summary and Recommendation:**

The Council is finalising a public consultation on the preferred design for a new playground at the Manor Park Aldershot. The playground will cost £150k and we have £115k available from developer's contributions. We had hoped to secure the remaining £35k from Landfill Tax but have been unsuccessful on this occasion.

This report seeks approval to use £35k from the Council's capital resources in 2016/17 to enable the Manor Park playground to be completed.

#### **Introduction**

- 1.1 The Manor Park Playground is in need of renewal and following public consultation a design brief was agreed and given this is a large facility a spend of £150k was set, with completion in 2016/17.
- 1.2 A number of companies have submitted their playground designs and those meeting the design brief and costings, are available on line for residents to vote for their preferred choice.
- 1.3 It was anticipated that this playground would be funded from developers' contributions and a grant of £50k from the Landfill Tax. The Council have on this occasion been unable to secure the grant and we have a maximum of £115k available from developers' contributions.
- 1.4 Play supports the Council's priorities around health by encouraging active lifestyles, helps tackle obesity in children, enables personal development and social interaction.
- 1.5 Unlike small facilities, these larger playgrounds are more popular as they enable a wider age range of children, particularly siblings, to play together and attract residents from further afield.

## **Alternative Option**

- 2.1 The Council could restrict the funding available to this project by only using the available developers' contributions (£115k). This would require the reduction of the playground by around a quarter by either removing a major item or several smaller items of play equipment, which would significantly reduce its play value. This would be noticeable to those residents that have been involved in the design and consultation.
- 2.2 Given it is becoming more difficult to secure sufficient developers contributions and Landfill Tax grants, we will review both our playground strategy and the procurement of new facilities to ensure we have appropriate funds.

## **Implications**

### **Legal Implications**

- 3.1 The Council have collected the maximum number (5) of developer's contributions for this scheme.

### **Financial and Resource Implications**

- 3.2 To complete the proposed large-scale playground (£150k) will require approval to use £35k from the Council's capital resources in 2016/17.

### **Equalities Impact Implications**

- 3.3 Unlike the current playground this new facility will be inclusive and Disability Discrimination Act compliant.

## **Conclusions**

- 4.1 The current playground is at the end of its life and has limited play value. The new facility will be more attractive with higher play value and is inclusive. The replacement of this playground has been agreed as part of the Council's overall playground strategy and is supported by Ward Councillors and the Cabinet Member for Leisure and Youth.

## **Recommendation**

- 5.1 Cabinet to approve a variation to the 2016/17 Capital Programme of £35k to enable the new Manor Park playground to be completed.

### **Background Documents:**

Playground Strategy, Design brief, public consultation and submitted designs

### **Contact Details:**

Peter Amies, Head of Community and Environmental Services  
[peter.amies@rushmoor.gov.uk](mailto:peter.amies@rushmoor.gov.uk) 01252 398750

**CABINET**  
**15TH NOVEMBER 2016**

**CHIEF EXECUTIVE REPORT**  
**REPORT NO. CEX1605**

**APPOINTMENT OF CHIEF EXECUTIVE – NEXT STEPS**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to seek agreement to a process to enable a new Chief Executive to be appointed following the announcement of my resignation which takes effect at the end of February next year. Since my announcement, informal discussions have been held with the Leader and the Cabinet regarding the approach to recruiting a new Chief Executive.
- 1.2 The report explains the proposed arrangements for appointing a new Chief Executive for the Council and also seeks Cabinet approval for some consequential issues.

**2. BACKGROUND**

- 2.1 It is important that the Council retains a robust management structure to provide leadership, professionalism and expertise in order that it can meet its priorities whilst achieving financial sustainability. With this in mind, and taking account the ambition and commitment of the new Cabinet, informal discussions with the Leader and Cabinet have concluded that the role of Chief Executive, as Head of Paid Service should be replaced.

**3. PROCESS FOR APPOINTMENT**

- 3.1 Most Chief Executive appointments involve the use of specialists in the recruitment process, who have expertise in this type of appointment. Indeed, this was the approach used when I was appointed in 1996. Suitable organisations have been identified and a procurement process undertaken, with Solace in Business offering the best mix of experience, quality and price. Subject to this report being agreed, they will be formally appointed to support the Council throughout the recruitment process.
- 3.2 The recruitment process itself will involve a small panel of Members to work with the recruitment specialists. It is proposed that this should consist of four Members, being the Leader of the Council, the Cabinet Member for Corporate Services, Chairman of the Licensing and General Purposes Committee and the Leader of the Labour Group. The panel will be involved at each stage of the process. The Council's Constitution requires that the final interviews are carried out by the Licensing and General Purposes Committee together with the Leader of Council and Cabinet Member for Corporate Services. Full Council will confirm the appointment.

3.3 The appointment process and indicative timetable is as follows:

| <b>Week Commencing</b> | <b>Action</b>   |
|------------------------|---|
| 31 October             | Appoint consultants   |
| 7 November             | Member panel initial meeting with recruitment specialists to set brief  |
| 14 November            | 'Formal' confirmation of process and budget – Cabinet 15 November<br>Recruitment specialists to work with Panel and Officers and prepare application pack/microsite |
| 21(or 28) November     | Advertise role & executive search<br>Plan assessment centre (including engagement with Members, Partners and Staff)   |
| 9 January              | Closing date & longlist meeting   |
| 16 January             | Long list/Technical interviews  |
| 23 January             | Shortlist meeting with member panel   |
| 30 January             | Assessment centre & Final interviews with L&GP (plus Leader and Cllr Taylor) – Make offer   |
| 20 February            | Confirmation by full Council (23 Feb)   |

#### **4. INTERIM ARRANGEMENTS**

- 4.1 There is likely to be a period following my retirement when there will not be a Chief Executive in post. For this period, I recommend that Ian Harrison, as Deputy Chief Executive, be authorised to fulfil the role. During these interim arrangements, there may need to be some other temporary changes within the senior management structure to ensure that the Council functions effectively and Mr Harrison would agree these in consultation with the Cabinet Member for Corporate Services.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 At this stage it is difficult to assess the exact costs of the recruitment process. The recruitment specialist fees are £13,250 plus VAT and the total costs are likely to be in the range of £20,000 - £25,000 depending on advertising arrangements and licensing costs for testing. A supplementary estimate for up to £25,000 in the current financial year is therefore requested, but it is anticipated that this cost is likely to be offset by vacancy savings made following my departure. These costs will be finalised with the Cabinet Member for Corporate Services.

## **6. RECOMMENDATIONS**

The Cabinet is asked to confirm the arrangements for recruiting a new Chief Executive as set out in this report, including;

- (i) the appointment of the Member panel with the membership as set out in 3.2 above
- (ii) the agreement of a supplementary estimate of up to £25,000 to fund the recruitment process and to authorise a Corporate Director to agree the final costs in conjunction with the Cabinet Member for Corporate Services
- (iii) agreement to the interim arrangements proposed and to authorise Ian Harrison, as deputy Chief Executive in consultation with the Cabinet Member for Corporate Services, to make any consequential temporary changes to the senior management arrangements during this time;

**Andrew Lloyd**  
**Chief Executive**

**CONTACT DETAILS: Karen Edwards, Corporate Director**  
**([Karen.edwards@rushmoor.gov.uk](mailto:Karen.edwards@rushmoor.gov.uk) 01252 398800)**

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CABINET

DIRECTORS' MANAGEMENT BOARD

15 NOVEMBER 2016

REPORT NO. DMB1605

KEY DECISION: YES

## Resourcing priorities and introduction of Mutually Agreed Resignation Scheme

### SUMMARY AND RECOMMENDATIONS:

This report seeks agreement for additional staff resources to focus on areas of priority work for the next two years. It also recommends the introduction of a Mutually Agreed Resignation Scheme with a view to achieving ongoing cost reductions where this is in the interest of both employee and the Council.

RECOMMENDED that the Cabinet

1. Agree the staffing proposals and consequential financial implications and delegations as set out in this report at 5.4
2. Approve a supplementary budget for the current financial year (2016/17) of £18,000
3. Agree to the introduction of a Mutually Agreed Resignation Scheme as set out in Appendix 1

### 1. INTRODUCTION

1.1 Cabinet have recently agreed their priorities for the remainder of the current financial year into the medium term. These include an increased focus on a number of areas including regeneration, quality of the environment, car parking, transformation of the way services are delivered to customers through the implementation of a digital strategy and an ongoing commitment to achieving financial sustainability over the medium term. This report sets out proposals for additional staff resources to help drive delivery of those priorities alongside enabling sustainable cost reductions over the medium term.

1.2 This is a key decision as it has a broad impact on the future strategy and finances of the Council.

### 2. RESOURCING PRIORITIES

2.1 Cabinet have agreed a set of priorities, which were shared with elected members at the budget seminar in September and are currently being incorporated into a Council Plan for 2017/18, alongside the development of the budget for the next financial year. A number of these priorities will require additional or diversion of existing resources.

2.2 The Council's financial forecast and supporting strategy have set out the Council's approach to balancing the budget, primarily through the delivery of the outcomes in the 8 Point Plan. The Directors' Management Board have now considered the impact of the new priorities on this strategy and have developed proposals which seek to achieve a balance between ensuring sufficient resources are available to work on key priorities with the need to drive service transformation and achieve sustainable employee cost reductions.

2.3 The Directors' Management Board will be working with Heads of Service over the coming months to realign staffing resources to ensure delivery of member priorities and the new Council Plan. However, in some areas DMB have concluded that it is necessary to recommend additional temporary resources are put in place as soon as possible if we are to increase momentum and make the progress needed. These areas are regeneration, property and estates and project support to our transformation programme.

#### 2.4 **Regeneration**

The Council's regeneration activity has increased significantly over the past 6 months and the continued emphasis by Cabinet through the Aldershot Regeneration Task Force, will continue. Key regeneration projects include intervention work to help bring forward a number of regeneration sites in Aldershot and taking forward the Farnborough Civic Quarter Masterplan. As these projects develop, we will need a flexible approach to resourcing, with a mix of internal and external resources. Looking at the workload over the next 2 years, DMB are proposing the establishment of a new role at manager level to support the work of the Aldershot Regeneration Member task force and to take the lead on a range of projects in Aldershot Town Centre. It is proposed that this post should be established initially on a 2 year fixed term basis and filled via a secondment of an existing employee with backfill as appropriate.

2.5 In addition to this new role, we are proposing to increase the hours spent on regeneration by the Principal Planning and Regeneration Officer towards full time by April 2017 and make appropriate back fill arrangements to ensure successful delivery of the Local Plan.

#### 2.6 **Property and Estates**

The role of the Property and Estates function has changed significantly alongside that of the legal team over the past 12 months. This has been driven in part by the focus on commercial property acquisition. As the Council considers its next steps with this alongside increased property activity associated with regeneration, potential private sector housing development and increasing trading activity, DMB think it appropriate to consider the resources in this area. Subject to agreement in principle from Members, proposals will be developed by the Head of Legal and Estates and brought forward for consideration early in 2017.



## 2.7 Transformation Programme

A key part of the 8 Point Plan is delivering services more effectively and efficiently. As a Council, we want to really grasp the opportunities offered by increasingly affordable digital technologies to help us truly redesign our services around the customer. Linked to a more innovative approach to our contracts, our processes will need to change to enable the key outcomes and improvements we are seeking. Customers will increasingly access services in the ways and at the times they want to and our systems, structures and processes will be redesigned so that our staff can work together more effectively across professions to deliver excellent customer service at lower cost.

2.8 To make sure we maximise the potential of the new arrangements as early as possible, the review of our processes and implementation of the new technologies to support the new contracts will require additional project resources. Whilst we will also need to buy in some expertise, where possible we would hope to meet much of this need by creating some secondment opportunities for staff who demonstrate talent and are keen to progress their careers and develop both the skills we need to support this type of work in future.

2.9 Initially, we propose to establish a transformation project role to work with the Directors' Management Board for up to 2 years to lead, drive and support projects in the transformation programme. This role would be offered as a secondment and any external support plus any backfilling costs be met from the Service Improvement Fund or capitalised if appropriate in accordance with the Government's advice on funding efficiency work.

## 3. MUTUALLY AGREED RESIGNATION SCHEME

3.1 The changes to senior management made over the past 4 years have demonstrated that our Heads of Service had the skill and capability to lead a wider range of services, including those outside their professional disciplines. This model of working is consistent with how leadership across public services is developing, with more flexible generic leaders and managers with a range of core skills and behaviours equipping them to work across their own and a wide range of organisations in and outside the public sector.

3.2 We believe that this model can be extended to some of our 'middle managers' and over the next 2 years, we can move towards a model where we can have fewer managers in services, each managing a range of functions, supported where necessary by additional technical specialists and front line staff.

3.3 We also know that we will be increasingly competing with other public and even private sector organisations for the most talented staff and we need to create career pathways and progression to help us develop and retain our most talented staff. To achieve this we will need to maintain our investment in individual and organisational development to help create the conditions where this talent can flourish.

- 3.4 Looking across our workforce, we have recognised that we have a number of experienced staff in management and other roles who may have reached a stage in their lives/careers where they would perhaps welcome the opportunity to plan to conclude their employment with Rushmoor over the next 2 years. This may involve reduced working hours for an extended period leading to retirement or working in a different area of the organisation to enable other change to follow. Some employees might consider this an opportunity to consider a planned move to an alternative career outside the Council. Given our forecasted financial position, we would like to provide an opportunity over the next few weeks for those employees to come forward and discuss their options with us with a view to reducing overall costs on an individual business case basis. To support this we are recommending the introduction of a Mutually Agreed Resignation Scheme often known as a MARS.
- 3.5 A MARS enables individual employees, in agreement with their employer, to choose to leave their employment voluntarily in return for a discretionary 'severance' payment. This creates job vacancies that may be filled by the redeployment of staff from other jobs or those seeking career development. By using this approach, the Council is hoping to create enough movement to avoid compulsory redundancies in future, enable the redeployment of resources to higher priority areas of work and reduce costs in lower priority areas. Each case would need to be considered on its merits and move forward only where future organisational benefits were clear. The proposed scheme is set out at Appendix 1.
- 3.6 One organisational benefit of this scheme is that it prevents many of the negative associations with redundancy programmes. Employee initiated applications are considered on their organisational merits and there is no obligation whatsoever on any member of staff to apply to the scheme, and there is no obligation on the Council to accept any application submitted. Combining these 'exit opportunities' with our thinking about the type of roles and managers we need in future, will shape the future management structures we need to enable our plans for transformation and to provide a solid foundation for future sustainability.
- 3.7 Where applicable, MARS payments could be capitalised and potentially funded from the flexible capital receipt discussed and approved at Cabinet 29 March 2016 (Agenda item 3), for which the Council currently holds a qualifying receipt of £500,000. The strategy for flexible capital receipts would require updating to accommodate this proposal, and following approval, a notification to the DCLG would need to be made. If agreed, it is proposed that the MARS be offered to all employees for an eight-week period closing on 12 January.

#### **4. CONSULTATION**

- 4.1 Engagement has commenced with staff in relation to these proposals. UNISON have also been advised. Consultation within teams will be required as an outcome of any MARS proposals.

## 5. IMPLICATIONS

### Risks

- 5.1 Using secondments as the basis for filling new roles relies on applicants coming forward from within the organisational with sufficient skills or potential to carry out the required roles and for staff with the appropriate skills to be able and willing to undertake backfill arrangements.
- 5.2 As the MARS is a voluntary scheme, there are no guarantees that the Council will receive sufficient applications to enable the level of transformation desired.

### Legal Implications

- 5.3 External advice has been sought to inform the development of the MARS Scheme and it is based on schemes used widely in Colleges, Universities and the NHS. The Council's Legal Service will be involved in drawing up the MARS agreements.

### Financial and Resource Implications

- 5.4 The costs associated for the staffing proposals detailed in this report are estimated as follows.

| Work Area  | Additional Costs Range<br>(with on-costs) |
|--|---|
| Regeneration<br>(Estimated for secondment to Aldershot Regeneration Manager role and backfill costs)   | £45,000 - £50,000                         |
| Transformation<br>(Project Manager and external support)   | *£20,000 - £25,000                        |
| Other consequential backfill   | *£5,000 - £10,000                         |
| <b>Total Year 1 (Year 2)</b>   | <b>£70,000 - £85,000 (£45-60,000)</b>     |
| * Potentially appropriate for Service Improvement Funding or capitalised where appropriate and financed in accordance with Government advice on funding efficiency work. |   |

- 5.5 It is recommended that the Cabinet agree funding up to £85,000 for 12 months from the appointments and £60,000 for the second 12 month period, with the detail of the proposals being confirmed with the Chief Executive (as Head of Paid Service) in consultation with the Cabinet Member for Corporate Services.
- 5.6 Recommendations for entering into MARS agreements would be confirmed by the Chief Executive (as Head of Paid Service) in consultation with the Cabinet Member for Corporate Services.

- 5.7 A recommendation is included for a supplementary estimate for the current financial year of £18,000 (which is included within the total 12 months finding of £85,000). The remainder will be included in the budget process.

**Equalities Impact Implications**

- 5.8 There are no direct equalities impact implications associated with these proposals.

**6. CONCLUSIONS**

- 6.1 The proposals in this report aim to make sure that key priorities are effectively resourced whilst providing the opportunity for sustainable reductions in staffing costs through the introduction of a Mutually Agreed Resignation Scheme (MARS). These proposals have the support of the Leader and Cabinet Member for Corporate Services.

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**BACKGROUND DOCUMENTS:**

Medium Term Financial Strategy 2016/17-2019/20 – Council 6 October 2016  
Staff Restructuring Report to Cabinet March 2015

**CONTACT DETAILS:**

*Report Author – Directors’ Management Board*

*Contact – Karen Edwards / [karen.edwards@rushmoor.gov.uk](mailto:karen.edwards@rushmoor.gov.uk) / 01252 398800*

## **Rushmoor Borough Council**

### **Mutually Agreed Resignation Scheme (MARS)**

#### **1. Introduction**

The Council's Financial Strategy sets out how the Council will be working towards sustainability over the medium term. One key element of this is the Council's 8 Point Plan and this contains a number of projects, which rely on staffing cost reductions.

Where it is decided to cease or substantially reduce an area of work altogether, any resulting reduction in the requirement for jobs will normally be dealt with under the Council's Organisational Change or Redundancy Policy. However, due to a number of years of service cost reductions and the merging of many roles combined with the addition of new priorities, it is often not possible to simply cease or change work and make whole posts redundant.

The Council has therefore adopted an additional approach known as a Mutually Agreed Resignation Scheme (MARS) that would be more flexible, give choice to employees and managers, open up career development opportunities and enable cost reductions over the medium term. This scheme will be offered on a time-limited basis from time-to-time as organisational requirements demand.

#### **2. What is a MARS**

MARS enables individual employees, in agreement with their employer, to choose to leave their employment voluntarily in return for a discretionary 'severance' payment. This creates job vacancies that may be filled by the redeployment of staff from other jobs or those seeking career development. By using this approach, the Council is hoping to create enough movement to avoid compulsory redundancies in future, enable the redeployment of resources to higher priority areas of work and reduce costs in lower priority areas.

#### **3. The Scheme**

##### **3.1 Applications**

From time to time Rushmoor will invite applications from staff who may be thinking of leaving their employment in the foreseeable future to resign at an agreed date in return for a 'MARS' payment.

There is no obligation whatsoever on any member of staff to apply to the scheme, and there is no obligation on the Council to accept any application submitted. The scheme will usually be open to any staff who have been

employed for a minimum of two years, except those who have already given, or been given, notice of leaving.

### 3.2 **MARS Payments**

As a general guide, MARS payments will be equivalent to the amount that a staff member would receive if they were made redundant by the Council. In summary this is as follows;

An employee becomes eligible for redundancy pay after 2 years of service, and entitlements are as follows:

- half a week's pay for each full year of employment under 22
- one week's pay for each full year of employment 22 or older, but under 41
- one and half week's pay for each full year 41 or older

A maximum of 20 years' service is recognised, with discretion to increase the total weeks of entitlement x 1.5. See the 'Organisational Change' or Redundancy Policy for further details.

However, as these are **not** redundancies, no top-up payments will be made on reduced pensions should a staff member who is over 55 wish to take part in the scheme and on resignation access their pension early.

Under current HMRC rules, the first £30,000 of any severance payment would be tax-free. The employee would be required to sign a MARS agreement outlining the terms and conditions of their departure.

Any severance payment agreed must comply with legislation. Legislation is currently proposed by the government to limit severance payments in the public sector to £95,000 per individual. The Council will not, therefore, agree any MARS payment in excess of this amount.

MARS payments or a proportion can be added to the pension under the AVC scheme if the staff member wishes to use a severance payment in this way. To do so, the staff member **must** notify the council prior to their date of leaving.

Those offered and accepting a MARS payment will not be eligible for re-employment with the council for a period of at least two years from the date of leaving.

### 3.3 **Criteria for acceptance**

Acceptance of any application for MARS will be entirely at the council's discretion. Criteria that may be taken into consideration could include:

- Retention of relevant skills/experience that cannot be replaced at lower cost
- Whether there is anyone else who can undertake the work
- Compassionate grounds or other special circumstances

- The employee's ability to adapt to future changes and requirements
- Creation of internal job/promotion opportunities which provide for succession planning
- Potential impact on other staff

There is no right of appeal against non-selection.

#### 3.4 **Process for application**

Invitations to apply together with the process and any time limits for doing so will be communicated to staff by email. Applications will be in writing and normally be made to the Directors' Management Board via the HR team. Employees should also advise their manager or relevant Head of Service that they are making an application.

#### 3.5 **Approval Process**

The Directors' Management Board will consider applications and decisions will be made in discussion with the relevant Head of Service and be based on a business case developed by the Head of Service. The business case will normally require an ongoing saving of a minimum of 40% to commence within 2 years.

If agreed final approval will be sought from the relevant elected Cabinet Member(s) and a MARS agreement will be drawn up and signed by the employee and the Council. Severance payments will be calculated as at the leaving date.

Employees will usually be required to work a minimum of their contractual notice period and take any outstanding annual leave before their leaving date. Staff accepting a severance payment will not be eligible to be re-employed by Rushmoor for a minimum period of 2 years.

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## AGENDA ITEM No. 12

**CABINET**

**SOLICITOR TO THE COUNCIL**

**15 NOVEMBER 2016**

**REPORT NO. LEG1614**

**KEY DECISION? NO**

### **INDEMNITIES FOR SENIOR OFFICERS IN RESPECT OF SIGNING CONTRACT CERTIFICATES UNDER THE LOCAL GOVERNMENT (CONTRACTS) ACT 1997**

#### **SUMMARY**

This Report seeks Cabinet approval to provide for an indemnity from the Council in relation to the Chief Executive, the S151 Officer, or the Monitoring Officer in circumstances where the Officer signs a certificate under the Local Government (Contracts) Act 1997 following authorisation by Council, Cabinet, or a relevant Council Committee.

Authority to for the Chief Financial Officer to sign such a certificate in relation the Farnborough International Loan agreement which was approved by Cabinet on 28th July, 2015 as requested by Barclays Bank as the principal funder.

#### **RECOMMENDATIONS**

Cabinet is recommended to agree to

- (i) Provide for an indemnity where the Officer signs a contract certificate under the Local Government (Contracts) Act 1997 in the circumstances set out in this report
- (ii) Authorise the CFO to provide the certificate in respect of the FIL loan agreement

#### **1.0 BACKGROUND**

- 1.1 The Local Government (Contracts) Act 1997 was introduced to clarify the powers of Local Authorities to contract with third parties. It contains express provisions enabling Local Authorities to enter into contracts. It makes provision for some contracts to be certified. Certified contracts are protected from challenge (except judicial or audit review) and the Act also provides powers for Local Authorities to agree terms which will survive a setting aside of the main contract. The certification process ensures that the third party would be compensated where the contract is set aside. A certificate is generally required for contractors entering into private finance or a high risk contract with the Council. In this instance the certificate has

been required by Barclays who are the principal funder under the loan agreement

- 1.2 There are two types of contract that may require certification:-a contract for services (whether or not together with assets or goods) entered into for the purpose of discharging any of the functions of the council , or a contract entered into with a financier, or their insurers, where the financier has, in connection with the contract, made a loan to another party. These contracts must last at least five years. The Officers who can sign such a certificate are the Chief Officer with a statutory responsibility for finance (the Section 151 Officer) or any other statutory or non-statutory Chief Officer or Deputy Chief Officer. At the Council, the Strategic Directors are Chief Officers, and the Section 151 Officer and the Monitoring Officer who are Statutory Officers, would be treated as Deputy Chief Officers for these purposes. Any Officer signing a contracts certificate under the Act is potentially exposed to personal liability if the information certified turns out to be incorrect because they are signing them in their personal capacity. Officers called upon to sign such certificates in the case of their employment may be unwilling to do so without some certainty that their personal position is protected in doing so given the value of these contracts.

## **2.0 INDEMNITIES IN GENERAL**

- 2.1 The general position regarding indemnities is that Officers of the Local Authority are protected by Section 265 of the Public Health Act 1875 (as amended) which provides a form of statutory indemnity. Whilst this is a wide indemnity, it is not totally comprehensive. The indemnity provides immunity from liabilities, together with an indemnity for costs. However, in the case where a Council enters into a contract which it subsequently transpires is ultra-vires, then the activities of the Officer who certified the contract would not be within the scope of the indemnity because of the personal nature of the certificate. In normal areas of litigation actions would be brought against the Council as a corporate body and not against the Officer concerned. It is possible, however, to address this issue by issuing a contractual indemnity. The Local Authorities (Indemnities for Members and Officers) Order 2004 has clarified the position in relation to giving indemnities in these circumstances. They are permitted in relation to matters which have been authorised by the authority or where the Member or Officer is acting further to their powers or duties.
- 2.2 The Council has wide discretion as to terms and conditions upon which an Officer is appointed. This discretion enables an individual officer's contract of employment to include such a specific indemnity whilst they are acting in the course of their duties. There have been a number of high profile cases where contracts have been entered into in good faith by Officers on behalf of Authorities, and without negligence on behalf of the Officers, but they have been subsequently challenged in legal proceedings and have been overturned as ultra-vires. Such an indemnity would protect Officers from personal liability should such circumstances arise.
- 2.3 It is considered that such an indemnity, if properly drafted and issued with authority, would protect Officers even in cases where proceedings are subsequently challenged successfully.

2.4 In considering the question of whether to offer a contractual indemnity, the Council must clearly address itself to the reasonableness of doing so. If the Council wishes to enter into major contracts involving substantial expenditure or into joint funding arrangements to promote economic growth which will last for more than five years, then it is likely that as part of that process the Council will be dependent upon an Officer signing a certificate to enable it to enter into the contract. Officers run the risk of personal liability upon the issue of a certificate, and given this situation it is reasonable to afford the Officer concerned a contractual indemnity for his or her protection where the Council has itself resolved after proper consideration to enter into a particular contract and requires the Officer to give a certificate.

### **3.0 PROPOSED SPECIFIC INDEMNITY**

3.1 In order to avoid the need to consider this issue afresh each time a certificate is agreed, it is proposed that a general variation is made to the contract of Chief and Deputy Chief Officers as defined above to provide for an indemnity where a certificate is signed in respect of a major contract which has been duly authorised by the Council.

3.2 It would also be appropriate to indemnify the Officer in respect of the reasonable cost of being separately advised on the legal implications of signing a certificate.

3.3 The proposed indemnity would only apply to contracts for which Members had agreed a certificate can be given. Authorisation is also sought for the Chief Financial Officer to give a certificate for the FIL agreement as requested by Barclays.

### **4.0 FINANCIAL AND LEGAL IMPLICATIONS**

4.1 The number of certificates issued under this legislation is always likely to be relatively low. The Council has never been called upon to issue one in the past but, we will be required to give one in connection with the FIL project. Any Officer who had received proper legal and financial advice in their personal capacity is unlikely to be prepared to sign such a certificate on behalf of the Authority without indemnity. Proper legal and financial advice, both to the individual Officer concerned and the Authority, should ensure that the likelihood of any indemnity ever being called upon is minimised, but since the effect of the legislation is to potentially prevent claims which would otherwise be made against the Authority, were costs to arise under an indemnity, these are likely simply to replace liabilities that the Council would otherwise be facing under a normal contractual position. In other words, the giving of an indemnity under these circumstances is unlikely to expose the Council to additional legal and financial risk assuming proper processes are followed.

### **5.0 EQUALITY & HUMAN RESOURCES IMPLICATIONS**

5.1 There are not considered to be any specific equality implications arising out of this Report. It is considered that with the provisions and safeguards set

out above, it would be reasonable to extend an indemnity to certain Officers as specified and vary their contracts of employment accordingly.

## **6.0 RISK MANAGEMENT IMPLICATIONS**

6.1 These are dealt with in Section 4 above.

## **7.0 CONCLUSIONS**

7.1 Cabinet is advised that the issues raised in this report will facilitate arrangements for the Council to enter into the FIL loan agreement and for any future major contracts.

**Ann Greaves**  
**Solicitor to the Council**

**7<sup>th</sup> November 2016**

# Agenda Item 14

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

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