

# Public Document Pack



## RUSHMOOR BOROUGH COUNCIL

### CABINET

*at the Council Offices, Farnborough on  
Tuesday, 13th November, 2018 at 7.00 pm*

To:

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader

Cllr Barbara Hurst, Planning and Economy Portfolio Holder  
Cllr G.B. Lyon, Corporate and Democratic Services Portfolio Holder  
Cllr M.L. Sheehan, Operational Services Portfolio Holder  
Cllr P.G. Taylor, Customer Experience and Improvement Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

Enquiries regarding this agenda should be referred to Chris Todd, Democratic Services, on 01252 398825 or e-mail: [chris.todd@rushmoor.gov.uk](mailto:chris.todd@rushmoor.gov.uk)

## A G E N D A

1. **MINUTES** – (Pages 1 - 2)

To confirm the Minutes of the meeting held on 16th October, 2018 (copy attached).

2. **REVENUE BUDGET MONITORING AND FORECASTING 2018/19 - POSITION AT SEPTEMBER, 2018** – (Pages 3 - 28)

(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

To consider Report No. FIN1832 (copy attached), which sets out the Council's anticipated financial position for 2018/19, based on the monitoring exercise carried out during September, 2018.

3. **CAPITAL PROGRAMME MONITORING 2018/19 - POSITION AT SEPTEMBER, 2018** – (Pages 29 - 38)  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

To consider Report No. FIN1833 (copy attached), which sets out the Council's position regarding the Capital Programme for 2018/19, based on the monitoring exercise carried out during September, 2018.

4. **COUNCIL PLAN 2018/19 - QUARTERLY UPDATE ON KEY ACTIONS JULY - SEPTEMBER 2018** – (Pages 39 - 54)  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

To receive Report No. ELT1804 (copy attached), which sets out the Council's performance information for the second quarter of 2018/19.

5. **ANNUAL REVIEW OF FEES AND CHARGES** – (Pages 55 - 102)  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

To consider Report No. FIN1831 (copy attached), which sets out the results of an annual review in relation to the levels of fees and charges for Council services.

6. **BUDGET 2019/20 - ROBUSTNESS OF ESTIMATES** – (Pages 103 - 114)  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

To consider Report No. FIN1835 (copy attached), which sets out the Executive Head of Finance's statement on the robustness of the estimates used in the preparation of the Council's budget.

7. **BUDGET 2019/20 - ADEQUACY OF PROVISIONS AND RESERVES** – (Pages 115 - 132)  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

To consider Report No. FIN1834 (copy attached), which sets out the Executive Head of Finance's statement on the adequacy of provisions and reserves used in the preparation of the Council's budget.

8. **REGENERATING RUSHMOOR - QUARTER 2 PROGRESS REPORT** – (Pages 133 - 152)  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

To receive Report No. RP1801 (copy attached), which sets out a progress report for the 'Regenerating Rushmoor' programme for the second quarter of 2018/19.

9. **PROPOSED ADOPTION OF POST-CONSULTATION LICENSING POLICY** – (Pages 153 - 160)  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

To consider Report No. OS1827 (copy attached), which seeks approval of the Council's revised statement of licensing policy for submission to the Council.

10. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND** – (Pages 161 - 164)  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

To consider Report No. DSP1801 (copy attached), which sets out details of an application for a grant from the Farnborough Airport Community Environmental Fund.

11. **REPORT OF URGENCY DECISION - UTILISATION OF COMMUTED SUM MONIES TO GRANT FUND AFFORDABLE HOMES TO RENT AT BIRCHETT ROAD, ALDERSHOT** – (Pages 165 - 168)  
(Cllr Barbara Hurst, Planning and Economy Portfolio Holder)

To consider Report No. EPSH1801 (copy attached), which sets out details of an urgency decision taken to approve the use of commuted sum funds to be invested in grant funding 50 units of affordable homes to rent in Aldershot town centre.

12. **INTERNATIONAL CULTURAL AND BUSINESS LINKS** – (Pages 169 - 174)  
(Cllr David Clifford, Leader of the Council)

To consider Report No. DSP1802 (copy attached), which provides an overview of the background to town twinning and the arrangements in Rushmoor and seeks the Cabinet's endorsement of proposed changes, including the establishment of new links, for submission to the Council on 6th December, 2018.

-----

This page is intentionally left blank

# CABINET

Meeting held on Tuesday, 16th October, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader

Cllr Barbara Hurst, Planning and Economy Portfolio Holder  
Cllr G.B. Lyon, Corporate and Democratic Services Portfolio Holder  
Cllr M.L. Sheehan, Operational Services Portfolio Holder  
Cllr P.G. Taylor, Customer Experience and Improvement Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

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 **29<sup>th</sup> October, 2018**.

### 43. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 16th September, 2018 were confirmed and signed by the Chairman.

### 44. **MEDIUM TERM FINANCIAL STRATEGY 2019-22 –**

(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. FIN1829, which set out the Council's Medium Term Financial Strategy and sought endorsement of an updated Strategy for the three-year period 2019/20 to 2021/22.

The Cabinet was advised that this was the first of a series of reports that would support decisions for the budget recommendations to the Council. It was also confirmed that this document would be modified as updated information became available, before being submitted to the Council for adoption in February 2019. Members were informed that the Council continued to face significant financial challenges and would have to make some difficult decisions in order to set the budget over the following three years and beyond. The Report set out the four drivers of change that affected the Medium Term Financial Strategy, being population factors, the economy, policy decisions from Government, Hampshire County Council and Rushmoor Borough Council and Rushmoor 2020.

In response to a question, it was reported that there had been a reduction in the Council's exposure to risk in relation to business rate appeals following changes to the appeals process.

**The Cabinet RESOLVED** that the Council's Medium Term Financial Strategy 2019-22, including the two policy objectives to be achieved, as set out in Report No. FIN1829, be approved.

45. **REPAIR OF BOUNDARY WALL AT NO. 252 ASH ROAD, ALDERSHOT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. LEG1810, which requested funding for urgent repair works to the boundary wall at No. 252 Ash Road, Aldershot, which was owned by the Council.

The Report explained that works costing up to £50,000 were required to repair the wall. Whilst the wall had been identified as being in poor condition when the premises had been acquired, a further survey had identified that there had been more movement in the wall than had been expected and that the repair works were required as a matter of urgency.

In response to a question, it was confirmed that, even after the repair works had been completed, the property would demonstrate a rate of return in excess of 5%. It was further confirmed that the projected rates of return of Council-owned properties would always build in allowances for maintenance.

**The Cabinet RESOLVED** that a variation in the Capital Programme of up to £50,000, to enable the necessary repairs to be carried out to the boundary wall at No. 252 Ash Road, Aldershot, as set out in Report No. LEG1810, be approved.

The Meeting closed at 7.14 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

-----

**REVENUE BUDGET MONITORING & FORECASTING 2018/19 -  
POSITION AT SEPTEMBER 2018**

**SUMMARY:**

This report sets out the anticipated financial position for 2018/19, based on the monitoring exercise carried out during September 2018. It includes assumptions about events during October to March 2019 to predict the likely outturn.

**RECOMMENDATIONS:**

Members are requested to note the latest Revenue Budget monitoring position and task officers with introducing measures to eliminate the forecast Q2 overspend.

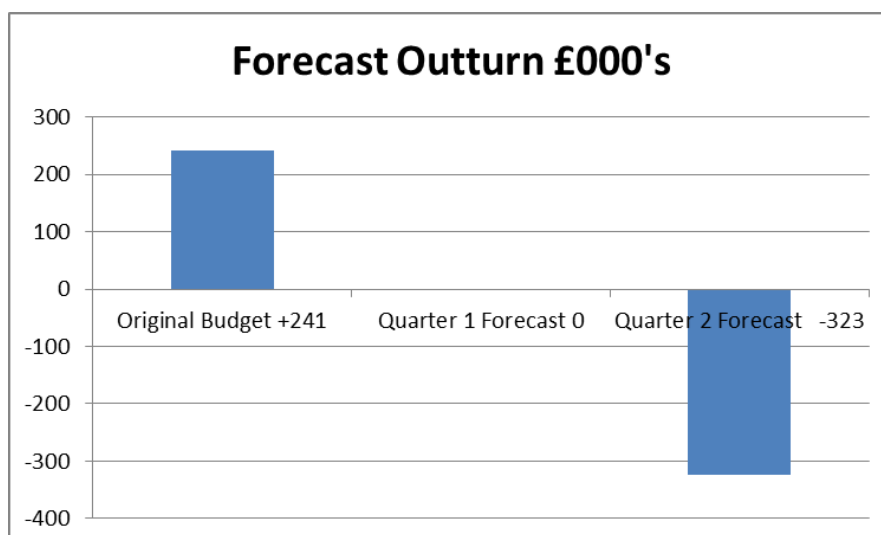
**1 INTRODUCTION**

- 1.1 During September, 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.
- 1.2 The current approved budget is the Original Budget for 2018/19 as approved by Council on 22 February 2018 plus any subsequently approved supplementary estimates, virements and budget carry-forwards from 2017/18.

**2 PREDICTED OUTTURN**

- 2.1 The predicted outturn at Quarter 2 shows a small loss of £323k, on a gross budget of some £76.8m; The history, from the Original Budget is illustrated below:

**Table 1: Forecast Outturn - Appendix A, line 16 Contribution to (+)  
/from (-) balances**



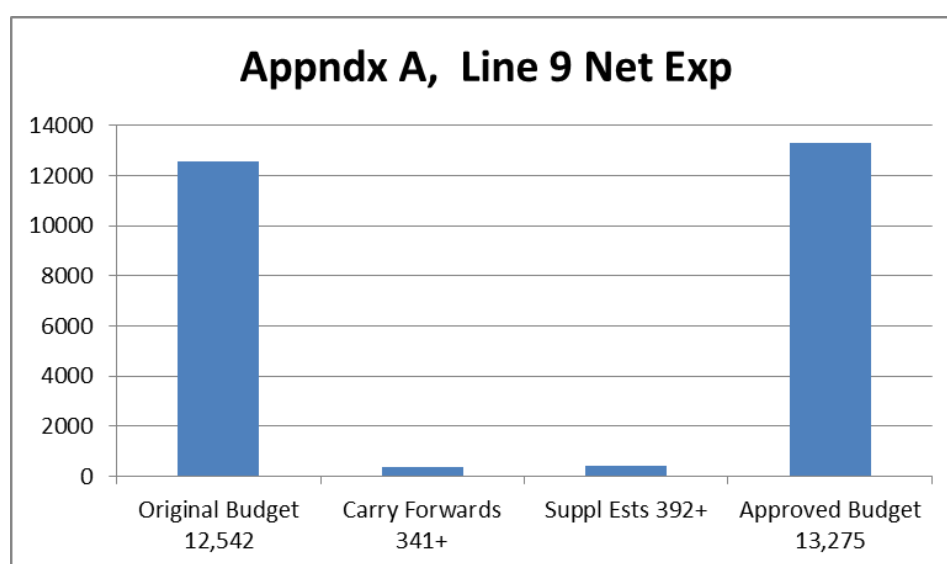
2.2 The process of assembling the monitor verifies the expected outturn from expenditure to date; for example the staff turnover savings of £325,000 appear to be on track. This information generates the updated forecast for 2018/19 at **Appendix A**.

### 3 OPENING BALANCES AND BUDGET ADJUSTMENTS

3.1 Quarter 1 monitor reported the final outturn position for 2017/18 which resulted in the General Fund Balance being improved to £2m.

3.2 The movement from the Original Budget to Q2 budget is summarised in Table 1 and notes a-b below.

**Table 2: Movement from Original Budget to Q2 £000's**



a) The Q1 report noted the final outturn for 2017-18 included £341,440 of unspent budget that were carried forward to this year, 2018-19.

b) A number of supplementary estimates have been approved for both income and expenditure during the two quarters of 2018/19 resulting in a net increase to the budget of £391,580. Details of the supplementary estimates are outlined in **Appendix C**.

### 4 REPORTED VARIANCES - QUARTER 2

4.1 Budget holders are required to look first to existing resource before seeking supplementary estimates and to work collaboratively to fund in-year budget pressures from one-off, in-year underspends/savings. This is likely to increase the number of virements requested but should be expected to reduce the pressure for growth in the year. Action to correct overspends within existing services will be reported in Quarter 3, to achieve the long-term sustainability of the organisation.



4.2 The Council agreed a savings and efficiency target of £1.550m (Appndx A Line 10). Details of savings achieved in the first two quarters of the financial year, at £619k, are set out in **Appendix E**, with a revised Outturn of £1.061m, see **Appendix F**. The programme originally split into two broad types, spend and income, in the following way:

- reductions in spend (of 10% of the target) and,
- increases in income (of 90% of the target).

The income type included a significant Commercial Property contribution, which carried a higher risk of non-delivery. Whilst the spend type has slipped by just over 2%, the income type has slipped by 35% from the original assumption. The effect is contained in 2018/19, and should not affect the MTFS assumptions for next year, it being a slippage, not a permanent loss.

Service managers have identified underspends to date, against the Approved Budget of £621,230 (Appx A Line 9) as likely to occur in 2018/19. Major variances are set out in **Appendix B**. Reducing the service underspends are net costs in non-service budgets (lines 12 to 14 of Appendix A), such that the Forecast Outturn shows a small loss of £323k (Line 17 Appendix A)

4.3 Some of the identified variances will be offset by changes to the level of transfers to or from reserves. For example, a decrease in income from on-street parking will decrease the amount of surplus generated for the Civil Parking Enforcement (CPE) Account and therefore reduce the transfer to the CPE account shown in transfers to reserves. This results in a favourable variance of £94,390 (Appndx A Box 13) to the general fund. Income received in the year for the maintenance of Suitable Alternative Natural Green Space (SANG) is transferred to earmarked reserves to support SANG maintenance in future years. This increases the transfer to reserves by approximately £496,000 (Appndx A Box 13) and shows as an unfavourable variance. Additional grants of £164,490 (Appndx A Box 14) have been received during the first two quarters, some of which will also be transferred to reserves for use in future years.

4.4 There is a net increase of £40,733 in corporate expenditure (Appndx A Line 12) resulting from minor reductions in both interest payable on borrowing and receivable on investments, offset by a one-off refund for Licensing Fees and an increase in the provision for doubtful debts resulting from an increase in the number of unpaid rent deposits and bond claims.

4.5 The other significant savings target within the budget comes from expected savings due to staff turnover i.e. the short-term savings occurring in the gap between employees leaving the Council and their replacements starting. Turnover is relatively consistent year on year but does fluctuate in times of high unemployment, for example. Around £200k of saving has been identified at the Quarter 2, which would then support the achievement of the full £325,000 by the year-end.

4.6 The original budget had built in sufficient savings to enable a transfer of £240,960 to be made to the General Fund to boost balances to the top of the approved range (£2m). The Quarter 1 report noted that the 2017-18 outturn had provided an alternative route to achieving a £2m General Fund, as referred to in paragraph 3.1

- 4.7 As a result of the variations referred to above, the general fund forecast shows a projected year-end balance of £1.7 million. Members are requested to task officers with introducing measures to eliminate the forecast Q2 overspend. A summary of the movement is set out in the following table:

**Table 3: Forecast Balances for end 2018/19**

	£000	£000
<b>Forecast balances at Quarter 1</b>		<b>2,000</b>
Less:		
Q2 deficit - Transfer from General Fund Balance	323-	1,677
<b>Current forecast balances for end of 2018/19</b>		<b>1,677</b>

## 5 RESERVES

- 5.1 Elsewhere on this agenda is the report on Adequacy of Provisions and Reserves, in which it notes that the reserves include two 'Earmarked' Reserves, as follows:

**Table 4: Total Reserves April 2018**

	£000	£000
General Fund Balance		2,000
Stability and Resilience Reserve	4,353	
Other Earmarked Reserves (45):	5,472	
		9,825
<b>Total Reserves</b>		<b>11,825</b>

**Appendix D** lists the use of Earmarked Reserves at Quarter 2; it amounts to just under £69k.

- 5.2 Included in the Other Earmarked Reserves is an ER considered key in supporting the revenue budget, the Service Improvement Fund (SIF). It is designed to support invest-to-save schemes that provide a long term benefit to the Council. The latest forecast of spending from the Service Improvement Fund is shown below:

**Table 5: Service Improvement Fund**

	2018/19 Original Budget	2018/19 Supplementary Estimates	2018/19 Total Approved Budget	2018/19 Forecast	2019/20 Forecast	2020/21 Forecast
<b>SERVICE IMPROVEMENT FUND</b>						
Opening balance on Fund			890,766	890,766	107,381	40,081
Additional Income			0			
HR Policy	9,950	0	9,950	9,756	0	0
Finance Improvement Projects	10,810	0	10,810	10,810	2,970	0
Legal Compliance	6,050	0	6,050	6,050	0	0
Temporary Property Assistant	24,930	0	24,930	16,981	4,330	0
Regeneration Support	60,000	0	60,000	60,000	60,000	0
Organisational Redesign & Structure Review	0	300,000	300,000	300,000	0	0
Rushmoor 2020	0	379,788	379,788	379,788	0	0
Expenditure in year	111,740	679,788	791,528	783,385	67,300	0
<b>Closing balance</b>			<b>99,238</b>	<b>107,381</b>	<b>40,081</b>	<b>40,081</b>

- 5.3 The Service Improvement Fund received an injection of income towards the end of 2017/18 of just under £380,000 from proceeds the Council received for the release of a covenant. This was a vital injection of funds to support key projects such as Rushmoor 2020.

- 5.4 Elsewhere on this agenda, the Adequacy of Provisions and Reserves report, sets out a risk-based analysis of reserves in order to provide a more in-depth analysis, and ensure that the level of reserves adequately mitigates the financial risks facing the Council.
- 5.5 Efficiency projects can also be supported by capital receipts from the sale of surplus assets for a limited three-year period, which commenced in 2016/17 but has now been extended for a further three years. The forecast of expenditure for these projects is shown in the following table:

**Table 6: Efficiency Projects supported by capital receipts**

Project	Actuals 2016/17	Actuals 2017/18	Original Budget 2018/19	Slippage/ (Pre-Spend) from 2017/18	Total Approved Budget 2018/19	Forecast Spend 2018/19	Variance (Forecast Spend Against Total Approved Budget 2018/19)	Completed (C)
Opening Balance	500,000	338,224	484,873		520,509	520,509	520,509	
Additional Capital Receipt		480,000						
<b>Income Generation &amp; Commercial</b>								
Creation of new income generating assets	24,225	-	-	-	-	-	-	C
To support the delivery of the Housing and Regeneration Programme	-	58,157	13,765	25,338	39,103	39,103	0	
To invest in property, diversifying the asset portfolio and securing greater returns	10,000	20,000	-	-	-	-	-	C
To explore new ways of delivering services while maintaining or improving service standards and reducing costs	-	-	45,000	35,000	80,000	80,000	-	
Making better use of existing assets by utilising land for advertising hoardings in order to maximise revenue return.	6,500	-	-	-	-	-	-	C
Making better use of existing assets by utilising land for advertising hoardings in order to maximise revenue return (Phase 2)	-	-	33,500	-	33,500	-	33,500	
To understand sales trends, price demand and ticket buying behaviour	-	-	-	12,000	12,000	12,700	700	
<b>Organisational Development</b>								
Review the functional and organisational arrangements of the Council, identifying a range of possible options for the design of the organisation and the implications of future ways of working	98,200	23,391	-	80	80	-	80	C
Review the functional and organisational arrangements of the Council, identifying a range of possible options for the design of the organisation (Phase 2)	-	32,547	289,305	32,547	256,758	256,758	0	
<b>Customer &amp; Digital</b>								
A comprehensive IT approach to integrate the client and contractor systems	-	48,351	32,535	4,114	36,649	36,649	0	
Feasibility and implementation of an expanded customer hub model	-	51,076	67,740	11,076	56,664	56,664	0	
Setting up new governance arrangements and project management support to overall transformation programme	16,852	5,900	-	0	0	-	0	C
To successfully implement the new waste contract	6,000	58,293	2,980	2,727	5,707	-	5,707	C
<b>Total Expenditure</b>	<b>161,776</b>	<b>297,715</b>	<b>484,825</b>	<b>35,636</b>	<b>520,461</b>	<b>481,874</b>		
<b>Closing Balance</b>	<b>338,224</b>	<b>520,509</b>			<b>48</b>	<b>38,635</b>		

- 5.6 Included in the table, and reported in the Q1 monitor are two projects that are closed, allowing the funds to be re-allocated:

**Table 7 Closed projects £000's**

Advertising hoardings	33,500
Waste Contract	5,707
<b>Amount released</b>	<b>39,207</b>

## 6 RISKS

- 6.1 The most significant risk facing the Council is the non-achievement of its financial savings targets over the medium-term. This risk is mitigated by action to deliver alternative savings, and, as a fall-back, the use of the reserves.
- 6.2 However, governance has been strengthened by the introduction of new, Heads of Services. This supports the Council's ability to deliver its key priorities and achieve the necessary savings (through increased income or reduced expenditure) to provide for a sustainable financial future.
- 6.3 The Provisional Settlement, for 2019/20, will be announced December 6<sup>th</sup> 2018

with the Final Settlement before the end of January 2019. Hopefully there will be additional insights into:

- The operation of the business rates retention scheme, including the 2019/20 pilots, for which we have bid, and potential changes due to the introduction of a 75% retention scheme in 2020/21;
- The Fair Funding Review currently taking place, which could see the baselines for individual authorities' funding being reset, leading to redistribution of resources across the country and between local government tiers (Counties and Districts);
- New Home Bonus for 2020/22, which the Treasury has floated a view that it does not deliver and should be ceased..

6.4 Other risks that should be considered are:

#### *National*

- 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 Pension Fund; the value of properties including those recently purchased; the interest earned on the Council's investments or payable on its borrowings;
- The potential centralisation of land charges;
- Deterioration in income streams due to the economic climate including planning fees, parking income and rents;
- Pressure on services due to legislative changes, such as Welfare reform or the Housing and Planning Act;
- The effect of decisions made by other external institutions to reduce/ cease funding that may affect the financing of Council activities, or place pressure on Rushmoor to meet the shortfall;

#### *Local*

- The delivery of major change programmes in the organisation;
- Pressure on services from demographic change;
- Maintaining a balance between new priorities and achieving savings targets;

## **7 CONCLUSIONS**

- 7.1 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.
- 7.2 This quarter 2 budget monitoring cycle includes some significant savings and the anticipated further investment in commercial property and other local investment plans, should generate additional income, which will meet the current year's savings target and build towards a sustainable future.
- 7.3 However, action to correct overspends within existing services will be reported

in Quarter 3, to achieve the long-term sustainability of the organisation.

- 7.4 The current monitoring position shows general fund balances below the top of the range, at £1.7m (Table 3 at para 4.7), at the close of 2018/19, assuming the achievement of savings during the year.
- 7.5 At the same time as delivering on-going core services and major change programmes (Rushmoor 2020/Regeneration), the Council is making significant changes to its leadership team and its operating structure, the effect of which needs to be monitored closely to avoid any slippage in delivery of priorities and/or savings which could jeopardise the financial future of the authority.

## **8 BACKGROUND DOCUMENTS**

Quarter 1 Revenue Monitor      Cabinet      August 21, 2018

### **CONTACT DETAILS:**

Report Author: Alan Gregory [Alan.Gregory@Rushmoor.gov.uk](mailto:Alan.Gregory@Rushmoor.gov.uk) 01252 398441

Interim Executive Head of Service: Peter Timmins [Peter.Timmins@Rushmoor.gov.uk](mailto:Peter.Timmins@Rushmoor.gov.uk)  
01252 398440



GENERAL FUND REVENUE BUDGET SUMMARY 2018/19				APPENDIX A
	ORIGINAL BUDGET	CURRENT APPROVED BUDGET	FORECAST OUTTURN	VARIATION FROM CURRENT APPROVED BUDGET
	2018/19 £000	2018/19 £000	2018/19 £000	2018/19 £000
<b>PORTFOLIOS</b>				
1 Corporate and Democratic Services	5,553	5,623	5,598	(25)
2 Customer Experience and Improvement	(6)	(3)	(33)	(30)
3 Major Projects and Property	(1,354)	(1,140)	(1,187)	(47)
4 Operational Services	7,819	8,056	7,593	(463)
5 Planning and Economy	2,634	2,842	2,786	(56)
				0
<b>6 NET PORTFOLIO EXPENDITURE</b>	<b>14,646</b>	<b>15,379</b>	<b>14,757</b>	<b>(621)</b>
7 Capital Accounting Charges-Reversed	(1,491)	(1,491)	(1,491)	0
8 IAS19 Pension costs reversed	(613)	(613)	(613)	0
<b>9 NET EXPENDITURE AFTER</b>	<b>12,542</b>	<b>13,275</b>	<b>12,653</b>	<b>(621)</b>
				0
10 Reductions in Service Costs/Additional Income Generation	(1,550)	(1,061)	(1,061)	0
11 Vacancy monitoring	(325)	(325)	(325)	0
<b>12 Corporate Income and Expenditure</b>	<b>163</b>	<b>163</b>	<b>204</b>	<b>41</b>
<b>13 Contributions to/(from) Reserve Accounts</b>	<b>(34)</b>	<b>(445)</b>	<b>51</b>	<b>496</b>
<b>14 Central Government Funding</b>	<b>(4,888)</b>	<b>(4,888)</b>	<b>(5,052)</b>	<b>(164)</b>
<b>15 NET TOTAL EXPENDITURE</b>	<b>5,907</b>	<b>6,719</b>	<b>6,470</b>	<b>(249)</b>
<b>16 COUNCIL TAX REQUIREMENT</b>	<b>6,148</b>	<b>6,148</b>	<b>6,148</b>	<b>(249)</b>
17 Contribution to/(from) balances	240	(572)	(323)	0
<b>REVENUE BALANCES</b>				
17 1 April	1,462	1,462	2,000	
18 General Fund Transfer	240	(572)	(323)	0
19 31 March	1,702	890	1,677	0
<b>Notes</b>				
<b>12 Corporate Income and Expenditure</b>				
Interest Receivable	(846)	(846)	(835)	11
Interest Payable	296	296	262	(34)
Minimum Revenue Provision	807	807	807	0
Collection Fund Surplus - Ctax	(100)	(100)	(100)	0
Collection Fund Surplus - NNDR	22	22	22	0
Other Corporate Income & Expenditure	(41)	(41)	(17)	24
Allowances for Doubtful Debt	25	25	65	40
<b>Total</b>	<b>163</b>	<b>163</b>	<b>204</b>	<b>41</b>
<b>13 Contributions to/(from) Reserve Accounts</b>				
Transfer to CPE Surplus Account	212	212	118	(94)
Contributions to/(from) earmarked reserves - carry forwards		(343)	(343)	0
Contributions to/(from) earmarked reserves/prior yr grants	(246)	(314)	277	591
Contributions to/(from) Service Improvement Fund	0	0	0	0
Use of CPE Surplus Account	0	0	0	0
Transfer to Service Improvement Fund	0	0	0	0
Transfer to/(from) Stability and Resilience Reserve	0	0	0	0
<b>Total</b>	<b>(34)</b>	<b>(445)</b>	<b>51</b>	<b>496</b>
<b>14 Central Government Funding</b>				
New Burdens and other non-ring-fenced grants	0	0	(164)	(164)
New Homes Bonus	(1,095)	(1,095)	(1,095)	0
New Homes Bonus Adjustment Grant	0	0	0	0
Non Ringfenced Grants	0	0	0	0
Council Tax Freeze Grants	0	0	0	0
Revenue Support Grant	(190)	(190)	(190)	0
RBC share of rates collected	(19,797)	(19,797)	(19,797)	0
Tariff payable	15,709	15,709	15,709	0
Levy (safety net)	1,267	1,267	1,267	0
s31 grants in relation to business rates	(782)	(782)	(782)	0
<b>Total</b>	<b>(4,888)</b>	<b>(4,888)</b>	<b>(5,052)</b>	<b>(164)</b>





## APPENDIX B

<b>GENERAL FUND REVENUE ACCOUNT 2018/19</b>			
<b>PRINCIPAL VARIATIONS FROM CURRENT APPROVED BUDGET</b>			
The variances identified by service during September 2018 budget monitoring exercise and amounting to a net underspend of approximately £621,230 are shown below			
<b>Corporate and Democratic Services Portfolio</b>			<b>VARIANCES RELATED TO EXPENDITURE BUDGETS</b>
			<b>£000</b>
Corporate Manager Legal Services	Support Service	Counsel's Fees have a potentially favourable variance due to increase in last year's budget and subsequently this years to cover additional costs that have not materialised	(20)
	Community Transport	Reduction in spend on the Community Transport grant to Dial A Ride due to efficiency savings	(8)
Head of Democracy, Strategy and Partnerships	Members Expenditure	Increase in expenditure after review of Councillors allowances	8
	Grants to Major Organisations	Additional cost of 'free' parking permits to charities/voluntary organisations, the additional notional income of these 'free' parking permits is shown under car parks	17
All other expenditure variances for this portfolio			16
<b>Total Expenditure Variances in Corporate and Democratic Services Portfolio</b>			<b>(12)</b>
<b>Corporate and Democratic Services Portfolio</b>			<b>VARIANCES RELATED TO INCOME BUDGETS</b>
<b>Corporate Manager Legal Services</b>	Land Charges	Adverse variance due to reduction in amount of searches and the associated income	25
<b>Executive Head of Finance</b>	Rent Allowances	Grant in respect of operational equipment purchased for access to work needs (increase in spend shown in expenditure)	(5)
		Increase in government grant to cover VEP (verify earnings and pensions alerts) in 2018/19	(28)
All other expenditure variances for this portfolio			(5)
<b>Total Expenditure Variances in Corporate and Democratic Services Portfolio</b>			<b>(13)</b>
Total Expenditure Variances in Corporate and Democratic Services Portfolio			(12)
Total Income Variances in Corporate and Democratic Services Portfolio			(13)
<b>Total Net Variance in Corporate and Democratic Services Portfolio</b>			<b>(25)</b>

<b>Customer Experience and Improvement Portfolio</b>		<b>VARIANCES RELATED TO EXPENDITURE BUDGETS</b>	
Head of Customer Experience	Customer Services Unit	Reduction in spend on postages	(12)
	Communications	Budget for web development not included at budget process stage	11
Head of IT, Projects and Facilities	Applications Support	Increase in spend on applications software due to a number of upgrades and patches required to several systems	10
	Council Offices	Significant increase in disposal of confidential waste as a result of GDPR. There will be an ongoing increase in shredding due mainly to GDPR	10
All other expenditure variances for this portfolio			11
<b>Total Expenditure Variances in Customer Experience and Improvement Portfolio</b>			<b>30</b>

<b>Customer Experience and Improvement Portfolio</b>		<b>VARIANCES RELATED TO INCOME BUDGETS</b>	
Head of Customer Experience	Communications	Increase in income due to income generation through advertising space in Arena magazine	(6)
Head of IT, Projects and Facilities	Systems Thinking Support	Additional income received re work carried out for Waverly Council (increase in salary costs due to additional work)	(53)
All other income variances for this portfolio			(1)
<b>Total Income Variances in Customer Experience and Improvement Portfolio</b>			<b>(60)</b>

Total Expenditure Variances in Customer Experience and Improvement Portfolio		30
Total Income Variances in Customer Experience and Improvement Portfolio		(60)
<b>Total Net Variance in Customer Experience and Improvement Portfolio</b>		<b>(30)</b>

Major Projects and Property Portfolio		VARIANCES RELATED TO EXPENDITURE BUDGETS	
Executive Head of Regeneration and Property	Industrial Estates	Adverse variance for valuation and viability costs due to increase in number of surveys	10
	Other Highway Services	Additional spend on temporary traffic regulation order adverts (covered by additional income)	7
		Reduction in spend as work on highway tree bases is not currently in the work plan	(13)
	Wellesley House, 10a Eelmoor Road	Adverse variance on repairs and maintenance due to unforeseen work on Wellesley House; water leak and drain damage repairs plus works to secure the site from fly tipping and tarmac damage. Also, adverse variance for Management Fee and Service Charges due to new managing agent and additional costs for support and out-of-hours help desk that they provide	6
	Street Furniture	Reduction in spend on street name plates	(5)
	36-63 Union Street, Aldershot	Additional NNDR bill for 52 Union Street. Newly purchased property and tenant has vacated	5
All other expenditure variances for this portfolio			9
<b>Total Expenditure Variances in Major Projects and Property Portfolio</b>			<b>19</b>

Major Projects and Property Portfolio		VARIANCES RELATED TO INCOME BUDGETS	
Executive Head of Regeneration and Property	Wellesley House, 10a Eelmoor Road	Favourable variance due to new tenant on the ground and first floors and the associated rental income	(19)
	Industrial Estate	Favourable variance as a result of rent review increases and back rent collections	(14)
	Town Centres	Favourable variance as a result of a new lease agreed with Bevan Lodge and an increase in rental income	(20)
	Belle Vue Enterprise Centre	Favourable variance due to rent reviews and associated rental income	(13)
	Other Highway Services	Additional income from temporary traffic regulation order adverts (partially offset by additional expenditure)	(11)
	Markets and Car Boot Sales	Anticipated shortfall in markets income	15
All other income variances for this portfolio			(4)
<b>Total Income Variances in Major Projects and Property Portfolio</b>			<b>(66)</b>

Total Expenditure Variances in Major Projects and Property Portfolio	19
Total Income Variances in Major Projects and Property Portfolio	(66)
<b>Total Net Variance in Major Projects and Property Portfolio</b>	<b>(47)</b>

Operational Services Portfolio		VARIANCES RELATED TO EXPENDITURE BUDGETS	
Head of Operational Services	Integrated CCTV	Reduction in spend on equipment maintenance (estimated using year to date cost against a profiled budget) as currently on a pay as you go contract, this means depending on circumstances the costs could suddenly increase	(5)
	Housing Advice	Reduction in costs due to reduction in number of homelessness being placed in bed and breakfast	(5)
	Parks and Recreation Grounds	Additional spend on licences	8
		Additional spend on revenue projects funded by developers contributions	34
	Car Parks	Additional spend on essential repairs at Aldershot multi-storey car park	21
		Additional spend on littering and dog fouling pilot project (offset by additional income)	25
		Reduction in spend on card handling fees	(14)
		Reduction in spend on leisure centre rebates	(12)
		Reduction in spend on managed car parks due to a structure change	(6)
		Increase in spend in managed car parks due to taking on the management of the Aldershot Centre for Health car park for an initial period of time	23
	Parking Management	Reduction in spend on gantry barriers	(6)
	Domestic Refuse	Additional contractor payment on domestic refuse routine works	6
			9
		Additional spend on bulky waste contract payment due to increased demand in service (covered by additional income) Additional spend due to delay in completion of new depot	23
	Recycling	Reduction in spend on contractor payment	(25)
	Public Conveniences	Increase in spend due to insurance excess payment	5
	Street Cleansing	Reduction in spend on non routine works (demand led)	(10)
Additional spend as the contractual inflationary uplift was more than the budgeted inflationary uplift			
Street Cleansing		8	
Recycling		6	
	Domestic Refuse	9	
Head of Operational Services		Additional contract leisure contract payment following a revised percentage being used when calculating the Business Rates saving	
		Aldershot Indoor Pool	6
All other expenditure variances for this portfolio			(10)
<b>Total Expenditure Variances in Operational Services Portfolio</b>			<b>90</b>

Operational Services Portfolio		VARIANCES RELATED TO INCOME BUDGETS	
Head of Operational Services	Health and Safety	Shortfall in Health and Safety courses and Primary Authority income due to insufficient capacity to promote income generation	7
	Food, Health and Safety	Additional income from work required for the airshow	(5)
	Licensing General	Additional premises licences income	(11)
	Alpine Snowsports Centre	Additional profit share anticipated for 2017/18 activities over and above the accrued estimate	(10)
	Houses in Multiple Occupation	Increase in income due to licencing changes for Houses in Multiple Occupation rules with effect from 1st October 2018	(83)
	Parks and Recreation Grounds	Developers income received for Southwood Woodlands SANG	(166)
		Developers income received for Rowhill SANG	(242)
		Additional developers contributions being used to fund revenue projects	(34)
	Car Parks	Additional season ticket income	(67)
		Shortfall in penalty charge notice fine income due to staff vacancies	49
		Shortfall in Pay and Display income	64
		Increase in income for the initial period of managing the Aldershot Centre for Health car park (partially offset by managed car park expenditure)	(30)
		Additional notional income for 'free' parking permits to charities/voluntary organisations, the additional notional cost of these 'free' permits of shown in Grants to Major Organisations	(17)
		Additional income from the littering and dog fouling pilot project (offset by additional expenditure)	(23)
	Parking Management	Shortfall in penalty charge notice fine income due to staff vacancies	70
		Shortfall in Pay and Display income	43
	Crematorium		(34)
		Additional memorial income mainly from memorial renewals	19
	Domestic Refuse	Shortfall in graves sales	19
		Additional bulky waste income expected due to increased demand in service	(32)
Recycling	Additional Material Recovery Facilities income due to market conditions	(33)	
Lido	Profit share income for the Summer 2018 lido season	(20)	
Southwood Community Centre	Additional income in 2018/19 following a recharge for electricity covering current and prior years	(6)	
All other income variances for this portfolio			8
<b>Total Income Variances in Operational Services Portfolio</b>			<b>(553)</b>
Total Expenditure Variances in Operational Services Portfolio			90
Total Income Variances in Operational Services Portfolio			(553)
<b>Total Net Variance in Operational Services Portfolio</b>			<b>(463)</b>

Planning and Economy Portfolio		VARIANCES RELATED TO EXPENDITURE BUDGETS	
Head of Economy, Planning and Strategy Housing	Princes Hall	Additional spend on temporary staffing (offset by a £25k reduction in direct salary costs) as two vacant positions are currently being covered by temporary staffing	25
		Additional spend on temporary staffing as it is predicted there will be an increase in shows and ticket sales which will require additional staffing	8
		Additional spend on general repairs and maintenance as a result of fire risk assessment	12
		Additional spend on pantomime expenditure (covered by additional pantomime income)	7
		Reduction in spend on publicity and advertising	(6)
	Special Events	Reduction in spend on the firework event in 2018	(17)
		Additional spend on the Victoria Day event (of which £3,700 is funded by sponsorship and stalls and funfair income and £1,000 is funded from the Community Grant received at the end of 2017 for the 2018 event and is held in the earmarked reserves)	5
	Planning Policy Management	Favourable variance relating to training expenses. Funding for a post graduate course was included in the 2018/19 budget, however the course covers three financial years. This is funded from the additional 20% Planning Application Income earmarked reserve (cc 9351) and a corresponding variance will be reported on earmarked reserves	(9)
	Hart District Council Planning Building Control Non Fee	Favourable variances relating to Other Contributions. The variances relates to a revised distribution of salary costs between Rushmoor and Hart Shared Building Control Service	(10)
	Hart District Council Planning Building Control Fee	Favourable variances relating to Other Contributions. The variances relates to a revised distribution of salary costs between Rushmoor and Hart Shared Building Control Service	(23)
All other expenditure variances for this portfolio		11	
<b>Total Expenditure Variances in Planning and Economy Portfolio</b>		<b>3</b>	

Planning and Economy Portfolio		VARIANCES RELATED TO INCOME BUDGETS	
Head of Economy, Planning and Strategy Housing	Special Events	Reduction in firework event income	17
	Development Control	Favourable variance for S106 Admin/Monitoring charge. No income is budgeted for as monies relate to historic S106 agreements	(6)
		Adverse variance on sales, due in part to an increase in the availability of information online	5
	Princes Hall	Additional pantomime income	(30)
Additional lettings income		(25)	
Additional refreshments income		(5)	
All other income variances for this portfolio		(15)	
<b>Total Income Variances in Planning and Economy Portfolio</b>		<b>(59)</b>	

Total Expenditure Variances in Planning and Economy Portfolio	3
Total Income Variances in Planning and Economy Portfolio	(59)
<b>Total Net Variances in Planning and Economy Portfolio</b>	<b>(56)</b>

## APPENDIX C

### Supplementary Estimates

Supplementary Estimates for Quarter two 2018/19 of £391,580 (of which £68,960 relates to earmarked reserves) are shown below:

<b>Corporate and Democratic Services Portfolio</b>	<b>£000</b>
- Council Tax Collection	
Net savings on two posts in Revenues after creation of a new post in the NNdr team	-4.5
- Leisure Grants	
Lottery management fee vat recovery element used to cover cost of lottery marketing and promotions	1
Financial assistance to Aldershot Town Football Club towards external gas main works to the site	-1 20
<b>Corporate and Democratic Services Portfolio Total</b>	<b>15.5</b>
<b>Operational Services Portfolio</b>	<b>£000</b>
- Crematorium	
Relining of a cremator and the replacement of the Venturis and nozzles at the crematorium	63
- Contractor Guaranteed Minimum Income Sum entered incorrectly at budget stage. Budget related to 2019/20, entered in 2018/19 in error	
Grounds Maintenance	14.25
Domestic Refuse	53.45
Street Cleansing	17.82
- Domestic Refuse	
Temporary depot space in Doman Road	10
- Parking Management	
Temporary Parking Support Officer (one year contract)	14.7
- Car Parks	
Temporary Parking Support Officer (one year contract)	4.9
Littering and Dog Fouling FPN expenditure	59.58
Littering and Dog Fouling FPN income	-59.58
<b>Operational Services Portfolio Total</b>	<b>178.12</b>

<b>Major Property and Property Portfolio</b>	<b>£000</b>
- Aldershot Regeneration Strategy Investment partner to support Regenerating Rushmoor	<b>25</b>
- Farnborough Town Centre Regeneration Strategy Investment partner to support Regenerating Rushmoor	<b>25</b>
- 168 High Street, Guildford External render repair works to several parts of the property	<b>65</b>
- Town Centres Unforeseen works needed to rectify penetrating damp on external wall of 11 Wellington Street, Aldershot	<b>4</b>
- Estates Support Increase in Valuation Viability Surveys (matched by income from developers)	<b>10</b>
Income from developers in respect of refunds from Valuation Viability Surveys that Rushmoor initially pay for	<b>-10</b>
<b>Major Property and Property Portfolio Total</b>	<b>119</b>
<b>Planning and Economy Portfolio</b>	<b>£000</b>
- Economic Development Grant towards support for Gulfstream relocation to Rushmoor	<b>10</b>
<b>Planning and Economy Portfolio Total</b>	<b>10</b>
<b>Total Supplementary Estimates</b>	<b>322.62</b>



## APPENDIX D

### Earmarked Reserves

<b><i>Operational Services Portfolio</i></b>	<b>£000</b>
- Housing Advice Additional item agreement for one x G5 (2 year contract) funded from homelessness grant money in earmarked reserves). This has now been revised to two x G4 posts. Reverse budget and additional supplementary estimate requested for new posts	<b>-43.49</b>
- Housing Advice Two x G4 posts funded from earmarked reserves (re the supplementary estimate above)	<b>45.1</b>
<b>Operational Services Portfolio Total</b>	<b>1.61</b>
<b><i>Planning and Economy Portfolio</i></b>	<b>£000</b>
- Planning Policy Drawdown from the Planning Delivery Fund for the new Principal Planning Officer (SPA Projects)	<b>47.6</b>
Utilisation of 20% of Planning Application on Planning Service improvements on the following cost centres:	
Planning Policy Direct Salaries	<b>12.2</b>
Planning Conservation Direct Salaries	<b>12.2</b>
Planning Conservation Costs Recovered	<b>5.7</b>
Planning Policy Management Training Expenses	<b>13.2</b>
Development Management Direct Salaries	<b>39.5</b>
Development Management Costs Recovered	<b>8.55</b>
- Development Management 20% of Planning Application income to be earmarked for Planning Service improvements	<b>-80</b>
Drawdown from the Planning Delivery Fund for the new Principal Planning Officer (SPA Projects)	<b>8.4</b>
<b>Planning and Economy Portfolio Total</b>	<b>67.35</b>
<b>Total Earmarked Reseve transfers</b>	<b>68.96</b>



## APPENDIX E

### Budget Savings at Quarter 2

Negative supplementary estimates showing as budget savings for Quarter two 2018/19 (post original estimate) of (£619,320) are shown below:

<b><i>Corporate and Democratic Services Portfolio</i></b>	<b>£000</b>
- Council Tax	
Budget saving on year end billing costs (part of procurement exercise)	-7.7
- Council Tax Support Scheme	
Housing Benefit post deleted, part of costs used to cover Citizens account (£11.5k)	-5.345
- Rent Allowance	
Housing Benefit post deleted, part of costs used to cover Citizens account (£11.5k)	-10.851
<b>Corporate and Democratic Services Portfolio Total</b>	<b>-23.896</b>
<b><i>Customer Experience and Improvement Portfolio</i></b>	<b>£000</b>
- Customer Services Unit	
Service transformation swing (2018/19 only)	-30
- Council Offices	
Handyman post deleted	-1.4
Procurement savings relating to fire safety and intruder alarm services contract	-1.75
- Facilities	
Handyman post deleted	-0.52
- Application Support	
Purchase of new product, Idox Onsite Apps. This will produce a saving of £90k across 5 years however in year one there is an increase of £33,950. This cost is included in the 'Savings Requirements' spreadsheet	33.95
<b>Customer Experience and Improvement Portfolio Total</b>	<b>0.28</b>

<b>Major Projects and Property Portfolio</b>	<b>£000</b>
- Industrial Estates	
Loss of income from previous tenant of the Renault Garage, 252 Ash Road, Aldershot	40.5
Additional income due to new acquisition of the Renault Garage, 252 Ash Road, Aldershot	-144
Additional income due to new acquisition of Bridge House, Plot 20 Farnborough Industrial Estate	-304.703
	-1.15
Procurement savings relating to water infection and legionella control contract	
- Corporate Property Management	
Procurement savings relating to fire safety and intruder alarm services contract	
- Corporate Property Management	-0.02
- 35/39 High Street, Aldershot	-0.05
- Sustainability Initiatives	
Deletion of Energy and Environment Manager post. Therefore no longer receiving income from Hart DC as the position was shared	-50.4
Deletion of Energy and Environment Manager post. No longer receiving income from Hart DC	19.8
<b>Major Projects and Property Portfolio Total</b>	<b>-439.851</b>
<b>Operational Services Portfolio</b>	<b>£000</b>
- Crematorium	
Budget saving Change in service delivery to internet music system at the Crematorium	-32.6
Procurement savings relating to electrical testing contract	
- Cemeteries	-0.423
- Beaumont Guard Rooms Community Centre	-0.665
- Farnborough Community Centre	-1.752
- Southwood Community Centre	-0.906
- Parks and Recreation Grounds	-1.087
	-0.33
Procurement savings relating to water infection and legionella control contract	
- Parks and Recreation Grounds	

Procurement savings relating to fire safety and intruder alarm services contract	
- Beaumont Guardrooms	-0.16
- Blunden Hall	-0.03
- Farnborough Community Centre	-0.64
- Prospect Community Centre	-0.36
- Parks and Recreation Grounds	-0.39
- Southwood Community Centre	-0.03
- Cemeteries	-0.06
- Crematorium	-1.07
<b>Operational Services Portfolio Total</b>	<b>-40.503</b>
<b><i>Planning and Economy Portfolio</i></b>	<b>£000</b>
- Development Management Pre Application Charges Increase in charges agreed with effect from 07 March 2018. (Although increase states 20% increase in charges, the figure quoted in the financial implications of £36k is a 44% increase on the original 2018/19 budget)	-11
Procurement savings relating to electrical testing contract	
- Princes Hall	-1.208
Procurement savings relating to fire safety and intruder alarm services contract	
- Princes Hall	-3.14
- Development Management Increase Planning Application income to a more realistic figure	-100
<b>Planning and Economy Portfolio Total</b>	<b>-115.348</b>
<b>Budget Savings Total</b>	<b>-619.318</b>



## SAVINGS PROGRAMME 2018-19 £1.550m

Savings Programme 2018-19			
	Target	Oct-31	Change
	£k	£k	£k
<b>Summary</b>	<b>1550</b>	<b>1061</b>	<b>-489</b>
<b>Detail:</b>			
<b>Achieved, in budget</b>			
Planning fee income (increase to base budget)	100	100	
Planning pre application fees	11	11	
Investment in Commercial Property (Plot 20 F/B Industrial Es	282	305	
Investment in Commercial Property (Renault Garage)	90	103	
Internet-based music system - Bereavement Services	35	33	
Benefits service (2 FTE released) & other minor adjustments	17	16	
MARS ( 2nd round) & restructure	32	31	
Better Procurement	25	25	
Environmental Services Contract Hub	30	30	
Changes to software licencing	-34	-34	
<b>Achieved, in budget</b>	<b>588</b>	<b>620</b>	<b>32</b>
<b>On track</b>			
MARS ( 2nd round) & restructure			
Better Procurement	0	0	
Environmental Services Contract Hub			
Loan to Farnborough International	33	33	
<b>On track</b>	<b>33</b>	<b>33</b>	<b>0</b>
<b>Some issues, requires monitoring</b>			
Fees and Charges	24	24	
Investment in Commercial Property			
- Property 1	575	209	
- Property 2	310	155	
<b>Some issues, requires monitoring</b>	<b>909</b>	<b>388</b>	<b>-521</b>
<b>Serious issues or doubts</b>			
Mod.Gov	20	20	
Rushmoor 2020			
Other Housing projects			
Major contract renewal - Leisure			
<b>Serious issues or doubts</b>	<b>20</b>	<b>20</b>	<b>0</b>
	1550	1061	-489
<b>Income/Expenditure analysis</b>			
Income	1392	907	-485
Expenditure	158	154	-4
	1550	1061	-489
Income as a percent of total	89.8	85.5	
Expenditure as a percent of total	10.2	14.5	

This page is intentionally left blank



**CAPITAL PROGRAMME MONITORING 2018/19 -  
POSITION AT SEPTEMBER 2018**

**SUMMARY AND RECOMMENDATIONS:**

**SUMMARY:**

This report informs Members of the latest forecast of the Council’s Capital Programme for 2018/19 based on the monitoring exercise carried out during September 2018.

**RECOMMENDATION:**

Members are requested to note the latest Capital Programme monitoring and the development of a gating process (para 3.6), progress on which will be reported in Quarter 3.

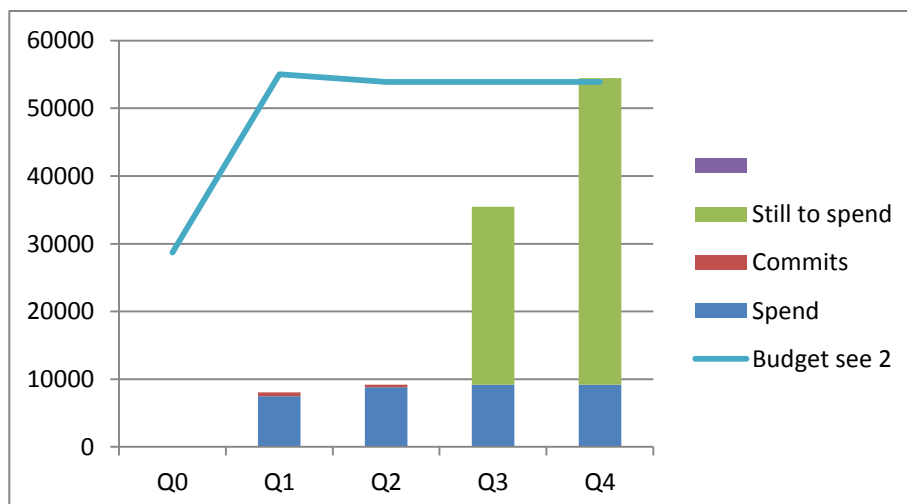
**1. INTRODUCTION**

1.1 This report informs Members of the latest forecast regarding the Council’s Capital Programme for second quarter of 2018/19, based on the monitoring exercise carried out during September.

**2. BACKGROUND**

2.1 Financial Services, in consultation with relevant budget officers, carry out regular monitoring of the Capital Programme. The current position is illustrated in the graph below, with Quarters 3 and 4 illustrating the pace of spend (‘still to spend’) if the programme is to be achieved.

**Graph 1: spend by Q2, and projection for remaining Quarters £000’s**



### 3. CURRENT POSITION

- 3.1 The Council approved the Capital Programme of £28.718m for the financial year 2018/19 on 22 February 2018. Slippage from 2017/18 into 2018-19, plus new schemes, and slippage into 2019-20 results in a revised budget of just under £54m.
- 3.2 Based on the September 2018 monitoring exercise Table 1 shows the current approved budget together with the projected actual capital expenditure for the year 2018/19.

**Table 1: Analysis of capital expenditure and approved budget 2018/19 £000's**

Total approved budget for the year 2018/19	28,718
Additional budget approvals made for the year 2018/19	7,437
Slippage from 2017/18	19,936
Slippage to 2019/20	-2,196
<b>Total approved budget for 2018/19</b>	<b>53,895</b>
<b>Forecast capital expenditure for the year</b>	<b>54,446</b>
(Spend over the approved budget - see para 3.5)	551

- 3.3 There are some projects of major financial significance included in the Council's approved Capital Programme for 2018/19. These projects are:
- (a) finalisation of accounts relating to the construction of the Council's new Depot,
  - (b) Aldershot Town Centre Integration and Union Street,
  - (d) finalisation of a loan to Farnborough International, and ,
  - (e) further acquisition of investment properties.
- 3.4 A Portfolio summary of all approved projects is shown at Appendix A to this report. This Appendix includes a list of all expenditure and grant/contribution variations that have been approved since Full Council approved the Original Estimate for 2018/19 on 22<sup>nd</sup> February for the financial year 2018/19.
- 3.5 At the time of compiling this report, the new Depot site, which has had various unforeseen issues resulting in an overspend of £699,000 has been completed with lease handed over to SERCO on 4<sup>th</sup> October.
- 3.6 The Capital Programme is a significant undertaking for the Council in terms of magnitude and complexity. The scale of slippage into 2018/19 and variation in programme highlights the need for close monitoring and clear project management across the whole Council. To improve delivery, a 'gating scheme' is being introduced, which splits a scheme into various stages – for example, planning, procurement, build, final account – so that there is clarity as to how long each stage takes, and what spend will occur in each stage.
- 3.7 During the next quarter, £26.3m is due to be spent as part of programmed regeneration and investment property purchases. The remaining £19m expenditure is due in the final quarter of the financial year.

3.9 Appendix B sets out the details in relation to:

1. The significant over/(under) spend variations to date;
2. The major areas of slippage;
3. Material variances in relation to schemes financed by grants/contributions.

#### **4. Revenue effect of Capital Programme**

4.1 If there is slippage in the capital programme to next year, it will have a favourable effect on interest costs in the current year, and MRP costs in the following year.

#### **5 CONCLUSIONS**

5.1 The Capital Programme is, at present, at a very early stage in its implementation during the new financial year. Any significant variations will be reported to Members on a regular basis as the year progresses.

Contact Details:

Report Author: Alan Gregory [Alan.Gregory@Rushmoor.gov.uk](mailto:Alan.Gregory@Rushmoor.gov.uk) 01252 398441

Interim Executive Head of Service: Peter Timmins [Peter.Timmins@Rushmoor.gov.uk](mailto:Peter.Timmins@Rushmoor.gov.uk) 01252 398440



**CAPITAL PROGRAMME MONITORING SUMMARY 2018/19**

Expenditure	SLIPPAGE FROM 2017/18	ORIGINAL BUDGET 2018/19	ADDITIONAL BUDGET APPROVALS 2018/19	TOTAL APPROVED BUDGET 2018/19	ACTUAL AS AT 11.09.2018	COMMITMENTS AS AT 11.09.2018	ACTUALS PLUS COMMITMENTS	VARIANCE	FORECAST SPEND 2018/19	FORECAST SPEND LESS APPROVED BUDGET	SLIPPAGE TO 2019/20
PORTFOLIO	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
MAJOR PROJECTS AND PROPERTY	19,262	24,310	4,873	48,445	6,865	36	6,901	(41,544)	47,620	(825)	867
CORPORATE AND DEMOCRATIC SERVICES	36	525	2,200	2,761	188	14	202	(2,559)	2,722	(40)	0
CUSTOMER EXPERIENCE AND IMPROVEMENT	(5)	376	37	408	42	54	96	(312)	336	(72)	0
OPERATIONAL SERVICES	643	3,507	327	4,477	1,720	250	1,970	(2,507)	3,768	(710)	1,329
<b>TOTAL</b>	<b>19,936</b>	<b>28,718</b>	<b>7,437</b>	<b>56,091</b>	<b>8,815</b>	<b>354</b>	<b>9,169</b>	<b>(46,922)</b>	<b>54,446</b>	<b>(1,647)</b>	<b>2,196</b>

**Variations to Programme Approved 2018/19**

	Approved By	Date	£
Original Budget 2018/19 - Various Projects	Full Council	22.02.18	28,717,700
Slippage from 2017/18 - Various Projects	Cabinet	29.05.18	19,974,560
Prepend of 2018/19 - Various Projects	Cabinet	29.05.18	-38,970
New Depot	Cabinet	06.03.18	310,000
Purchase of Commercial Property	Cabinet	17.04.18	Exempt Item
Farnborough International Limited Development Funding	Cabinet	17.04.18	Exempt Item
Brickfield Park Improvement Works	Cabinet	12.06.18	17,000
Council Offices Lift Overhaul	Cabinet	24.07.18	27,000
Relocation of Citizens Advice	Cabinet	24.07.18	10,000

**Total Approved Budget** 56,089,790

S106 and Grants & Contributions	SLIPPAGE FROM 2017/18	ORIGINAL BUDGET 2018/19	ADDITIONAL BUDGET APPROVALS 2018/19	TOTAL APPROVED BUDGET 2018/19	FORECAST S106 AND GRANTS & CONT'S AS AT 11.09.2018	VARIANCE
PORTFOLIO	£'000	£'000	£'000	£'000	£'000	£'000
MAJOR PROJECTS AND PROPERTY	(2,400)	(5,380)	0	(7,780)	(6,280)	1,500
CORPORATE AND DEMOCRATIC SERVICES	0	0	0	0	0	0
CUSTOMER EXPERIENCE AND IMPROVEMENT	(7)	0	(27)	(34)	(30)	4
OPERATIONAL SERVICES	(277)	(2,266)	(17)	(2,560)	(1,414)	1,146
	0	0	0	0	0	0
<b>TOTAL</b>	<b>(2,684)</b>	<b>(7,646)</b>	<b>(44)</b>	<b>(10,374)</b>	<b>(7,724)</b>	<b>2,650</b>

**Variations to Programme Approved 2018/19**

	Approved By	Date	£
Original Budget 2018/19 - Various Projects	Full Council	22.02.18	-7,645,560
Slippage from 2017/18 - Various Projects	Cabinet	29.05.18	-2,688,210
Prepend of 2018/19 - Various Projects	Cabinet	29.05.18	3,800
Brickfield Park Improvement Works	Cabinet	12.06.18	-17,000
Council Offices Lift Overhaul	Cabinet	24.07.18	-27,000

**Total Approved Budget** -10,373,970



## APPENDIX B

### Over/Underspend, slippage and material variances in relation to schemes financed by grants/contributions.

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

Scheme	Explanation	Over / (Under) Spend £000s
<b>12 Arthur Street</b>	Delay in decision on how to take the property forward. The overspend is due to unexpected additional skilled trade costs due to insufficient skilled up resources and the loss of casual labour.	<b>44</b>
<b>Flexible Use of Capital Receipts</b> Redevelopment Use of Reserve	£33.5k was set aside for major motorway advertising. However, due to the nature of the motorway in the area being a 'smart' motorway, Highways England has advised permission is unlikely to be granted and therefore the project has ceased. £5.7k was set aside to conclude the waste contract mobilisation, however this is now substantially completed and any additional works to ensure all the value added items are mobilised can now be resourced within the service.	<b>(39)</b>
<b>NEW DEPOTS</b> Lysons Avenue Depot	<p>The project has experienced multiple delays most recently with cables not being sufficiently buried below the ground surface and dewatering issues. .</p> <p>The forecast overspend is just £7k more than reported in Q1</p> <p>Issues with the attenuation tanks and cabling have now been rectified. lease was signed on 4 October and has now been handed over to Serco</p> <p>In respect of the cable works, a claim is going to be put in against the mast operator for up to £167k, if successful, this would therefore reduce the forecast overspend.</p>	<b>699</b>
<b>COMPUTER SYSTEMS</b> <b>IT Equipment Replacement Programme</b>	Due to restrictions by Microsoft on security updates for Windows 7, we are unable to purchase new PCs for 2018/19. Retaining £5k of the original budget to allow us to purchase hardware upgrades for any existing PCs on the network that start to run slowly. In 2019/20 it is expected the PC refresh will recommence as we will be running Windows 10.	<b>(25)</b>

<b>COUNCIL OFFICES</b> Joint Reception	It is unlikely this project will proceed in 2018/19 as the initial feasibility work with HCC was postponed due other priorities at both Councils. Some minor works to accommodate Citizens Advice may be required. The new Customer Experience project will reconsider during 2019/20.	<b>(40)</b>
<b>CAR PARKS</b> Pinehurst Car park security	This budget can be released, as £50k is already included for Pinehurst under car park enhancements.	<b>(50)</b>

- 2 The major areas of slippage identified to date which are included within the (Appendix A) net reduction in spend of £2,196,270 against the approved Capital Programme are provided in the table that follows:

<b>Scheme</b>	<b>Explanation</b>	<b>Slippage to 2019/20 £000s</b>
<b>REGENERATION</b> <b>Civic Quarter – Farnborough</b>	The original plan for the 2018/19 monies was to carry out due diligence and scheme development of plot D, work on the leisure centre and 50% plot I. The plan is still in development and will be reviewed once the Investment Partnership Business Plan is prepared late November 2018.	<b>(240)</b>
<b>BEAUMONT COMMUNITY CENTRE</b> <b>Improvement works</b>	Delayed until 19/20	<b>(19)</b>
<b>MANOR PARK</b> Lake Improvements	Project on-hold as this is being incorporated into a larger Thames Water attenuation scheme for Manor Park whereby the pond will be dredged and enlarged to act as a SUD.	<b>(15)</b>
<b>PARKS AND OPEN SPACES</b> Ivy Road Sports Pavilion	No change from Q1. General delays in the project. It is likely that both the Ivy Road Sports Pavilion and Moor Road Recreation Ground Development will slip to 19/20.	<b>(510)</b>
<b>PARKS AND OPEN SPACES</b> Moor Road Recreation Ground Development	No change from Q1. General delays in the project. It is likely that both the Ivy Road Sports Pavilion and Moor Road Recreation Ground Development will slip to 19/20	<b>(530)</b>
<b>REGENERATION</b> <b>Housing PRS Delivery</b>	A report is going to Cabinet in October. During 2018/19 the only expenditure required is to carry out planning applications so remainder of budget can carry forward to 2019/20. Estimated remaining spend in 2018/19 being £80,100	<b>(627)</b>



<b>ALPINE SNOWSPORTS Slope Maintenance improvements</b>	Structural Engineer to review the slope with a view to carrying out the works in 2019.	<b>(75)</b>
<b>PLAYGROUNDS Recreation Ground Playground Renewal</b>	On-hold for 2018/19 as seeking further S106 funding to cover required £150k budget .	<b>(150)</b>
<b>CCTV CCTV Equipment Refresh</b>	Temporarily on hold pending procurement of a separate maintenance contract for the CCTV network. The capital refresh programme is interconnected with this procurement process as this will dictate whether it is progressed in tandem or in isolation.	<b>(30)</b>

- 3 The material variances in relation to schemes financed by grants/contributions are as follows:

<b>Scheme</b>	<b>Explanation</b>	<b>Grant funding £000s</b>
<b>MANOR PARK Lake Improvements</b>	As stated earlier in this report, this project is due to slip to 2019/20 and therefore S106 monies will not be utilised in 2018/19.	<b>15</b>
<b>PARKS AND OPEN SPACES Ivy Road Sports Pavilion</b>	As stated earlier in this report, this project is due to slip to 2019/20 and therefore various grants/contributions will not be utilised in 2018/19.	<b>510</b>
<b>PARKS AND OPEN SPACES Moor Road Recreation Ground Development</b>	As stated earlier in this report, this project is due to slip to 2019/20 and therefore various grants/contributions will not be utilised in 2018/19.	<b>530</b>

This page is intentionally left blank

CABINET

COUNCILLOR GARETH LYON  
CORPORATE AND DEMOCRATIC  
SERVICES PORTFOLIO HOLDER  
REPORT NO. ELT1804

13 November, 2018

KEY DECISION? NO

**COUNCIL PLAN  
QUARTERLY UPDATE ON KEY ACTIONS JULY – SEPTEMBER 2018/19**

**SUMMARY AND RECOMMENDATIONS:**

This paper sets out the Council Plan performance information for the second quarter of 2018/19, building on the four priorities and 34 key actions identified by Cabinet.

The Cabinet is asked to note the progress made towards delivering the Council Plan 2018/19.

**1. Introduction**

1.1 This paper sets out performance monitoring information for the key actions in the Council Plan for the first six months of 2018/19.

**2. Detail**

2.1 The Council Plan is based around the Council's stated purpose - **Rushmoor Borough Council, working with others to improve the quality of people's lives**. This purpose is supported by four priorities.



2.2 The four priorities are to be delivered through 34 key actions as set out below. For each action we have identified which role(s) Rushmoor may undertake, the key to this is : **F** = Facilitate, **E** = Enable, **D** = Deliver

### Sustaining a thriving economy and boosting local business

- Set up new partnership and company arrangements to enable regeneration and the development of private rented and affordable housing on Council owned land **(D)**
- Finalise and consult on a development scheme for the Union Street East Scheme in Aldershot and agree proposals for other sites to support regeneration of Aldershot **(F,E,D)**
- Produce a retail plan for Aldershot town centre **(D)**
- Finalise and consult on the Masterplan for the Civic Quarter area of Farnborough town centre. Agree the approach for moving forward each site in the Masterplan **(F,E,D)**
- Support HCC to implement the Farnborough Transport Package **(E)**
- Submit the Local Plan to Government and prepare for its examination **(D)**
- Work with schools, local FE providers, the County Council and employers to improve skills, raise aspirations and increase educational attainment **(F)**
- With partners start developing a centre of excellence for aerospace built on the Farnborough brand **(F)**
- Exploit the economic and social benefits of the Farnborough Air show 2018 and the new conference centre. **(E)**
- Develop a more strategic and proactive approach to economic development, building on the Borough's assets and offer to investors **(F,E,D)**

### Supporting and empowering our Communities and meeting local needs

- Continue to address the rough sleeping and street drinking issues in our town centres through enforcement, deterrent and prevention **(F,E,D)**
- With partners reshape the Rushmoor Strategic Partnership to focus on fewer, more strategic issues that deliver outcomes through shared leadership **(F,E,D)**
- Use Council and community led events and other initiatives to foster civic pride and increase engagement **(F,E,D)**
- Determine a clearer focus on what the Council and partners are doing to tackle pockets of significant deprivation in parts of the Borough **(F,E,D)**
- Generate and support targeted employment and skills opportunities to improve outcomes for residents **(F,E,D)**
- Take tangible steps to address the loss of temporary accommodation in 2021 and the current shortage of social housing **(F,E,D)**
- Continue the Council's review of grants and support and work with affected voluntary sector organisations to become more sustainable **(F,E,D)**
- Agree future shape of the CCTV service and procure new cameras and maintenance and supply contracts **(D)**
- Support the CCG to open a facility in west Farnborough **(E,D)**
- Enable decisions to be made as close to customers and communities as possible **(F,E,D)**

## A cleaner, greener and more cultural Rushmoor

- Work with Serco to increase recycling rates **(F,E,D)**
- Complete and open the new depot **(D)**
- Commence new leisure contract procurement **(D)**
- Develop options for a new leisure centre in Farnborough as part of the Civic Quarter Development **(D)**
- Build the new pavilions and changing rooms at Ivy Road and Moor Road recreation grounds **(D)**
- Develop the management plan for delivering the new natural open parkland at Southwood **(D)**
- Develop the options and future maintenance arrangements for the public open space transferring to the Council's ownership as part of the Wellesley Development **(F,E,D)**
- Put in place and review the environmental enforcement pilot with East Hampshire DC **(E,D)**

## Financially sound with services fit for the future

- Develop and implement "Rushmoor 2020", a modernisation and improvement plan based on the "Listen, Learn, Deliver - Better" ethos and the findings from the Peer Challenge, Staff Survey and IESE work **(D)**
- Take forward the new operating model and implement structural review **(D)**
- Deliver the Customer & Digital Strategy plan for 2018/19 **(D)**
- Invest further in commercial property and explore other opportunities to generate income / reduce costs **(D)**
- Develop and renew the Asset Management Plan and implement a programme of review of the Council's asset and property holdings **(D)**
- Review of the constitution including changes to the scheme of delegation and procedures to enable improved democratic arrangements and to ensure better customer service and improved delivery **(D)**

2.3 So that Cabinet can have an overview of performance across the organisation and be reassured that progress is being made to deliver against their priorities, key areas of work and service measures are monitored. The full detailed set of monitored information is available on the Council's website at <http://www.rushmoor.gov.uk/councilplan>. Annex A to this report is an exceptions document which contains those monitored activities that are facing challenges or issues.

2.4 A summary of the progress made against the variety of actions and activities monitored is set out in the following table. The colour coding system used is:

- Green indicates that the action or initiative is on course
- Amber flags up that achieving the action or indicator is in question or requires attention
- Red shows that we have not been able to achieve what we had expected at this time

Green	Amber	Red
80.0%	16.3%	3.8%

### 3. Conclusion

- 3.1 Cabinet's views are sought on the performance made in delivering the Council Plan in the first six months of the 2018/19 Municipal Year.

#### **BACKGROUND DOCUMENTS:**

None

#### **CONTACT DETAILS:**

**Report Author** - Jon Rundle, Strategy, Performance and Partnerships Manager - 01252 398801, [jon.rundle@rushmoor.gov.uk](mailto:jon.rundle@rushmoor.gov.uk)

**Executive Leadership Team**

## Annex A - Second Quarter 2018/19 Exception report

This annex to the Council Plan quarterly performance update report to Cabinet contains extracts from the full detailed set of monitored information and concentrates on those monitored activities that are facing challenges or issues, have been completed or are new to the quarterly monitoring report. In essence these are items that have been coded amber or red\* in the monitoring exercise or have been amended in some way – for instance a change in a deadline date.

\* The colour coding system used for the monitoring process is:

- Green indicates that the action or initiative is on course
- Amber flags up that achieving the action or indicator is in question or requires attention
- Red shows that we have not been able to achieve what we had expected at this time

**Summary of colour coding from full detailed set of monitored information:**

Green	Amber	Red
80.0%	16.3%	3.8%

### Exception items set out under the Priorities

#### Priority: Sustaining a thriving economy and boosting local business

- **Set up new partnership and company arrangements to enable regeneration and the development of private rented and affordable housing on Council owned land (D)**

Activity	Timescales	Outcomes/deliverables
Establish a local housing company and increase rental income	December 2018	To support the provision of well-designed and appropriately located homes in sufficient numbers to

<ul style="list-style-type: none"> <li>Council approval for establishment of company</li> </ul>			meet the needs of our residents and support the economic future of the borough. <ul style="list-style-type: none"> <li>20 homes by 2019</li> <li>60 homes by 2021</li> </ul>
Q1	Q2	Q3	Q4
Comment: Policy and Project Advisory Board considered the Business Case in August and September 2018, prior to consideration by Cabinet in Quarter 3 and full Council in Quarter 4.			

- Finalise and consult on a development scheme for the Union Street East Scheme in Aldershot and agree proposals for other sites to support regeneration of Aldershot (F,E,D)**

Activity	Timescales	Outcomes/deliverables	
Union Street East	By 2021	Mixed use, residential-led redevelopment to provide new homes alongside new ground floor commercial uses.	
Q1	Q2	Q3	Q4
Comment: As part of the Rushmoor Development Partnership the business plan for developing the area will be produced by April 2019. RBC is still engaged in site assembly to support the delivery of redevelopment.			

- Finalise and consult on the Masterplan for the Civic Quarter area of Farnborough town centre. Agree the approach for moving forward each site in the Masterplan (F,E,D)**

Activity	Timescales	Outcomes/deliverables	
Civic Quarter <ul style="list-style-type: none"> <li>Complete masterplan</li> </ul>	2019	Enable a mixed-use development, including new homes, leisure and community use alongside the introduction of new uses that will enhance the town centre and improve connectivity with the Business Parks.	
Q1	Q2	Q3	Q4
Comment: As part of the Rushmoor Development Partnership the business plan for developing the area will be produced by April 2019. Work is			



continuing with local community groups and stakeholders and plans for consultation on the potential mix of uses are being prepared.

- **Support HCC to implement the Farnborough Transport Package (E)**

Activity	Timescales	Outcomes/deliverables	
Invincible Road <ul style="list-style-type: none"> <li>• Commence on site by Oct 2018</li> <li>• Complete by Dec 2018</li> </ul>	October 18 December 18	Improved access from Invincible Road onto Elles Road	
Q1	Q2	Q3	Q4
Comment: Contact has been made though reaching a conclusion has taken longer than envisaged. If agreement cannot be reached in the near future alternative approaches will be brought to the Cabinet.			

- **Submit the Local Plan to Government and prepare for its examination (D)**

Activity	Timescales	Outcomes/deliverables	
<ul style="list-style-type: none"> <li>• Examination by Planning Inspectorate</li> <li>• Modified Local Plan to Cabinet</li> <li>• Modified Local Plan to full Council</li> </ul>	9-18 May 2018 13 November 2018 6 December 2018	Inspector's Report expected Autumn 2018 Endorsement of the modified plan Adoption of Local Plan	
Q1	Q2	Q3	Q4
Comment: Slippage in timescale due to extended timeframe in receiving correspondence from the Inspector.			

- **Work with schools, local FE providers, the County Council and employers to improve skills, raise aspirations and increase educational attainment (F)**

Activity	Timescales	Outcomes/deliverables	
<b>New activity</b> Primary Engineers Pilot Programme	Oct 2018	The Council is supporting the Primary Engineers Programme working with 10 other districts on a pilot programme. The programme focuses on STEM and bringing engineers into the classroom.	
Q1	Q2	Q3	Q4

Comment: Funding has been allocated but at the moment only two Rushmoor schools have taken up the offer. Hampshire County Council are trying to get more Rushmoor schools involved.

## Key measures

- **2017/18 GCSE Provisional Results**

The 2017/18 provisional results were released on the 16<sup>th</sup> October 2018, the final results are due in January 2019. In summary, Wavell is the only school performing at an average level in Progress 8, the other three local authority state-funded secondary schools are below and well below average. Wavell is also the only school to be the same or above the Hampshire and England average for Attainment 8. The percentage of pupils at Wavell achieving English and maths GCSEs at grade 5 is above Hampshire and England average. Wavell have more pupils entering the 'English Baccalaureate' and a higher average score than the Hampshire and England average.

2017/18 GCSEs	Progress 8 (score)	Attainment 8 (points)	English and maths GCSEs Grade 5 (%)	Pupils 'entering for' the 'English Baccalaureate' (%)	EBacc average point score
Alderwood	-0.80	34.5	22	40	3.11
Cove	-0.62	38.5	30	33	3.26
Fernhill	-0.44	37.9	23	21	3.27
Wavell	0.09	49.2	50	62	4.56
Hampshire	-0.09	47	45	35.3	4.11
England (all schools)	0	44.3	39.9	35.1	3.83

Key to progress 8 (score) as measured by the Department for Education:

Well above average (About 14% of schools in 2017/18)
Above average (About 19% of schools in 2017/18)
This score is average (About 37% of schools in 2017/18)
This score is below average (About 17% of schools in 2017/18)
Well below average (About 14% of schools in 2017/18)

More information can be found in the Education and skills data sheet:

<http://www.rushmoor.gov.uk/factsandfigures>

**Priority: Supporting and empowering our communities and meeting local needs**

- **Continue to address the rough sleeping and street drinking issues in our town centres through enforcement, deterrent and prevention (F,E,D)**

Activity	Timescales	Outcomes/deliverables	
The Positive Change campaign aims to encourage people to donate to local charities, rather than giving cash to people who are begging on our streets.	Commenced December 2017 and is ongoing with a soft re-launch mid May 2018.	Tackle negative behaviour and begging locally, but also bring about long-term change to the lives of people, previously associated with rough sleeping, who continue to socialise, drink and potentially commit antisocial behaviour in our town centres.	
Q1	Q2	Q3	Q4
Comment: Project ready for deployment of accredited Council staff, but has been delayed due to uncertainties around corporate structure. New structure now in place and final arrangements being made to implement the scheme			
Public Space Protection Orders (PSPO) were launched in September 2017 for both Farnborough and Aldershot town centres. Police have been issuing Fixed Penalty Notices (FPN) for violations of the Orders. Both Community Patrol Officers (CPO) and Civil Enforcement Officers (CEO) have now received Community Safety Accreditation Scheme (CSAS) training to empower them also to issue FPNs and will partner with police officers initially.	CSAS accreditation process due to be finalised (including vetting) by end May 2018.	Increased partnership working with the police to enforce, deter and prevent antisocial behaviour in our town centres.	
Q1	Q2	Q3	Q4
Comment: Final evidence submitted and awaiting formal notification from Hampshire Constabulary (Approved by Chief Constable August 2018 for 3 years). Awaiting police ID and powers cards before deployment can occur. Additional delays due to uncertainties surrounding corporate structure. New structure now in place and final arrangements being made to implement the scheme.			

- Determine a clearer focus on what the Council and partners are doing to tackle pockets of significant deprivation in parts of the Borough (F,E,D)

Activity		Timescales	Outcomes/deliverables	
Work with Health and wellbeing partnership to address healthy weights in children <b>As this work has developed the wording for this activity is to be changed to:</b> Work with local health partners to address healthy weights in children. Inaugural Healthy Weights Local Action Group meeting held 3 October 2018. Focus will be on 0-12 years and their families.		2018/19	<ul style="list-style-type: none"> <li>• Use child healthy weights audit to shape delivery of interventions in priority areas</li> <li>• HWBP Healthy Weights workshop- May 18</li> </ul>	
Q1	Q2	Q3	Q4	
Comment: Next Healthy Weights LAG meeting 5 December 2018. Looking at innovative ideas and possible bid to Government Childhood Obesity Programme				

- Agree future shape of the CCTV service and procure new cameras and maintenance and supply contracts (D)

Activity		Timescales	Outcomes/deliverables	
Joint Hart & Rushmoor CCTV Progress Group commissioned a consultant review on current system capability and likely needs for future proofing as part of the procurement process for a new maintenance contract. An Options Report will be presented for Cabinet approval before procurement can begin.		Report going to Cabinet Autumn 2018	Defined specification for maintenance contract renewal procurement and possible network/equipment updates for service optimisation.	
Q1	Q2	Q3	Q4	
Comment: New maintenance contract specification and evaluation criteria in development following clarification of preferred contract options. Separate capital refresh programme to be scoped and developed. Report by the end of 2018 – <b>Revised date – December 2018</b>				

- Support the CCG to open a facility in west Farnborough (E,D)

Activity	Timescales	Outcomes/deliverables	
Work with the CCG to take forward options for a new centre for Health including the acquisition of suitable premises in west Farnborough.	Agree approach to acquisition by end Summer 2018	A new facility in place by end 2019	
Q1	Q2	Q3	Q4
Comment: Approach to acquisition agreed and CPO served. Objections received and negotiations continuing. Project timescales being revised due to CPO process being required.			

**Priority: A cleaner, greener and more cultural Rushmoor**

- Commence new leisure contract procurement (D)

Activity	Timescales	Outcomes/deliverables	
Re-tendering of leisure contracts to secure investment reduce revenue costs and increase participation	Commence Process Autumn 2018	Future approach to leisure provision agreed New contracts in place by early 2020	
Q1	Q2	Q3	Q4
Comment: Cabinet approved leisure contract extensions until to 31 <sup>st</sup> March 2021 and increased contribution from contractor, given the link between the Farnborough Leisure Centre and the outcome of the Farnborough Civic Quarter. <b>Revised date for new contracts in place - 2021</b>			

- **Build the new pavilions and changing rooms at Ivy Road and Moor Road recreation grounds (D)**

Activity	Timescales		Outcomes/deliverables	
<b>Moor Road –</b> <ul style="list-style-type: none"> <li>• Obtain planning permission for development of leisure facilities at the Moor Road Recreation Ground</li> <li>• Secure external funding</li> <li>• Obtain approval for business case and tender works</li> <li>• Open new leisure facilities</li> </ul>	September 2018		Planning permission secured	
	February 2019		Funding in place to develop project	
	March 2019		Approval to progress project	
	September 2019		Facilities available for the public	
Q1	Q2	Q3	Q4	
Comment: Site investigations still continuing. <b>Revised timescales: planning permission date to be changed from September 2018 to January 2019</b>				
<b>Ivy Road –</b> <ul style="list-style-type: none"> <li>• Obtain planning permission for Ivy Road Sports Pavilion</li> <li>• Secure external funding</li> <li>• Obtain approval for business case and tender works</li> <li>• Open new Sports Pavilion</li> </ul>	September 2018		Planning permission secured	
	February 2019		Funding in place to include from section 106 and Vivid to develop project	
	March 2019		Approval to progress project	
	December 2019		Lease agreement in place and pavilion available for the club to use and let to the community	
Q1	Q2	Q3	Q4	
Comment: Planning permission secured in October. Decision on external funding will be known in March. <b>Revised timescales: Planning permission date to be changed to from September 2018 to October 2018. Secure external funding date to be changed from February 2019 to March 2019.</b>				

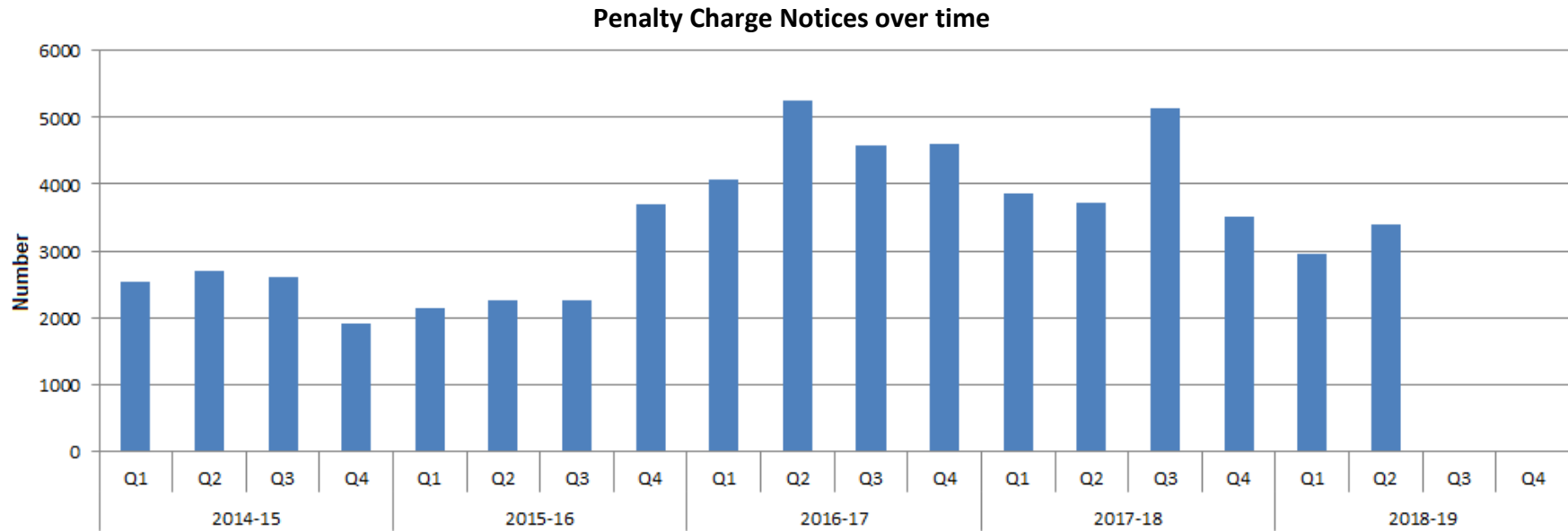
- **Develop the management plan for delivering the new natural open park land at Southwood (D)**

Activity		Timescales	Outcomes/deliverables	
<ul style="list-style-type: none"> <li>• Consider development and management options</li> <li>• Complete draft Phase 1 plan for consultation</li> <li>• Cabinet approve final plan</li> </ul>		May 2018	Maximise the benefit of the Country Park	
		July 2018	Consult residents on layout of Country Park	
		December 2018	Obtain approval and instigate development works and the management arrangements	
<ul style="list-style-type: none"> <li>• Release SANG to developers</li> </ul>		September 2019	Open Country Park and collect section 106 to maintain in perpetuity	
Q1	Q2		Q3	Q4
Comment: Project being reassessed due to early closure of the golf course				

### Key measures

- **Penalty Charge Notices Issued – change to the quarter one figure**

Penalty Charge Notices quarterly data	This quarter	Last quarter	This quarter last year
Parking - Number of Penalty Charge Notices Issued	3,404	2,950*	3,717
		*Revised Q1 figure - Figure changed from 3,136	
Comment: In Q2 there were only 5 CEOs instead of 8.			



**Priority: Financially sound with services fit for the future**

**Deliver the Customer & Digital Strategy plan for 2018/19 (D)**

Activity		Timescales	Outcomes/deliverables	
General Data Protection Regulation (GDPR) Legal		Ongoing	Compliance	
Q1	Q2		Q3	Q4
Comment: Work on the ongoing implementation and embedding of GDPR continues. The project team continue to liaise with the service representatives on a monthly basis. Regular governance meetings with the Project Sponsor (Ian Harrison) are ongoing. All high risk areas have been assessed. Awaiting guidance from ICO.				



- Invest further in commercial property and explore other opportunities to generate income / reduce costs (D)

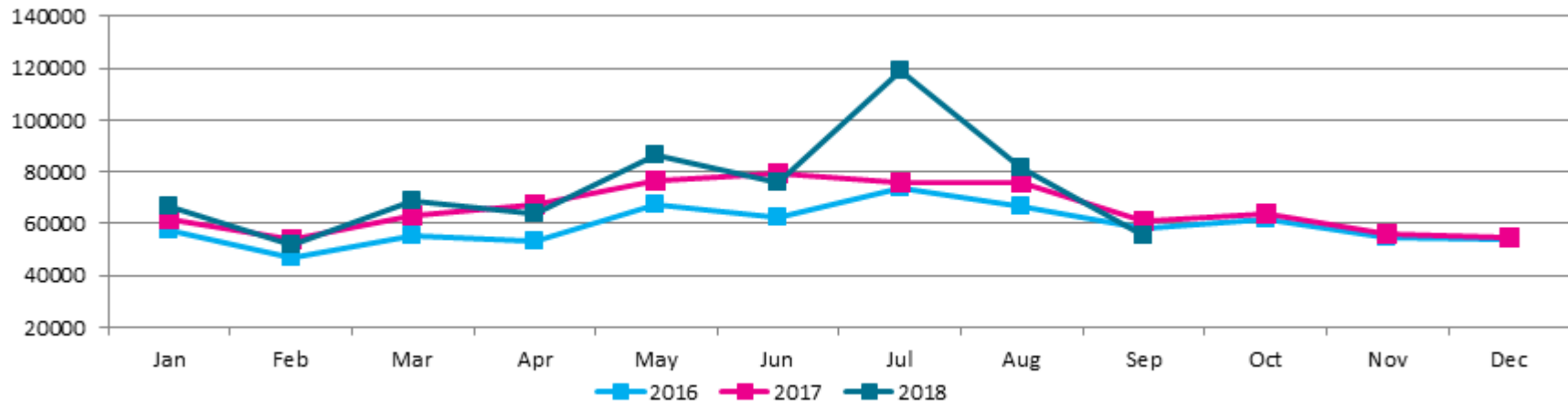
Activity	Timescales	Outcomes/deliverables	
Funds have been allocated for the purchase of commercial property for both 2017/18 and 2018/19 and properties identified for purchase.	Ongoing	Properties purchased and income received.	
Q1	Q2	Q3	Q4
Comment: Remaining two acquisitions are still in progress. Budget forecasts have been revised.			

### Key service measures -

- Large increase in usage of website in July due to the Lido and the Airshow

Customer contact (web) quarterly data	This quarter	Last quarter	This quarter last year
Facebook likes	6,057	5,574 ↑	4,671 ↑
Twitter followers	4,456	4,356 ↑	3,940 ↑
Quarterly Visitors to the Council Website	256,195	226,459 ↑	212,788 ↑
Top three page views for content	1. Lido (70,145) 2. Airshow traffic (14,953) 3. Bin collections (10,253)	1. Lido (32,945) 2. Bin collections (15,451) 3. Planning applications (8,678)	1. Lido (24,195) 2. Bin collections (14,384) 3. Planning applications (8,364)
<b>Key:</b> ↑ numbers have increased this quarter in comparison, ↓ numbers have decreased this quarter in comparison. <b>Comment:</b> Large increase in usage of website in July due to the Lido (46,892 visitors to the Lido page) and the Airshow (14,882 visitors to the airshow traffic page)			

Monthly Visitors to the Council Website



CABINET

COUNCILLOR GARETH LYON  
CORPORATE AND DEMOCRATIC SERVICES  
PORTFOLIO HOLDER  
REPORT NO. FIN1831

13 NOVEMBER 2018

KEY DECISION? YES

**ANNUAL REVIEW OF FEES AND CHARGES****SUMMARY AND RECOMMENDATIONS:**

**SUMMARY:** This report sets out recommendations following a review of fees and charges and describes the methodology applied in each case, generating a minimum of £68,211 per annum

**RECOMMENDATIONS:**

- (i) To adopt the various methodologies attached in Appendix A as a basis for uplifting the Council's fees and charges
- (ii) To continue to apply RPIX as the measure of inflation to be applied where an annual inflationary uplift is specified; and
- (iii) To approve the fees and charges set out in Appendix A for implementation on the applicable dates.

**1. INTRODUCTION**

- 1.1 In November 2016, the Cabinet approved a new process for the annual review of the Council's fees and charges, introducing a Fees and Charges booklet, showing current and proposed fees and the methodology for reviewing each type of fee or charge. This report sets out the outcomes from the subsequent review carried out in October 2018.
- 1.2 This is a key decision due to the effect of fee setting on the Council's budgets and the wider effect on residents across the Borough.

**2. BACKGROUND**

- 2.1 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.
- 2.2 The review, reported to Cabinet in November 2016, recommended bringing an annual review of all charges, and the methodologies by which they are uplifted, together into a single document, where practical. This

meant that individual charges would no longer be considered in isolation and the impact of charges in total (on both the budget and on the Council's residents) could be considered. In addition, the timing of the report meant that the appropriate charges could be built into the budget preparation.

- 2.3 The process also ensures that an annual review of all fees and charges takes place. 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 £11.2m (or 14.6%) of the Council's gross income of £76.8m for 2018/19 – a not insignificant sum when compared to the £6.1m received from Council Tax payers, £1m from New Homes Bonus and £0.2m 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.
- 2.4 The process is in line with the Council's Constitution, which provides, under its Financial Regulations, that "at least once a year the appropriate Heads of Service, in consultation with the Executive Head of Finance, will submit proposals to Cabinet regarding fees and charges for goods and services."
- 2.5 Expected outcomes from the project were:
- 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
- 2.6 The process worked well for 2018/19 enabling charges to be reflected in the budget preparations and providing a single document for strategic consideration of the level of fees and charges across the Council as well as a single point of reference for all of the Councils' fees and charges for our customers. For the current review, Heads of Service considered their previously stated methodology for uplift, amending it where appropriate, and discussing potential variations with their portfolio holders.

### **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 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
- 3.5 **Indexation** - In November 2016, Cabinet approved the use of RPIX as the appropriate index to use for inflationary increases. 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. It is proposed to continue use of this index for the annual uplift of fees and charges, where an inflationary increase is deemed appropriate.
- 3.7 The RPIX inflation rate applied by the Council on its fees and charges for 1st April and each successive financial year will be calculated six months in advance. For 1st April 2019, the RPIX measure for 12 months in September 2018 is 3.3% (RPIX September 2018 "284.7" over September 2017 "275.7"). 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:** A number of chargeable areas are currently undergoing detailed review, (licensing and land charges) and therefore 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 Licensing, Audit and General Purposes Committee or Cabinet as appropriate 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.

- 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 Executive 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. Appendix 1 therefore includes the current recommended charges but these could be subject to change at short notice. The fees and charges booklet therefore needs to be a living document that is updated by services in response to any such amendments to pricing.
- 3.12 **Annual process** – Each year, the relevant sections of the fees and charges booklet is distributed to Heads of Service for updating, in consultation with their portfolio-holder. The service reviews 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 **Animal Welfare Licensing** – The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 come into force on 1st October 2018 and seek to consolidate licensing regimes into one piece of law. The effect of the regulations is to consolidate and replace some existing legislation, and put in place a new licensing regime to control the following "licensable activities":
- selling animals as pets (pet shops)
  - boarding for cats or dogs (home, kennels, catteries, day care)
  - hiring out horses
  - breeding dogs
  - keeping or training animals for exhibition
- 3.15 The changes in the fees were taken in a separate report to the September 2018 Licencing, Audit and General Purpose Committee.

- 3.16 The proposed tariffs are set out within Appendix 1. The fees charge with effect on 1st October 2018 rather than the commencement of the new financial year.
- 3.17 **Building Control** – Fees have been reviewed for 2019/20, with an overall average of 5% increase, linked to cost recovery. The range of fee increases is between -7% and 10% dependant on the service provision. Under The Building (Local Authority Charges) Regulation 2010 individual determination of charges can be made where there is no standard charge. Rushmoor Borough Council considers each application using a risk assessment approach to the level of complexity of the work, ability of the builder, and other elements. Individually determined fees have been introduced for 2019/20 following market benchmarking exercise in the following areas:
- Domestic extension to a single building – underpinning, less than £25,000 – Fixed price Building Notice
  - Domestic extension to a single building – underpinning, less than £25,000 – Fixed price Regulation
  - Other, non- domestic work – extensions and new build
  - All other, non-domestic work – alterations – table E
- 3.18 **Introduction of new charges** - In areas where charges are being introduced for the first time, it may be appropriate for a detailed paper to be taken to Cabinet for consideration rather than included in the annual fees and charges report. In this way, Cabinet are able to consider the detailed proposal and the reason for introducing charges, maintaining the detailed consideration and portfolio-holder engagement that is 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. FINANCIAL AND RESOURCE IMPLICATIONS**

- 4.1 The net additional income to the Council from the proposed charges within this report is estimated to be a minimum of £68,211 per annum,. This estimate does not include increases at the Princes Hall where total income will fluctuate according to volume of demand for each individual service or charge.
- 4.2 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. The booklet will be available on the Council's website so that all fees and charges are transparently available, which improves 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 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 Fees and charges form a significant part of the Council's income enabling it to provide services to the public. The level of fees and charges can have a significant effect on residents and local businesses and therefore should be given due consideration on a regular basis.
- 5.3 The outcome of the annual review is presented to Cabinet in Appendix A for consideration.

### **CONTACT DETAILS:**

#### **Report Author:**

Alan Gregory, Finance Manager [alan.gregory@rushmoor.gov.uk](mailto:alan.gregory@rushmoor.gov.uk) 1252 398441,  
Interim Executive Head of Financial Services  
[peter.timmins@rushmoor.gov.uk](mailto:peter.timmins@rushmoor.gov.uk) 01252 398440



## **APPENDIX A**

# **Rushmoor's Fees and Charges**

**2019/20**

## Contents

	<u>Page Number</u>
Alcohol, entertainments & late night refreshment	3
Allotments	4
Animal licensing	5
Building control	6
Camping and caravan site licence	11
Car boots and Markets	11
Car Parks	12
Car Parks – Permits	18
CCTV	19
Cemeteries	19
Committee room charges	19
Contaminated land enquiries	19
Council Offices tenants	20
Crematorium	20
Design	21
DBS recharges	21
Dog warden	21
Electoral register	22
Environmental protection	22
Fixed Penalty Notices	22
Food hygiene	23
Funfairs and circuses	23
Gambling, gaming & lotteries	23
Hair and beauty registration	26
Halls and pavilions	26
Highways	26
HMO Licensing	26
Land charges	27
On street parking	27
Out-of-Hours Emergency Service	32
Parking penalty charge	32
Pests & pest control	32
Planning application fees	32
Planning information fees	35
Planning pre-application advice	36
Princes hall	36
Print charges	38
Property inspections	39
Scrap metal dealer's licence	40
Sex shops	40
Street naming and numbering	40
Street trading	40
Tables and chairs on the highway	40
Taxi licence fees	40
Waste Management	41

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

## Alcohol, entertainments & late night refreshment

3

Temporary event notices	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Notice	£21 (0%)	£21	Statutory charge	O/S
Copy of notice	£10.5 (0%)	£10.50	Statutory charge	O/S

Personal licences	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Application for grant	£37 (0%)	£37	Statutory charge	O/S
Copy	£10.5 (0%)	£10.5	Statutory charge	O/S
Notification of change of name or address	£10.5 (0%)	£10.5	Statutory charge	O/S

Premises licences and club premises certificates	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Band A	£100 (0%)	£100	Statutory charge	O/S
Band B	£190 (0%)	£190	Statutory charge	O/S
Band C	£315 (0%)	£315	Statutory charge	O/S
Band D	£450 (0%)	£450	Statutory charge	O/S
Band E	£635 (0%)	£635	Statutory charge	O/S
Band D and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£900 (0%)	£900	Statutory charge	O/S
Band E and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£1905 (0%)	£1,905	Statutory charge	O/S
Additional fee for more than 5000 people - 5,000-9,999 people	£1000 (0%)	£1,000	Statutory charge	O/S
Additional fee for more than 5000 people - 10,000-14,999 people	£2000 (0%)	£2,000	Statutory charge	O/S
Additional fee for more than 5000 people - 15,000-19,999 people	£4000 (0%)	£4,000	Statutory charge	O/S
Additional fee for more than 5000 people - 20,000-29,999 people	£8000 (0%)	£8,000	Statutory charge	O/S
Additional fee for more than 5000 people - 30,000-39,999 people	£16000 (0%)	£16,000	Statutory charge	O/S
Additional fee for more than 5000 people - 40,000-49,999 people	£24000 (0%)	£24,000	Statutory charge	O/S
Additional fee for more than 5000 people - 50,000-59,999 people	£32000 (0%)	£32,000	Statutory charge	O/S
Additional fee for more than 5000 people - 60,000-69,999 people	£40000 (0%)	£40,000	Statutory charge	O/S
Additional fee for more than 5000 people - 70,000-79,999 people	£48000 (0%)	£48,000	Statutory charge	O/S
Additional fee for more than 5000 people - 80,000-89,999 people	£56000 (0%)	£56,000	Statutory charge	O/S
Additional fee for more than 5000 people - 90,000 + people	£64000 (0%)	£64,000	Statutory charge	O/S
Minor variation of a premises licence / club premises certificate	£89 (0%)	£89	Statutory charge	O/S
Provisional statement	£315 (0%)	£315	Statutory charge	O/S
Vary a premises licence to specify a new premises supervisor	£23 (0%)	£23	Statutory charge	O/S
Application to disapply requirement for a premises supervisor in a community premises	£23 (0%)	£23	Statutory charge	O/S
Transfer premises licence	£23 (0%)	£23	Statutory charge	O/S
Interim authority notice	£23 (0%)	£23	Statutory charge	O/S
Notification of interest	£21 (0%)	£21	Statutory charge	O/S

Application for copy of licence or summary	£10.5 (0%)	£11	Statutory charge	O/S
Notification of change of name or address	£10.5 (0%)	£11	Statutory charge	O/S
Annual Fees -Band A	£70 (0%)	£70	Statutory charge	O/S
Annual Fees -Band B	£180 (0%)	£180	Statutory charge	O/S
Annual Fees -Band C	£295 (0%)	£295	Statutory charge	O/S
Annual Fees -Band D	£320 (0%)	£320	Statutory charge	O/S
Annual Fees- Band E	£350 (0%)	£350	Statutory charge	O/S
Annual Fees - Band D and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£640 (0%)	£640	Statutory charge	O/S
Annual Fees - Band E and is exclusively or primarily used for the supply and consumption of alcohol on the premises	£1050 (0%)	£1,050	Statutory charge	O/S
Annual Fees - 5,000-9,999 people	£500 (0%)	£500	Statutory charge	O/S
Annual Fees - 10,000-14,999 people	£1000 (0%)	£1,000	Statutory charge	O/S
Annual Fees - 15,000-19,999 people	£2000 (0%)	£2,000	Statutory charge	O/S
Annual Fees - 20,000-29,999 people	£4000 (0%)	£4,000	Statutory charge	O/S
Annual Fees - 30,000-39,999 people	£8000 (0%)	£8,000	Statutory charge	O/S
Annual Fees - 40,000-49,999 people	£12000 (0%)	£12,000	Statutory charge	O/S
Annual Fees - 50,000-59,999 people	£16000 (0%)	£16,000	Statutory charge	O/S
Annual Fees - 60,000-69,999 people	£20000 (0%)	£20,000	Statutory charge	O/S
Annual Fees - 70,000-79,999 people	£24000 (0%)	£24,000	Statutory charge	O/S
Annual Fees - 80,000-89,999 people	£28000 (0%)	£28,000	Statutory charge	O/S
Annual Fees - 90,000 + people	£32000 (0%)	£32,000	Statutory charge	O/S

### Allotments

Plots	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Plots of approx. 10 rods	£59 (20%)	£49	* Please see comment below	O/S
Plots of approx. 5 rods (also 10 rods without a water supply)	£42 (20%)	£35	* Please see comment below	O/S
Cherrywood Road site	£36 (20%)	£30	* Please see comment below	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. A year's notice must be given and the revised charges will come into effect in October each year. rounded to nearest pound

gh **Animal licensing**

<b>New Licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Home boarding of dogs or dog day care - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£271 (12%)	£242	Approved at L,A & GP Cttee 24 Sept 2018 - cost recover basis	O/S
Breeding dogs - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£312 (15%)	£271	as above	O/S
Boarding for cats or dogs (in a cattery or kennel) - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£290 (20%)	£242	as above	O/S
Hiring out horses - 2 A licence Application Fee B Enforcement Fee Total New application A+B	£319 (12%)	£285	as above	O/S
Pet shops - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£312 (15%)	£271	as above	O/S
Keeping or training animals for exhibition - 1,4 A licence Application Fee B Enforcement Fee Total New application A+B	N/A	N/A - 5 (previously enforced by HCC )	as above	O/S
Wild Animals (2 yr Renewal)	£399 (0%)	£399	as above	O/S

1- plus additional vet fee where applicable; 2 - plus additional fee for a listed, specialist vet on each inspection; 3- no existing renewal fee; 4-m three year licence; 5 - previously enforced by HCC

gh **Animal licensing**

<b>Renewals</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Home boarding of dogs or dog day care - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£160 (0%)	£160	Approved at L,A & GP Cttee 24 Sept 2018 - cost recover basis	O/S
Breeding dogs - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£197 (-27%)	£271	as above	O/S
Boarding for cats or dogs (in a cattery or kennel) - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£172 (20%)	£143	as above	O/S
Hiring out horses - 2 A licence Application Fee B Enforcement Fee Total New application A+B	N/A	N/A - 3	as above	O/S
Pet shops - 1 A licence Application Fee B Enforcement Fee Total New application A+B	£197 (0%)	£197	as above	O/S
Keeping or training animals for exhibition - 1,4 A licence Application Fee B Enforcement Fee Total New application A+B	N/A	N/A - 5	as above	O/S
Wild Animals (2 yr Renewal)	£399 (0%)	£399	Reviewed by L&GP April 2018	O/S

1- plus additional vet fee where applicable; 2 - plus additional fee for a listed, specialist vet on each inspection; 3- no existing renewal fee; 4-m three year licence; 5 - previously enforced by HCC

Also in relation to the above Animal licences

Each Additional Licensable Activity	£50.00	N/A	Approved at L,A & GP Cttee 24 Sept 2018 - cost recover basis	O/S
Application for re-rating	£75.00	N/A	as above	O/S
Transfer/Variation	£50.00	N/A	as above	O/S
Additional copy of licence	£30.00	N/A	as above	O/S

all Animal licences excluding Wild Animals wef 1st October 2018,  
Wild Animals wef 1st April 2018

## Building control

Archived Documents	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Re-Opening Closed Files	£78 (0%)	£78	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Copies Of Approvals And Completion Certificates	£20 (0%)	£20	see above	S

Standard charges for the creation or conversion to new housing	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Full Plans Notice - Plan Charge No. of Dwellings - 1	£336 (0%)	£336	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Full Plans Notice - Plan Charge No. of Dwellings - 2	£420 (0%)	£420	as above	S
Full Plans Notice - Plan Charge No. of Dwellings - 3	£516 (0%)	£516	as above	S
Full Plans Notice - Plan Charge No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings - 1	£540 (5%)	£516	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings - 2	£740 (8%)	£684	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings - 3	£920 (8%)	£852	as above	S
Full Plans Notice - Inspection Charge No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	S
Building Notice No. of Dwellings - 1	£1000 (0%)	£1,000	as above	S
Building Notice No. of Dwellings - 2	£1200 (0%)	£1,200	as above	S
Building Notice No. of Dwellings - 3	£1600 (0%)	£1,600	as above	S
Building Notice No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	S
Regularisation No. of Dwellings - 1	£1000 (3%)	£975	as above	O/S
Regularisation No. of Dwellings - 2	£1200 (-5%)	£1,267	as above	O/S
Regularisation No. of Dwellings - 3	£1600 (3%)	£1,560	as above	O/S
Regularisation No. of Dwellings – 4+	Ring for quote	Ring for quote	as above	O/S

Domestic extensions to a single building	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Single storey extension floor area not exceeding 10m <sup>2</sup> Full plan notices - plan charge	£220 (10%)	£200	building control fees have been reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Single storey extension floor area not exceeding 10m <sup>2</sup> Full plan notices - inspection charge	£254 (-7%)	£274	as above	S
Single storey extension floor area not exceeding 10m <sup>2</sup> Building Notice	£580 (0%)	£580	as above	S
Single storey extension floor area not exceeding 10m <sup>2</sup> Regularisation	£680 (0%)	£680	as above	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	£220 (10%)	£200	as above	S
Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Full plan notices - inspection charge	£420 (4%)	£402	as above	S
Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Building Notice	£780 (5%)	£740	as above	S
Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Regularisation	£880 (5%)	£840	as above	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	£220 (10%)	£200	as above	S
Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notice - inspection charge	£590 (4%)	£570	as above	S
Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Building Notice	£975 (5%)	£930	as above	S
Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Regularisation	£1080 (5%)	£1,030	as above	O/S
Two storey extension floor area not exceeding 40m <sup>2</sup> Full plan notices - plan charge	£220 (10%)	£200	as above	S
Two storey extension floor area not exceeding 40m <sup>2</sup> Full plan notices - inspection charge	£510 (5%)	£488	as above	S
Two storey extension floor area not exceeding 40m <sup>2</sup> Building Notice	£880 (5%)	£840	as above	S
Two storey extension floor area not exceeding 40m <sup>2</sup> Regularisation	£985 (5%)	£940	as above	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	£220 (10%)	£200	as above	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	£775 (4%)	£745	as above	S
Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup> Building Notice	£1150 (5%)	£1,100	as above	S
Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup> Regularisation	£1260 (5%)	£1,200	as above	O/S
Loft conversion that does not include the construction of a dormer Full plan notices - plan charge	£220 (10%)	£200	as above	S
Loft conversion that does not include the construction of a dormer Full plan notices - inspection charge	£332 (5%)	£316	as above	S
Loft conversion that does not include the construction of a dormer Building Notice	£675 (5%)	£640	as above	S
Loft conversion that does not include the construction of a dormer Regularisation	£775 (5%)	£740	as above	S
Loft conversion that includes the construction of a dormer Full plan notices - plan charge	£220 (10%)	£200	as above	S
Loft conversion that includes the construction of a dormer Full plan notices - inspection charge	£415 (3%)	£402	as above	S
Loft conversion that includes the construction of a dormer Building Notice	£780 (5%)	£740	as above	O/S
Loft conversion that includes the construction of a dormer Regularisation	£880 (5%)	£840	as above	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	£220 (10%)	£200	as above	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	£240 (4%)	£230	as above	S
Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m <sup>2</sup> Building Notice	£550 (6%)	£520	as above	S
Erection or extension of a non-exempt attached or detached domestic garage or carport up to 100m <sup>2</sup> Regularisation	£650 (5%)	£620	as above	O/S
Conversion of a garage to a dwelling to a habitable room(s) Full plan notices - plan charge	£220 (10%)	£200	as above	S

Conversion of a garage to a dwelling to a habitable room(s) Full plan notices - inspection charge	£200 (6%)	£188	as above	S
Conversion of a garage to a dwelling to a habitable room(s) Building Notice	£465 (6%)	£440	as above	S
Conversion of a garage to a dwelling to a habitable room(s) Regularisation	£570 (6%)	£540	as above	O/S
Underpinning, less than £25,000 - Fixed price Full plan notices - plan charge	individually determined fees	£250	as above	S
Underpinning, less than £25,000 - Fixed price Full plan notices - inspection charge	individually determined fees	£0	as above	S
Underpinning, less than £25,000 - Fixed price Building Notice	individually determined fees	£250	as above	S
Underpinning, less than £25,000 - Fixed price Regularisation	individually determined fees	£350	as above	O/S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Full plan notices - plan charge	individually determined fees	£200	as above	S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Full plan notices - inspection charge	individually determined fees	£0	as above	S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Building Notice	individually determined fees	£200	as above	S
Renovation of a thermal element to a single dwelling, less than £25,000 - Fixed price Regularisation	individually determined fees	£300	as above	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 -	£180 (13%)	£160	as above	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 -	£0.00	£0	as above	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	£180 (13%)	£160	as above	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	£275 (6%)	£260	as above	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	£220 (10%)	£200	as above	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 (0%)	£0	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge)	£220 (10%)	£200	as above	S
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge)	£320 (7%)	£300	as above	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	£200 (11%)	£180	as above	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	£150 (7%)	£140	as above	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	£350 (9%)	£320	as above	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	£440 (5%)	£420	as above	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	£220 (22%)	£180	as above	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 - inspection	£250 (0%)	£250	as above	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 Building Notice	£470 (9%)	£430	as above	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	£560 (6%)	£530	as above	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	£220 (22%)	£180	as above	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	£400 (0%)	£400	as above	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	£620 (3%)	£600	as above	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	£720 (3%)	£700	as above	O/S
Window Replacement - Up to 4 Full plan notices - plan charge	£120 (0%)	£120	as above	S
Window Replacement - Up to 4 Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Window Replacement - Up to 4 Building Notice	£120 (0%)	£120	as above	S
Window Replacement - Up to 4 Regularisation	£230 (5%)	£220	as above	O/S
Window Replacement - 5 to 20 Full plan notices - plan charge	£200 (0%)	£200	as above	S
Window Replacement - 5 to 20 Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Window Replacement - 5 to 20 Building Notice	£200 (0%)	£200	as above	S
Window Replacement - 5 to 20 Regularisation	£330 (10%)	£300	as above	O/S
Electrical work - Any (other than rewire) Full plan notices - plan charge	£380 (6%)	£360	as above	S
Electrical work - Any (other than rewire) Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Electrical work - Any (other than rewire) Building Notice	£380 (6%)	£360	as above	S
Electrical work - Any (other than rewire) Regularisation	£490 (7%)	£460	as above	S
Electrical work - Rewire or new dwelling Full plan notices - plan charge	£510 (6%)	£480	as above	S
Electrical work - Rewire or new dwelling Full plan notices - inspection charge	£0 (0%)	£0	as above	S
Electrical work - Rewire or new dwelling Building Notice	£510 (6%)	£480	as above	S
Electrical work - Rewire or new dwelling Regularisation	£600 (3%)	£580	as above	O/S

<b>Other, Non domestic work - extensions and new build</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Floor area not exceeding 10m <sup>2</sup> Full plan notices - plan charge	individually determined fees	£200	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Floor area not exceeding 10m <sup>2</sup> Full plan notices - inspection charge	individually determined fees	£300	as above	S
Floor area not exceeding 10m <sup>2</sup> Regularisation	individually determined fees	£500	as above	O/S
Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Full plan notices - plan charge	individually determined fees	£200	as above	S
Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Full plan notices - inspection charge	individually determined fees	£460	as above	S

Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup> Regularisation	individually determined fees	£660	as above	O/S
Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notices	individually determined fees	£200	as above	S
Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Full plan notices - inspection charge	individually determined fees	£650	as above	S
Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup> Regularisation	individually determined fees	£850	as above	O/S
<b>All other non-domestic work - alterations</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Underpinning - Estimated cost less than £50 000 Full plan notices - plan charge	individually determined fees	£330	building control fees have ben reviewed for 2019/20, with an overall average of 5% increase - cost recovery	S
Underpinning - Estimated cost less than £50 001 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Underpinning - Estimated cost less than £50 002 Regularisation	individually determined fees	£430	as above	O/S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Full plan notices - plan charge	individually determined fees	£120	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation up to 4 Regularisation	individually determined fees	£220	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Full plan notices - plan charge	individually determined fees	£200	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Full plan notices - inspection charge	individually determined fees	£0	as above	S
Window Replacement including shop fronts (non-competent persons scheme) - Per installation over 4 up to 20 windows Regularisation	individually determined fees	£300	as above	O/S
Renovation of a thermal element Estimated cost less than £50 000 Full plan notices - plan charge	individually determined fees	£200	as above	S
Renovation of a thermal element Estimated cost less than £50 001 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Renovation of a thermal element Estimated cost less than £50 002 Regularisation	individually determined fees	£300	as above	O/S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - Estimated cost less than £5 000 Full plan notices - plan charge	individually determined fees	£200	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - Estimated cost less than £5 000 Full plan notices - inspection charge	individually determined fees	£0	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - Estimated cost less than £5 000 Regularisation	individually determined fees	£300	as above	O/S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £5001 - £25 000 Full plan notices - plan charge	individually determined fees	£180	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £5001 - £25 000 Full plan notices - inspection charge	individually determined fees	£140	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £5001 - £25 000 Regularisation	individually determined fees	£420	as above	O/S

Alterations not described elsewhere including structural alterations and installation of controlled fittings - £25 001 - £50 000 Full plan notices - plan charge	individually determined fees	£180	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £25 001 - £50 000 Full plan notices - inspection charge	individually determined fees	£300	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £25 001 - £50 000 Regularisation	individually determined fees	£580	as above	O/S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Full plan notices - plan charge	individually determined fees	£180	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Full plan notices - inspection charge	individually determined fees	£460	as above	S
Alterations not described elsewhere including structural alterations and installation of controlled fittings - £50 001 - £100 000 Regularisation	individually determined fees	£740	as above	O/S
Installation of mezzanine floor up to 500m <sup>2</sup> - Fixed price Full plan notices - plan charge	individually determined fees	£180	as above	S
Installation of mezzanine floor up to 500m <sup>2</sup> - Fixed price Full plan notices - inspection charge	individually determined fees	£300	as above	S
Installation of mezzanine floor up to 500m <sup>2</sup> - Fixed price Regularisation	individually determined fees	£580	as above	O/S

### Camping and caravan site licence

Camping and caravan site licence	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Camping and caravan site licence	FREE	Free		EX

### Car boots and markets

Car boot admission	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Aldershot - 9am to 10am	£3 (0%)	£3	No plans to change for 2019/20 - fees market lead	EX
Aldershot -After 10 - There is no charge for children under 10	£0.2 (0%)	£0	as above	EX
Farnborough - 9am to 11am	£5 (0%)	£5	as above	EX
Farnborough – after 11 - There is no charge for children under 10	£0.5 (0%)	£0.50	as above	EX

Car boot traders	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Small car	£8 (0%)	£8	No plans to change for 2019/20 - fees market lead	EX
Large car	£10 (0%)	£10	as above	EX
Van	£12 (0%)	£12	as above	EX
Extra trailer - small	£5 (0%)	£5	as above	EX
Extra trailer - large	£10 (0%)	£10	as above	EX

<b>Aldershot Market - per three metre pitch</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Regular traders	£25 (0%)	£25	No plans to change for 2019/20 - fees market	EX
Casual traders	£35 (0%)	£35	as above	EX
Rent a gazebo, for a regular trader	£2.5 (0%)	£2.50	as above	EX

Rent a gazebo, for a casual trader	£3 (0%)	£3	as above	EX
General waste bin - Regular traders	£14 (0%)	£14	as above	EX
Recycling bin - Regular traders	£10 (0%)	£10	as above	EX
Recycling bin - Casual traders	£12 (0%)	£12	as above	EX
Electric - Regular traders	£1 (0%)	£1	as above	EX
Electric - Casual traders	£1.5 (0%)	£1.50	as above	EX

<b>Farnborough Market - per three metre pitch</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Regular traders	£32.5 (0%)	£32.50	No plans to change for 2019/20 - fees market	EX
Casual traders	£42.5 (0%)	£42.50	as above	EX
Rent a gazebo, for a regular trader	£2.5 (0%)	£2.50	as above	EX
Rent a gazebo, for a casual trader	£3 (0%)	£3	as above	EX
General waste bin - Regular traders	£14 (0%)	£14	as above	EX
General waste bin - Casual traders	£16 (0%)	£16	as above	EX
Recycling bin - Regular traders	£10 (0%)	£10	as above	EX
Recycling bin - Casual traders	£12 (0%)	£12	as above	EX
Electric - Regular traders	£1 (0%)	£1	as above	EX
Electric - Casual traders	£1.5 (0%)	£1.50	as above	EX

<b>Craft fayre</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
3x3m pitch	£20 (0%)	£20	No plans to change for 2019/20 - fees market	EX
4x3m pitch	£30 (0%)	£30	as above	EX
6x3m pitch	£40 (0%)	£40	as above	EX
Electricity	£1 (0%)	£1	as above	EX

### Car parks

<b>Birchett Road car park, Aldershot - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 2 hours	£1 (0%)	£1.00	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 6pm - Up to 3 hours	£1.5 (0%)	£1.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
6pm to 9am	£1 (0%)	£1	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

<b>Co-op car park, Aldershot - Monday to Sunday</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 2 hours	£1 (0%)	£1	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 6pm - All day	£10 (0%)	£10	as above	S
6pm to 9am	£1 (0%)	£1	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

<b>Cove Green pavilion car park, Farnborough - Monday to Sunday</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
	FREE	Free	Designated as free car park	S

<b>Council Offices car park, Farnborough</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday - Permit holders and visitors to the council only	FREE	Free	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
Saturdays, Sundays and public holidays - 8am to 6pm - Up to 1 hour	£0.6 (0%)	£0.60	as above	S
Saturdays, Sundays and public holidays - 8am to 6pm - Up to 2 hours	£1.2 (0%)	£1.20	as above	S
Saturdays, Sundays and public holidays - 8am to 6pm - Up to 3 hours	£1.7 (0%)	£1.70	as above	S

<b>Cross Street, Aldershot - Monday to Sunday</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	S
8am to 6pm - Up to 2 hours	£1 (0%)	£1	as above	S
6pm to 8am	£1 (0%)	£1	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

<b>Farnborough Community Centre car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - cost per hour	£0.6 (0%)	£0.60	as above	S
8am to 6pm - All day	£5.5 (0%)	£5.5	as above	S
8am to 6pm - Two day	£11 (0%)	£11	as above	S
8am to 6pm - Three day	£16.5 (0%)	£17	as above	S
8am to 6pm - four day	£22 (0%)	£22	as above	S
8am to 6pm - Five day	£27.5 (0%)	£27.50	as above	S
6pm to midnight	£1 (0%)	£1.00	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

<b>Farnborough Leisure Centre car park - Mondays to Sundays (including public holidays) *Partial rebate available to leisure</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
6am to 8pm - up to 1 hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
6am to 8pm - up to 2 hours	£1.2 (0%)	£1.20	as above	S
6am to 8pm - up to 3 hours	£1.7 (0%)	£1.70	as above	S
6am to 8pm - up to 4 hours	£2 (0%)	£2	as above	S
6am to 8pm - Over 4 hours	£6 (0%)	£6	as above	S
11pm to 6am	£1 (0%)	£1	as above	S

<b>High Street multi-storey car park, Aldershot - Mondays to Sundays (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
<b>Ground floor &amp; Level 2</b>				
8am to 6pm - Up to 2 hour	£1 (0%)	£1.00	as above	S
8am to 6pm - Up to 3 hours	£1.5 (0%)	£1.50	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S
6pm to 8am	Free	Free	as above	S
<b>Levels 3 &amp; 4</b>				
8am to 6pm - Up to 1 hour	£0.5 (0%)	£0.50	as above	S
8am to 6pm - Up to 2 hours	£1 (0%)	£1	as above	S
8am to 6pm - Up to 3 hours	£1.5 (0%)	£1.50	as above	S
8am to 6pm - Up to 4 hours	£2 (0%)	£2	as above	S
8am to 6pm - Up to 5 hours	£2.5 (0%)	£2.50	as above	S
8am to 6pm - All day	£3.6 (0%)	£3.60	as above	S
8am to 6pm - 2 days	£7.2 (0%)	£7.20	as above	S
8am to 6pm - 3 days	£10.8 (0%)	£10.80	as above	S
8am to 6pm - 4 days	£14.4 (0%)	£14.40	as above	S
8am to 6pm - 5 days	£18 (0%)	£18	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S
6pm to 8am	FREE	Free	as above	S
<b>Levels 5-9 (currently not available for use )</b>				

<b>Kings Moat car park - Monday to Sunday</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Up to 1 hour	£0.7 (0%)	£0.70	as above	S
Up to 2 hours	£1.3 (0%)	£1.30	as above	S
Up to 3 hours	£1.8 (0%)	£1.80	as above	S
All day	£5.5 (0%)	£5.50	as above	S

<b>Napier Gardens car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - up to 1 hour	£0.3 (0%)	£0.30	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 6pm - up to 2 hours	£0.5 (0%)	£0.50	as above	S
8am to 6pm - up to 3 hours	£0.7 (-22%)	£0.90	as above	S
8am to 6pm - up to 4 hours	£0.9 (0%)	£0.90	as above	S
8am to 6pm - up to 5 hours	£1.1 (0%)	£1.10	as above	S
8am to 6pm - 5 hours or over	£3.5 (0%)	£3.50	as above	S
6pm - 9pm	£1 (0%)	£1	as above	S

<b>Parsons Barracks car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to five hours cost per hour	£0.5 (0%)	£0.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
8am to 6pm - Two day	£10 (0%)	£10	as above	S
8am to 6pm - Three day	£15 (0%)	£15	as above	S
8am to 6pm - four day	£20 (0%)	£20	as above	S
8am to 6pm - Five day	£25 (0%)	£25	as above	S
6pm to 8am	£1 (0%)	£1	as above	S
Commercial vehicles parking overnight - 8pm to 8am	£2 (0%)	£2	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S

<b>Peabody Road, Farnborough - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 1 hour	£0.4 (0%)	£0.40	as above	S
8am to 8pm - Up to 2 hour	£0.7 (0%)	£0.70	as above	S
8am to 8pm - Up to 3 hour	£1 (0%)	£1.00	as above	S
8am to 8pm - Up to 4 hour	£1.3 (0%)	£1.30	as above	S
8am to 8pm - Up to 5 hour	£1.5 (0%)	£1.50	as above	S
8am to 6pm - All day	£3.5 (0%)	£3.50	as above	S
8am to 6pm - Weekly ticket (five consecutive days)	£17.5 (0%)	£17.50	as above	S
6pm to 8am	£1 (0%)	£1	as above	S
Commercial vehicles parking overnight - 8pm to 8am	£2 (0%)	£2	as above	S

<b>Pinehurst multi-storey car park - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - up to 1 hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 8pm - Up to 2 hours	£1.1 (0%)	£1.10	as above	S
8am to 8pm - Up to 3 hours	£1.6 (0%)	£1.60	as above	S
8am to 8pm - Up to 4 hours	£2.1 (0%)	£2.10	as above	S
8am to 8pm - Up to 5 hours	£2.6 (0%)	£2.60	as above	S
8am to 6pm - All day	£4 (0%)	£4	as above	S
8am to 6pm - Two day	£8 (0%)	£8	as above	S
8am to 6pm - Three day	£12 (0%)	£12	as above	S
8am to 6pm - four day	£16 (0%)	£16	as above	S
8am to 6pm - Five day	£20 (0%)	£20	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

<b>Princes Gardens car park</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday 8am to 7pm - Up to one hour	£0.8 (0%)	£0.80	as above	S
Monday to Friday 8am to 7pm - Up to two hour	£1.6 (0%)	£1.60	as above	S
Monday to Friday 8am to 7pm - Over two hours	£10 (0%)	£10	as above	S
Saturday 8am to 7pm - Up to one hour	£0.6 (0%)	£0.60	as above	S
Saturday 8am to 7pm - Up to two hours	£1.2 (0%)	£1.20	as above	S
Saturday 8am to 7pm - Up to three hours	£1.8 (0%)	£1.80	as above	S
Saturday 8am to 7pm – Over three hours	£10 (0%)	£10	as above	S
Sunday	£0.6 (0%)	£0.60		
Mondays to Sundays 7pm to 8am – any length of stay	£1 (0%)	£1	as above	S

<b>Princes Hall car park</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday Before 6pm - * an hour	Parking Permit Only	Parking Permit Only	as above	S
Monday to Friday After 6pm - * an hour	£0.6 (0%)	£0.60	as above	S
Saturdays and public holidays - Any time * per hour	£0.6 (0%)	£0.60	as above	S
Saturdays and public holidays - Any time all day	£5 (0%)	£5.00	as above	S
Sunday - All day	£0.6 (0%)	£0.60	as above	S



<b>Queensmead car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Blue zone 30 min stay	£0.5 (0%)	£0.50	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 8pm - Up to 1 hour	£0.7 (0%)	£0.70	as above	S
8am to 8pm - Up to 2 hours	£1.3 (0%)	£1.30	as above	S
8am to 8pm - Up to 3 hours	£1.8 (0%)	£1.80	as above	S
8am to 8pm - Over 3 hours	£5.5 (0%)	£5.50	as above	S
8pm to 8am	£1 (0%)	£1	as above	S

<b>Union Street East car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Minimum charge £1 for 2 hours the £0.50 per hour up to 5 hours	£0.5 (0%)	£0.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
8am to 6pm - Two day	£10 (0%)	£10	as above	S
8am to 6pm - Three day	£15 (0%)	£15	as above	S
8am to 6pm - four day	£20 (0%)	£20	as above	S
8am to 6pm - Five day	£25 (0%)	£25	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

<b>Union Street West car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Minimum charge £1 for 2 hours the £0.50 per hour up to 5 hours	£0.5 (0%)	£0.50	as above	S
8am to 6pm - All day	£5 (0%)	£5	as above	S
8am to 6pm - Two day	£10 (0%)	£10	as above	S
8am to 6pm - Three day	£15 (0%)	£15	as above	S
8am to 6pm - four day	£20 (0%)	£20	as above	S
8am to 6pm - Five day	£25 (0%)	£25	as above	S
6pm to 8am	£1 (0%)	£1	as above	S

<b>Westmead House car park</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Sunday (including public holidays) – 6pm – 8am	£1 (0%)	£1	as above	S
Saturday and Sunday - 8am to 6pm -up to 2 hours per hour	£0.6 (0%)	£0.60	as above	S
Saturday and Sunday - 8am to 6pm -3 hours	£1.7 (0%)	£1.70	as above	S
Saturday and Sunday 8am to 8pm - 4 hours	£2 (0%)	£2	as above	S
8am to 8pm - Over 4 hours	£6 (0%)	£6	as above	S

<b>Westmead car park - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to one hour	£0.7 (0%)	£0.70	Reviewed by Car Parking Strategy Members Group last year, no review scheduled to take place in 2019/20	S
8am to 8pm - Up to two hours	£1.3 (0%)	£1.30	as above	S
8am to 8pm - Up to three hours	£1.8 (0%)	£1.80	as above	S
8am to 8pm - Up to four hours	£2 (0%)	£2	as above	S
8am to 8pm - Up to five hours	£2.5 (0%)	£2.50	as above	S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	S
24 hours (including overnight charge)	£6 (0%)	£6.00	as above	S
8pm to 9am	£1 (0%)	£1	as above	S

### **Car parks – permits**

<b>High Street multi-storey, Aldershot (Levels3-4)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday - a year	£864 (0%)	£864	as above	S
Monday to Saturday- a year	£1036 (0%)	£1,036	as above	S
Monday to Sunday - a year	£1065 (0%)	£1,065	as above	S

<b>Napier Gardens, Farnborough</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Sunday - a year (Traders permit)	£75 (0%)	£75	as above	S

<b>Parsons Barracks, Aldershot</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday - a year	£1200 (0%)	£1,200	as above	S
Monday to Saturday- a year	£1440 (0%)	£1,440	as above	S
Monday to Sunday - a year	£1468 (0%)	£1,468	as above	S

<b>Peabody Road, Farnborough</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday - a year	£840 (0%)	£840	as above	S
Monday to Saturday- a year	£1008 (0%)	£1,008	as above	S
Monday to Sunday - a year	£1176 (0%)	£1,176	as above	S

<b>Pinehurst, Farnborough</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday to Friday - a year	£960 (0%)	£960	as above	S

## CCTV

Per DVD	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Copy of CCTV footage (individuals only)	£10 (0%)	£10	Statutory	S
Copy of CCTV footage (Non-individual)(per camera and DVD)	£120 (0%)	£120	Cost recovery basis	S

## Cemeteries

Interment fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
For a person aged 12 years or over at a single depth	£1599 (3%)	£1,548	Increase by RPIX	O/S
Additional payment for interment at double depth	£776 (3%)	£751	Increase by RPIX	O/S
For a child aged 1 month but less than 12 years	£170 (3%)	£165	Increase by RPIX	O/S
Resident - For a stillborn child or child under 1 month	No charge	No charge		
For the burial of cremated remains	£519 (3%)	£503	Increase by RPIX	O/S
Non-resident - For a stillborn child or child under 1 month	£133 (3%)	£129	Increase by RPIX	O/S
Non-resident - For the burial of cremated remains	£1058 (3%)	£1,025	Increase by RPIX	O/S

Exclusive rights of burial	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Adults earthen graves for a period of 30 years	£1849 (3%)	£1,791	Increase by RPIX	O/S
Children's grave for a period of 30 years	£858 (3%)	£831	Increase by RPIX	O/S
Cremated remains for a period of 30 years	£1010 (3%)	£978	Increase by RPIX	O/S
Extension of burial of five years up to 30 years	£164 (3%)	£159	Increase by RPIX	O/S
Extension of cremated remains grave up to 30 years	£164 (3%)	£159	Increase by RPIX	O/S
Registering transfer of right of burial or statutory declaration	£164 (3%)	£159	Increase by RPIX	O/S

Memorials	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Any type of headstone not exceeding 4'0" in height (Kerbstones must not exceed 6'6" x 2'6" in designated areas)	£317 (3%)	£307	Increase by RPIX	O/S
Scrolls, vases or tablets laid horizontally at the head of the grave	£317 (3%)	£307	Increase by RPIX	O/S
Each additional inscription	£141 (3%)	£137	Increase by RPIX	O/S

## Committee room charges

room charges per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Concorde	£35 (0%)	£35	Review to be benchmarked against	S
Wellington	£20 (0%)	£20	as above	S
Montgomery	£20 (0%)	£20	as above	S
Vulcan	£20 (0%)	£20	as above	S
Chamber	£30 (0%)	£30	as above	S
Refreshments - per head	£1 (0%)	£1	as above	S

## Contaminated land enquiries

Contaminated land enquiries	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
These are subject to FOI (Freedom of Information) / EIR (environment Information Regulations ) and therefore not chargeable unless under prescribed circumstances				

## Council Offices tenants

Council Offices tenants	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Office space in the Council Offices	Subject to negotiation	Subject to negotiation		S

## Crematorium

Cremation fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Cremation of a person aged over 18 years	£850 (3%)	£823	Increase by RPIX	EX
Cremation of a child aged under 18 years	No Charge	No Charge		
Cameo Environmental Levy	£55 (0%)	£55	the CAMEO - mercury abatement charge set	EX

Miscellaneous cremation fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Minister's fee - when supplied by the crematorium	£190 (4%)	£182	Set by Church of England, awaiting confirmation wef on 1st January 2019	O/S
Interment or scattering of cremated remains (only payable if cremation took place at another crematorium)	£91 (3%)	£88	Increase by RPIX	EX
Temporary deposit of cremated remains (per month - first month free)	£31 (3%)	£30	Increase by RPIX	EX
Urns – Polytainer (included as part of cremation fee)	£23 (5%)	£22	Increase by RPIX	EX
Urns -Wooden casket	£51 (4%)	£49	Increase by RPIX	EX
Forwarding cremated remains by post	By arrangement	By arrangement		EX
Certified extract from Register of Cremation	£28 (4%)	£27	Increase by RPIX	EX
Transfer for memorial vault	No charge	No charge		EX
Exhumation (on receipt of a Home Office licence)	£248 (3%)	£240	Increase by RPIX	EX

Chapel fees	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Use of chapel for additional service time	£125 (3%)	£121	Increase by RPIX	EX
Use of chapel for memorial service, but no cremation	£288 (3%)	£279	Increase by RPIX	O/S
Use of chapel of rest (per day or part of a day)	£26 (4%)	£25	Increase by RPIX	EX

Book of Remembrance	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
First two lines	£101 (3%)	£98	Increase by RPIX	S
Each additional line	£7 (0%)	£7	Increase by RPIX	S
Extra cost for illustration	£75 (3%)	£73	Increase by RPIX	S

Memorial vaults	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
20 year period, including plaque	£1685 (3%)	£1,632	Increase by RPIX	S
30 year period, including plaque	£2173 (3%)	£2,104	Increase by RPIX	S
50 year period, including plaque	£2533 (3%)	£2,453	Increase by RPIX	S
Additional charge for photograph to be included on plaque	£117 (4%)	£113	Increase by RPIX	S

Woodland book	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Two year period	£218 (3%)	£211	Increase by RPIX	S
Five year period	£315 (3%)	£305	Increase by RPIX	S
Ten year period	£503 (3%)	£487	Increase by RPIX	S

Memorial vase	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Five year period	£315 (3%)	£305.00	Increase by RPIX	S
Ten year period	£503 (3%)	£487.00	Increase by RPIX	S
Extra cost for photograph	£117 (4%)	£113.00	Increase by RPIX	S

Floris plaques	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Inscription only	£387 (3%)	£375	Increase by RPIX	S
Posy holder or emblem	£421 (3%)	£408	Increase by RPIX	S
Ceramic inset	£479 (3%)	£464	Increase by RPIX	S
Photograph	£518 (3%)	£502	Increase by RPIX	S

Octagonal memorial planter	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Five year period	£315 (3%)	£305	Increase by RPIX	S
Ten year period	£503 (3%)	£487	Increase by RPIX	S

Memorial benches	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
20 year period	£1386 (3%)	£1,342	Increase by RPIX	S
Additional plaque for existing memorial bench	£163 (3%)	£158	Increase by RPIX	S

Roses, trees and shrubs	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Bush roses (seven year period)	£402 (3%)	£389	Increase by RPIX	S
Standard roses, trees & shrubs (seven year period)	£479 (3%)	£464	Increase by RPIX	S
Additional cost for black granite plaque which can have up to five relatives names and an illustration	£148 (3%)	£143	Increase by RPIX	S

## Design

Charges for external work	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per hour	£30 (0%)	£30		S

## DBS recharges to outside organisations

	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Recharge for DBS checks for outside organisations	£15 (0%)	£15	cost recovery	S

## Dog warden

	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Seizure of stray dogs – per dog	£25 (0%)	£25	Statutory charge	O/S
Kennelling charges – 1 or 2 days	£38 (3%)	£37	Increase by RPIX	O/S
Kennelling charges – Each additional days	£23 (5%)	£22.00	Increase by RPIX	O/S

## Electoral register

Electoral register	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Proof that you are on the electoral register - certificate of residency - Per register 1st December to 1st December	£0 (-100%)	£15	Free of charge guidance from The Electoral Commission re EU General Data Protection Regulation (GDPR)	
The fees for sale of the full register and notices of alteration - in data format	£20 (0%)	£20	Statutory charge	O/S
The fees for sale of the full register and notices of alteration - in data format per 1000 entries	£1.5 (0%)	£1.50	Statutory charge	O/S
The fees for sale of the full register and notices of alteration - in printed format	£10 (0%)	£10	Statutory charge	O/S
The fees for sale of the full register and notices of alteration - in printed format per 1000 entries	£5 (0%)	£5	Statutory charge	O/S
The fees for sale of the list of overseas electors in data format	£20 (0%)	£20	Statutory charge	O/S
The fees for sale of the list of overseas electors - in data format per 100 entries	£1.5 (0%)	£1.50	Statutory charge	O/S
The fees for sale of the list of overseas electors - in printed format	£10 (0%)	£10	Statutory charge	O/S
The fees for sale of the list of overseas electors - in printed format per 100 entries	£5 (0%)	£5	Statutory charge	O/S

## Environmental protection

Environmental Permitting Regulations 2016	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
LAPPC part B permits	Statutory – charge dependent on type and process	Statutory – charge dependent on type and process	Statutory – charge dependent on type and process	O/S

## Fixed penalty notices

Depositing litter including gum & cigarettes	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S
Per offence full amount	£75 (0%)	£75	Set by DEFRA with min and max charge	O/S

Failing to pick up dog faeces on designated land	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S
Per offence full amount	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S

Abandoning a vehicle	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£120 (0%)	£120	Set by DEFRA with min and max charge	O/S
Per offence full amount	£200 (0%)	£200	Set by DEFRA with min and max charge	O/S

Graffiti & fly posting	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£50 (0%)	£50	Set by DEFRA with min and max charge	O/S
Per offence full amount	£75 (0%)	£75	Set by DEFRA with min and max charge	O/S

Offences in relation to waste receptacles	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per offence paid within 10 days	£60 (0%)	£60	Set by DEFRA with min and max charge	O/S
Per offence full amount	£80 (0%)	£80	Set by DEFRA with min and max charge	O/S

<b>Failure to produce authority to transport controlled waste</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Per offence paid within 10 days	£180 (0%)	£180	Set by DEFRA with min and max charge	O/S
Per offence full amount	£300 (0%)	£300	Set by DEFRA with min and max charge	O/S

<b>Nuisance parking (sale and repair)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Per offence paid within 10 days	£60 (0%)	£60	Set by DEFRA with min and max charge	O/S
Per offence full amount	£100 (0%)	£100	Set by DEFRA with min and max charge	O/S

<b>Failure to produce waste carrier's licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Per offence paid within 10 days	£180 (0%)	£180	Set by DEFRA with min and max charge	O/S
Per offence full amount	£300 (0%)	£300	Set by DEFRA with min and max charge	O/S

<b>Failure to comply with Community Protection Notice</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Per offence paid within 10 days	£60 (0%)	£60	Set by DEFRA with min and max charge	O/S
Per offence full amount	£100 (0%)	£100	Set by DEFRA with min and max charge	O/S

<b>Fly-tipping</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Per offence paid within 10 days	£200 (0%)	£200	Set by DEFRA with min and max charge	O/S
Per offence full amount	£400 (0%)	£400	Set by DEFRA with min and max charge	O/S

## h Food hygiene

<b>Food hygiene courses</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Per person	£50 (0%)	£50	Discretionary charge - market rate for provision of Courses	EX

## Funfairs and circuses

	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Funfairs and circuses (without performing animals)	Subject to negotiation	Subject to negotiation		EX

## Gambling, gaming & lotteries

<b>Bingo premises licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non conversion provisional statement (hold a provisional statement)	*	£690	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,920	see above	O/S
Annual fees	*	£550	see above	O/S
Variation	*	£1,750	see above	O/S
Transfer	*	£665	see above	O/S
Reinstatement	*	£665	see above	O/S
Provisional statement (pending premises build):	*	£1,920	see above	O/S

<b>Adult gaming centre premises licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non conversion provisional statement (hold a provisional statement)	*	£690	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,100	see above	O/S
Annual fees	*	£550	see above	O/S
Variation	*	£1,000	see above	O/S
Transfer	*	£665	see above	O/S
Reinstatement	*	£665	see above	O/S
Provisional statement (pending premises build):	*	£1,100	see above	O/S

<b>Family entertainment centre premises licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non conversion provisional statement (hold a provisional statement)	*	£550	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,100	see above	O/S
Annual fees	*	£450	see above	O/S
Variation	*	£1,000	see above	O/S
Transfer	*	£525	see above	O/S
Reinstatement	*	£525	see above	O/S
Provisional statement (pending premises build):	*	£1,100	see above	O/S

<b>Betting (tracks) premises licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non conversion provisional statement (hold a provisional statement)	*	£550	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,370	see above	O/S
Annual fees	*	£550	see above	O/S
Variation	*	£1,250	see above	O/S
Transfer	*	£525	see above	O/S
Reinstatement	*	£525	see above	O/S
Provisional statement (pending premises build):	*	£1,370	see above	O/S

<b>Betting (other) premises licence</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non conversion provisional statement (hold a provisional statement)	*	£690	* these fees will be reviewed by L,A&GP	O/S
Non conversion - other premises (first time grant)	*	£1,655	see above	O/S
Annual fees	*	£415	see above	O/S
Variation	*	£1,500	see above	O/S
Transfer	*	£665	see above	O/S
Reinstatement	*	£665	see above	O/S
Provisional statement (pending premises build):	*	£1,665	see above	O/S

<b>Other premises licence charges</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Change of circumstances	*	£28.50	* these fees will be reviewed by L,A&GP	O/S
Copy of a premises licence	*	£17.50	see above	O/S



<b>Family entertainment gaming machine permit</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Application fee	£300 (0%)	300.00	Statutory charge	O/S
Renewal	£300 (0%)	300.00	Statutory charge	O/S

<b>Prize gaming permit</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Application fee	£300 (0%)	£300	Statutory charge	O/S
Renewal	£300 (0%)	£300	Statutory charge	O/S

<b>Prize gaming permit</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Application fee	£200 (0%)	£200	Statutory charge	O/S
Fast track	£100 (0%)	£100	Statutory charge	O/S
Annual fee	£50 (0%)	£50	Statutory charge	O/S
Renewal	£200 (0%)	£200	Statutory charge	O/S
Variation	£100 (0%)	£100	Statutory charge	O/S

<b>Club machine permit</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Application fee	£200 (0%)	£200	Statutory charge	O/S
Fast track	£100 (0%)	£100	Statutory charge	O/S
Annual fee	£50 (0%)	£50	Statutory charge	O/S
Renewal	£200 (0%)	£200	Statutory charge	O/S
Variation	£100 (0%)	£100	Statutory charge	O/S

<b>Licensed premises gaming machine permit</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Application fee	£150 (0%)	£150	Statutory charge	O/S
Annual fee	£50 (0%)	£50	Statutory charge	O/S
Variation	£100 (0%)	£100	Statutory charge	O/S
Transfer	£25 (0%)	£25	Statutory charge	O/S

<b>Licensed premises gaming machine notification</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Application fee	£50 (0%)	£50	Statutory charge	O/S

<b>Other permit and notification charges</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Change of name	£25 (0%)	£25	Discretionary up to a statutory limit.	O/S
Copy of permit	£15 (0%)	£15	Discretionary up to a statutory limit.	O/S

<b>Small society lotteries</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Registration	£40 (0%)	£40	Statutory charge	O/S
Annual fee	£20 (0%)	£20	Statutory charge	O/S

gh **Hair and beauty registration**

Acupuncture, tattooing, ear piercing and electrolysis registration	Charge for 2019/20	£167.00	Methodology in reviewing the charge	VAT indicator
Per premises	£97 (3%)	£94	Increase by RPIX	O/S
Per person	£93 (3%)	£90	Increase by RPIX	O/S

3 **Halls and pavilions**

Per session	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Southwood Community Centre – per hour	£18 (3%)	£18	Increase by RPIX	S
Cove Green Pavilion	£17 (3%)	£17	Increase by RPIX	EX
Rectory Road Pavilion	£17 (3%)	£17	Increase by RPIX	EX
Blunden Hall – Morning sessions	£21.5 (2%)	£21	Increase by RPIX	EX
Blunden Hall – Afternoon sessions	£21.5 (2%)	£21	Increase by RPIX	EX
Blunden Hall – Evening sessions	£29.5 (4%)	£28.50	Increase by RPIX	EX
Blunden Hall – Parties	£45 (3%)	£44	Increase by RPIX	EX
Note: Sessions generally as follows: rounded to 50p Morning: 9am-1.30pm Afternoon: 1.30pm-6pm Evening: 6pm-11pm				

**Highways**

Access protection marking	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Single	£175 (67%)	£105	cost basis recharge	S
Double	£215 (72%)	£125	cost basis recharge	S
For lines over 10m addition charge per metre		N/A	cost basis recharge	S

Access protection marking fees to increase from 1 December 2018

**HMO licensing**

Licence Fee (5-year licence)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Per HMO, occupied by up to 5 persons	£781 (3%)	£756	Increase by RPIX	O/S
Per HMO, occupied by between 6-10 persons	£981 (3%)	£950	Increase by RPIX	O/S
Per HMO, occupied by between 11-15 persons	£1170 (3%)	£1,133	Increase by RPIX	O/S
Per HMO, occupied by between 16-20 persons	£1370 (3%)	£1,327	Increase by RPIX	O/S
Per HMO, occupied by 21+ residents	£1562 (3%)	£1,513	Increase by RPIX	O/S

## Land charges

Land charges	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
LLC1 charges - LLC1 - search in the whole register - apply by post or using online form per search	£36 (0%)	£36	Will be reviewed in the coming year	O/S
LLC1 charges - Additional parcels of land each	£6 (0%)	£6	as above	O/S
LLC1 charges - Search in part of register each part	£12 (0%)	£12	as above	O/S
CON 29 (R) charges - CON 29 (R) - enquiries submitted in person, postal service or DX	£84 (0%)	£84	as above	S
CON 29 (R) charges - CON 29 (R) - apply using online form	£70 (0%)	£70	as above	S
CON 29 (R) charges - Additional parcels of land each	£15 (0%)	£15	as above	S
(1 ) Full search charges - LLC1 and CON 29 ® - Full search per search enquiries submitted in person, postal service or DX	£162 (18%)	£136.8	Fee increase to cover HCC fee rise element to £39	LLC1 element = O/S CON29 element =S
(1 ) Full search charges - LLC1 and CON 29 ® -Full search - apply using online form per search	£145.2 (21%)	£120	Fee increase to cover HCC fee rise element to £39	LLC1 element = O/S CON29 element =S
Full search charges - LLC1 and CON 29 ® -Additional parcels of land each	£15 (0%)	£15	Will be reviewed in the coming year	S
CON 29 (O) - optional enquiries - Questions 4 and 21 , 22	£39 (117%)	£18	Fee increase to cover HCC fee rise element to £39	S
CON 29 (O) - optional enquiries -All other optional enquiries each	£10 (0%)	£10	as above	O/S
CON 29 (O) - optional enquiries - Additional enquiries (applicant's own), each	£20 (0%)	£20	as above	O/S

Note - (1) rate shown including Vat, mixed supply for VAT purposes

## On street parking

Alexandra Road - Monday to Saturday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group	O/S
8am to 8pm -6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

Grosvenor Road - Monday to Sunday (including public holidays)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>High Street (short stay bays) - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>High Street (long stay bays) - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy Members Group	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Station Road (short stay bays) - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 6pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 6pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 6pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>Station Road (Long stay bays) - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Heathland Street - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>Crimea Road - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Northmead - charges apply 5pm- 10pm. (7am-5pm no parking as loading bay only )</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
20 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
40 mins	£0.4 (0%)	£0.40		O/S
60 mins	£0.6 (0%)	£0.60		O/S

<b>Pickford Street - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Birchett Road (short stay bays)- Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>Birchett Road (long stay bays)- Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free		O/S

<b>Edward Street - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Barrack Road - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Frederick Street - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>Gordon Road - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>Victoria Road (short stay bays) - Monday to Sunday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 10pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
8am to 10pm - Up to 30 mins	£0.4 (0%)	£0.40	as above	O/S
8am to 10pm - Up to 45 mins	£0.6 (0%)	£0.60	as above	O/S
8am to 10pm - Up to 60 mins	£0.8 (0%)	£0.80	as above	O/S

<b>Victoria Road (long stay bays) - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 8pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
8am to 8pm - All day	£5.5 (0%)	£5.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>East Station Road parking area - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
7am to 5pm - Up to 5 hours - per hour	£0.6 (0%)	£0.60	Reviewed by Car Parking Strategy	O/S
7am to 5pm - 6 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
7am to 5pm - 7 hours	Fee removed, part of the all day ticket	Fee removed, part of the all day ticket	as above	O/S
7am to 5pm - All day	£5.5 (0%)	£5.50	as above	O/S
7am to 5pm - Two day	£11 (0%)	£11	as above	O/S
7am to 5pm - Three day	£16.5 (0%)	£16.50	as above	O/S
7am to 5pm - Four day	£22 (0%)	£22	as above	O/S
7am to 5pm - Five day	£27.5 (0%)	£27.50	as above	O/S
Sunday - All day	FREE	Free	as above	O/S

<b>Salisbury Road parking area - Monday to Saturday (including public holidays) White bays - 8am - 7pm and Red bays - 8am - 7pm</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Up to 20 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
Up to 40 mins	£0.4 (0%)	£0.40	as above	O/S
Up to 60 mins	£0.6 (0%)	£0.60	as above	O/S

<b>Station Road - Monday to Friday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - All day	£5 (0%)	£5	Reviewed by Car Parking Strategy	O/S

<b>Camp Road - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 6pm - Up to 30 mins	£0.3 (0%)	£0.30	as above	O/S
8am to 6pm - Up to 45 mins	Removed	Removed	as above	O/S
8am to 6pm - Up to 60 mins	£0.5 (0%)	£0.50	as above	O/S

<b>Lynchford Road - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy	O/S
8am to 6pm - Up to 30 mins	£0.3 (0%)	£0.30	as above	O/S
8am to 6pm - Up to 45 mins	Removed	Removed	as above	O/S
8am to 6pm - Up to 60 mins	£0.5 (0%)	£0.50	as above	O/S

<b>Queens Road - Monday to Saturday (including public holidays)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
8am to 6pm - Up to 15 mins	£0.2 (0%)	£0.20	Reviewed by Car Parking Strategy Members Group	O/S
8am to 6pm - Up to 30 mins	£0.3 (0%)	£0.30	as above	O/S
8am to 6pm - Up to 45 mins	Removed	Removed	as above	O/S
8am to 6pm - Up to 60 mins	£0.5 (0%)	£0.50	as above	O/S

Resident parking permits	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
First permit a year	£45 (0%)	£45	No increase planned	O/S
Second permit a year	£65 (0%)	£65	as above	O/S
Lost or damaged permit	£10 (0%)	£10	as above	O/S

### Out-of-hours emergency service

Out-of-Hours Emergency Service	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Call-out charge to attend to incidents	This charge is out-of- hours officer time which is charged at a minimum of two hours	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	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Contravention Level High - Paid within 14 days	£35 (0%)	£35	Statutory charge	O/S
Contravention Level High - Paid after 14 days	£70 (0%)	£70	Statutory charge	O/S
Contravention Level High - Paid after Charge Certificate	£105 (0%)	£105	Statutory charge	O/S
Contravention Level Low - Paid within 14 days	£25 (0%)	£25	Statutory charge	O/S
Contravention Level Low - Paid after 14 days	£50 (0%)	£50	Statutory charge	O/S
Contravention Level Low - Paid after Charge Certificate	£75 (0%)	£75	Statutory charge	O/S

### Pests & pest control

Pests & pest control	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Domestic Premises - Rats, mice	Free service offered for single family dwellings	Free service offered for single family dwellings		O/S
Domestic Premises - Cockroaches, bedbugs	No longer provided as a service, except for those in receipt of qualifying benefits in non commercial premises	No longer provided as a service, except for those in receipt of qualifying benefits in non commercial premises		O/S

### Planning application fees

Householder planning applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
To alter or add to an existing property	£172 (0%)	£172	Fees set nationally	O/S
To erect outbuildings, fences, access alterations, etc within the boundaries of your property	£172 (0%)	£172	see above	O/S
To alter, or add to, two or more existing properties	£339 (0%)	£339	see above	O/S



Outline planning applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
For a site area up to 2.5 hectares - for each 0.1 hectare (or part of) of the site area	£385 (0%)	£385	Fees set nationally	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	£9,527, plus £115 for each additional 0.1 hectare. Up to a maximum of £125,000	see above	O/S

Full planning permission or reserved matters application	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Erection of housing - For a development of 50 or fewer houses	£385 for each house	£385 for each house	Fees set nationally	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	£19,049 plus £115 for each additional house. Up to a maximum of £250,000	see above	O/S
Erection of glasshouses on agricultural land - New floor space up to 465 square metres	£80 (0%)	£80	see above	O/S
Erection of glasshouses on agricultural land - New floor space of more than 465 square metres	£2150 (0%)	£2,150	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space up to 465 square metres	£80 (0%)	£80	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space of more than 465 square metres, but not exceeding 540 square metres	£385 (0%)	£385	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space 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	£385 for the first 540 square metres, plus £385 for each additional 75 square metres	see above	O/S
Erection of other agricultural buildings on agricultural land - New floor space of more than 4,215 square metre	£19,049 plus £115 for each additional 75 square metre. Up to a maximum of £250,000	£19,049 plus £115 for each additional 75 square metre. Up to a maximum of £250,000	see above	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	£195 for each 0.1 hectare	see above	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	£29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000	Fees set nationally	O/S
Erection, alterations or replacement of plant or machinery - Work to enclose the boundaries of your property, such as erecting gates,	£172 (0%)	£172.00	see above	O/S
Erection, alterations or replacement of plant or machinery - Car parks, service roads and other accesses	£195 (0%)	£195.00	see above	O/S
The winning and working of minerals - For a site area of up to 15 hectares	£195 for each 0.1 hectare	£195 for each 0.1 hectare	see above	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	£29,112, plus £115 for each additional 0.1 hectare. Up to a maximum of £65,000	see above	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 of £250,000	£195 for each 0.1 hectare. Up to a maximum of £250,000	see above	O/S

Full planning permission or reserved matters application	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Where the change of use is for up to 50 houses	£385 for each additional house	£385 for each additional house	Fees set nationally	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	£19,049 plus £115 for each additional house (over 50). Up to a maximum of £250,000	see above	O/S
To make a material change in use of a building or land, other than as above	£385 (0%)	£385	see above	O/S

Other applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
To vary a condition imposed on an earlier permission	£195 (0%)	£195	Fees set nationally	O/S
To remove a condition imposed on an earlier permission	£195 (0%)	£195	see above	O/S
To renew temporary permission	£195 (0%)	£195	see above	O/S

Advertisements	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
To advertise the nature of the business or activity carried out on the premises	£110 (0%)	£110	Fees set nationally	O/S
To advertise the goods sold or services provided on the premises	£110 (0%)	£110	see above	O/S
To advertise the name and qualifications of the person carrying out the business or activity or supplying goods or services	£110 (0%)	£110	see above	O/S
Advance signs directing people to a business, but which are not situated on or visible from the site	£110 (0%)	£110	see above	O/S
All other advertisements	£385 (0%)	£385	see above	O/S

Lawful development certificates	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
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	Same as for an equivalent planning application	Fees set nationally	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	Half the fee of an equivalent planning application	see above	O/S
Lawful development certificate for a proposed use of buildings or land	Half the fee of an equivalent planning application	Half the fee of an equivalent planning application	see above	O/S

Conditions applications	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Approval of details required by conditions - per application (not condition)	£97 (0%)	£97	Fees set nationally	O/S
Confirmation that the conditions have been complied with - per request	£97 (0%)	£97	see above	O/S
For householders applying for the above - for each request	£28 (0%)	£28	see above	O/S

Applications for new planning permission to replace existing (known as extant) planning permission	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Household application	£57 (0%)	£57	Fees set nationally	O/S
Major application	£575 (0%)	£575	see above	O/S
Other applications	£195 (0%)	£195	see above	O/S

<b>Applications to make non-material changes</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Household application	£28 (0%)	£28	Fees set nationally	O/S
Other applications	£195 (0%)	£195	see above	O/S

<b>All other applications</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
For other applications not mentioned above	£195 for each 0.1 hectare of the site, up to a maximum of £1,690	£195 for each 0.1 hectare of the site, up to a maximum of £1,690	Fees set nationally	O/S

<b>Determinations</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Agriculture / forestry buildings or private ways	£80 (0%)	£80	Fees set nationally	O/S
Demolition of building only (where no other development is taking place)	£80 (0%)	£80	see above	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 (0%)	£385	see above	O/S

### Planning information fees

	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Building regulation application decisions and completion certificates Per document	£20 (0%)	£20	no planned increase in fees for 2018/19	O/S
Replies to written requests from solicitors, developers or professional agents	£40 (0%)	£40	see above	O/S
Advice on obligations in legal agreements First obligation	£250 (0%)	£250	see above	O/S
Advice on obligations in legal agreements Each obligation after that	£40 (0%)	£40	see above	O/S
Advice on obligations in legal agreements Carry out site visit	£240 (0%)	£240	see above	O/S
General research enquiries - Zoning	£60 (0%)	£60	see above	O/S
General research enquiries - Listed building	£60 (0%)	£60	see above	O/S
General research enquiries - Conservation area	£60 (0%)	£60	see above	O/S
General research enquiries - Tree Preservation Order	£60 (0%)	£60	see above	O/S
General research enquiries - Planning or building regulation history	£200 (0%)	£200	see above	O/S
General research enquiries - Permitted planning use	£335 (0%)	£335	see above	O/S
Information on other developments in the surrounding area - Site specific	£200 (0%)	£200	see above	O/S
Information on other developments in the surrounding area - Site specific (including land and specifying its uses)	£240 (0%)	£240	see above	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	£265 (0%)	£265	see above	O/S
Photocopying and microfiche charges A4	£0.2 (0%)	£0.2	see above	O/S
Photocopying and microfiche charges A5	£0.5 (0%)	£0.5	see above	O/S
Photocopying and microfiche charges A2	£10 (0%)	£10	see above	O/S
Photocopying and microfiche charges A1	£18 (0%)	£18	see above	O/S
Photocopying and microfiche charges A0	£30 (0%)	£30	see above	O/S

## Planning pre-application advice

Pre-application advice	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Major	£720 (0%)	£720	Fees agreed at Cabinet 6/3/18	O/S
Minor	£240 (0%)	£240	see above	O/S
Householder	£40 (0%)	£40	see above	O/S

## Princes Hall

Main Hall (Non-commercial within Borough) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday- Wednesday	£70 (0%)	£70	Main auditorium - Following changes last year leaving fees at same level. In practice, hire charges are often agreed by negotiation, (during quieter periods, late bookings, etc), and established regular hirers will not be disadvantaged.	S*
After midnight rate x 1.5	£105 (0%)	£105		S*
Thursday - Friday	£90 (0%)	£90		S*
After midnight rate x 1.5	£135 (0%)	£135		S*
Saturday	£110 (0%)	£110		S*
After midnight rate x 1.5	£165 (0%)	£165		S*
Sunday (Bank holiday)	£130 (0%)	£130		S*
After midnight rate x 1.5	£195 (0%)	£195		S*

Main Hall (Commercial) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Wednesday	£120 (0%)	£120	Main auditorium - Following changes last year leaving fees at same level. In practice, hire charges are often agreed by negotiation, (during quieter periods, late bookings, etc), and established regular hirers will not be disadvantaged.	S*
After midnight rate x 1.5	£180 (0%)	£180		S*
Thursday-Friday	£140 (0%)	£140		S*
After midnight rate x 1.5	£210 (0%)	£210		S*
Saturday	£160 (0%)	£160		S*
After midnight rate x 1.5	£240 (0%)	£240		S*
Sunday (Bank holiday)	£180 (0%)	£180		S*
After midnight rate x 1.5	£270 (0%)	£270		S*

Tichborne Suite (Non -commercial) Per hour	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Monday-Saturday	£35 (0%)	£35	Tichborne suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight rate x 1.5	£53 (0%)	£53		S*
Sunday	£45 (0%)	£45		S*
After midnight	£68 (0%)	£68		S*

<b>Tichborne Suite (Commercial) Per hour</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday-Saturday	£50 (0%)	£50	Tichborne suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight	£75 (0%)	£75		S*
Sunday	£70 (0%)	£70		S*
After midnight	£105 (0%)	£105		S*

<b>Edinburgh Suite Per hour</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non-commercial Monday-Saturday	£25 (0%)	£25	Edinburgh Suite and Foyer Bar - Following changes last year leaving fees at same level	S*
Non-commercial Sunday	£35 (0%)	£35		S*
Commercial Monday-Saturday	£35 (0%)	£35		S*
Commercial Sunday	£50 (0%)	£50		S*
after midnight rate is 1.5				S*

<b>Foyer Bar</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Non-commercial Monday-Saturday	£25 (0%)	£25	Edinburgh Suite and Foyer Bar - Following changes last year leaving fees at same level	S*
Non-commercial Sunday	£35 (0%)	£35		S*
Commercial Monday-Saturday	£35 (0%)	£35		S*
Commercial Sunday	£50 (0%)	£50		S*
after midnight rate is 1.5				S*

<b>Princes Suite (Non Commercial)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday-Saturday	£45 (0%)	£45	Princes Suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight	£68 (0%)	£68		S*
Sunday	£70 (0%)	£70		S*
After midnight	£105 (0%)	£105		S*

<b>Princes Suite (Commercial)</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Monday-Saturday	£70 (0%)	£70	Princes Suite - is generally only used Mon to Sat, and very rarely after midnight. Following changes last year leaving fees at same level. In practice, hire charges are often by negotiation.	S*
After midnight	£105 (0%)	£105		S*
Sunday	£100 (0%)	£100		S*
After midnight	£150 (0%)	£150		S*

Other	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Stewards – per hour	£9.5 (12%)	£8.50	cost recovery	S
Door supervisors – per hour	£22 (1%)	£21.70	as above	S
Box office open at event – per performance (Monday- Saturday)	£100 (25%)	£80	as above	S
Box office open at event – per performance (Sunday)	£120 (20%)	£100	as above	S
Tickets – if Princess Hall sells	£0.05 (0%)	£0.05	as above	S
Tickets – if hirer sells	£0.1 (0%)	£0.10	as above	S

Other charges (Non -commercial)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Ticket sales	5% of gross	5% of gross		S
Inclusion on 'What's On' Brochure	£150 (0%)	£150		S
Full stage lighting/sound equipment including services of one technician	£100 (0%)	£100.00		S
Use of baby-grand piano on stage	£90 (0%)	£90.00		S

Other charges (Commercial)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Ticket sales	10% of gross	10% of gross		S
Inclusion on 'What's On' Brochure	£150 (0%)	£150		S
Full stage lighting/sound equipment including services of one technician	£200 (0%)	£200.00		S
Use of baby-grand piano on stage	£120 (0%)	£120.00		S

### Print charges

Print charges	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Graphics A0 1 to 10	£15 (0%)	£15	basis of charges drawn up with due regard to demand expectations. Costs of production vary depending upon market prices for paper, service production and supply charges	S
Graphics A0 11+	£12 (0%)	£12		S
Graphics A1 1 to 10	£8 (0%)	£8		S
Graphics A1 11+	£6 (0%)	£6		S
Graphics A2 1 to 10	£5 (0%)	£5		S
Graphics A2 11+	£3.75 (0%)	£3.75		S
CAD colour A0 1 to 10	£4 (0%)	£4	as above	S
CAD colour A0 11+	£3 (0%)	£3	as above	S
CAD colour A1 1 to 10	£3 (0%)	£3	as above	S
CAD colour A1 11+	£2.25 (0%)	£2.25	as above	S
CAD colour A2 1 to 10	£2 (0%)	£2	as above	S
CAD colour A2 11+	£1.5 (0%)	£1.50	as above	S
CAD mono A0 1 to 10	£2 (0%)	£2	as above	S
CAD mono A0 11+	£1.5 (0%)	£1.50	as above	S
CAD mono A1 1 to 10	£1.5 (0%)	£1.50	as above	S
CAD mono A1 11+	£1.15 (0%)	£1.15	as above	S

CAD mono A2 1 to 10	£1 (0%)	£1	as above	S
CAD mono A2 11+	£0.75 (0%)	£0.75	as above	S
Lamination A0 1 to 10	£10 (0%)	£10	as above	S
Lamination A0 11+	£7.5 (0%)	£7.50	as above	S
Lamination A1 1 to 10	£7 (0%)	£7	as above	S
Lamination A1 11+	£5.25 (0%)	£5.25	as above	S
Lamination A2 1 to 10	£4 (0%)	£4	as above	S
Lamination A2 11+	£3 (0%)	£3	as above	S
Lamination A3 Per sheet	£1.25 (0%)	£1	as above	S
Lamination A4 Per sheet	£1 (0%)	£1.00	as above	S
Comb binding from	£0.4 (0%)	£0.40	as above	S
Finishing per hour	£36 (0%)	£36	as above	S
Scanning A0 1 to 10	£4 (0%)	£4	as above	S
Scanning A0 11+	£3 (0%)	£3	as above	S
Scanning A1 1 to 10	£2 (0%)	£2	as above	S
Scanning A1 11+	£1.5 (0%)	£1.50	as above	S
Printing A4 Black and White 1-250	£0.03 (0%)	£0.03	as above	S
Printing A4 Black and White 251-500	£0.03 (0%)	£0.03	as above	S
Printing A4 Black and White 501+	£0.02 (0%)	£0.02	as above	S
Printing A3 Black and White 1-250	£0.5 (0%)	£0.50	as above	S
Printing A3 Black and White 251-500	£0.05 (0%)	£0.05	as above	S
Printing A3 Black and White 501+	£0.04 (0%)	£0.04	as above	S
Printing A4 Colour 1-250	£0.15 (0%)	£0.15	as above	S
Printing A4 Colour 251-500	£0.14 (0%)	£0.14	as above	S
Printing A4 Colour 501+	£0.12 (0%)	£0.12	as above	S
Printing A3 Colour 1-250	£0.2 (0%)	£0.20	as above	S
Printing A3 Colour 251-500	£0.18 (0%)	£0.18	as above	S
Printing A3 Colour 501+	£0.16 (0%)	£0.16	as above	S
Card A4 per sheet	£0.07 (0%)	£0.07	as above	S
Card A3 per sheet	£0.14 (0%)	£0.14	as above	S
Engagement in substantial Printing services with outside bodies			subject to negotiation with clients	S

### Property inspections

Property Inspections	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Inspections requested by the British High Commission (Housing Services)	£147 (4%)	£142	Increase by RPIX	O/S

## Scrap metal dealer's licence

For three years	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Scrap Metal Dealers – Site Licence – New or Renewal	*	£400	* to be reviewed at L,A &GP	O/S
Scrap Metal Dealers – Collectors Licence – New or Renewal	*	£160	as above	O/S
Variation to either Site or Collectors Licence	*	£80	as above	O/S

## Sex shops

Sex shops	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Initial application	£1115 (0%)	£1,115	cost recovery	O/S
Application to transfer a licence	£1115 (0%)	£1,115	as above	O/S
Renewal of a licence	£270 (0%)	£270	as above	O/S

Renewal date 1 June 2018

## Street naming and numbering

Street naming and numbering	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Change of house name (where property has no postal number)	£50 (100%)	£25	cost recovery	O/S
Change of building name/address for commercial units	£100 (100%)	£50	cost recovery	O/S
New development application fee plus costs per plot as below	N/A	£0	benchmarked across are	O/S
New Development of 1 – 5 plots (per plot))	£25 (0%)	£25	cost recovery	O/S
New Development of 6 – 10 plots (per plot)	£20 (0%)	£20	as above	O/S
New Development of 11 – 50 plots (per plot)	£15 (0%)	£15	as above	O/S
New Development of 50 + plots (per plot)	£10 (0%)	£10	as above	O/S
Naming of new block of flats/building	Included in new development fee	Included in new development fee	as above	O/S
Change to new addresses due to the development changing after the schedule has been issued	£15 (0%)	£15	as above	O/S
Research archive for address history	£150 (0%)	£150	as above	O/S

## Street trading

Street trading	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Street trading consent	*	£342	* to be reviewed at L,A &GP	O/S
Street trading consent - profits to charity	*	£117.50	as above	O/S

## Tables and chairs on the highway

Tables and chairs on the highway	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Permit	*	£187	* to be reviewed at L,A &GP	O/S

## Taxi licence fees

Vehicles	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Hackney carriage vehicle licence	*	£200	* to be reviewed at L,A &GP	O/S
Private hire vehicle licence	*	£170	as above	O/S
Plate fee new	*	£31	as above	O/S
Plate fee renewal	*	£23	as above	O/S
Hard plate exemption	*	£10	as above	O/S



Drivers	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Private hire driver licence - One year	*	£70	* to be reviewed at L,A &GP	O/S
Private hire driver licence - Three year	*	£200	as above	O/S
Hackney carriage driver licence – One year	*	£80	as above	O/S
Hackney carriage driver licence – Three year	*	£225	as above	O/S
Combined driver( HC and PH) driver licence – One year	*	£80	as above	O/S
Combined driver( HC and PH) driver licence – Three year	*	£225	as above	O/S
Knowledge test	*	£35	as above	O/S
DVLA data subject enquiry fee	*	£5	as above	O/S
Disclosure and Barring Service (DBS) Check (enhanced)	*	£44	as above	O/S

Other (miscellaneous)	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Replacement driver/vehicle/operator licence	*	£20	* to be reviewed at L,A &GP	O/S

Operators	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Private hire operator's licence – One year	*	£215	* to be reviewed at L,A &GP	O/S
Private hire operator's licence - Three year	*	£350	as above	O/S
Private hire operator's licence - Five year	*	To be established	as above	O/S
Disclosure and Barring Service (DBS) Check (basic)	*	£26	as above	O/S

### Waste Management

and

Admin charges for new bins	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Administration charge for provision of bins – single property	£31.5 (3%)	£30.50	Increase by RPIX	S
Administration charge for provision of bins – up to 5 properties	£50 (3%)	£48.50	Increase by RPIX	S
Administration charge for provision of bins – up to 20 properties	£74.5 (3%)	£72	Increase by RPIX	S
Administration charge for provision of bins – over 20 properties	£100 (3%)	£97	Increase by RPIX	S

Developer charges for new bins	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
140L bin (delivered)	£33.87 (0%)	£33.87	cost recovery	S
240L bin (delivered)	£36.87 (0%)	£36.87	as above	S
360L bin (delivered)	£54.87 (0%)	£54.87	as above	S
240L glass bin (delivered)	£64.87 (0%)	£64.87	as above	S
Glass box (delivered)	£8.45 (0%)	£8.45	as above	S
1100L refuse bin (delivered)	£164.87 (0%)	£164.87	as above	S
1100L recycling bin (delivered)	£194.87 (0%)	£194.87	as above	S

Bulky waste collection	Charge for 2019/20	Charge for 2018/19	Methodology in reviewing the charge	VAT indicator
Standard charge for up to 3 items (Every fridge to count as 3 items)	£38 (0%)	£38	Proposal to hold prices due to HWRC proposed changes	O/S
Concessions	£19.5 (0%)	£19.50	see above	O/S

<b>Garden waste composting service</b>	<b>Charge for 2019/20</b>	<b>Charge for 2018/19</b>	<b>Methodology in reviewing the charge</b>	<b>VAT indicator</b>
Maximum 240L per collection,	£39 (0%)	£39	Proposal to hold prices to encourage uptake of service and increase recycling rates.	O/S
Maximum 240L per collection, via wheeled bin - Concession	£16 (0%)	£16	see above	O/S
Single-use sacks	£10 (0%)	£10	see above	O/S

VAT

O/S - outside scope

EX - Exempt

S - Standard rated

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

**BUDGET 2019/20 - ROBUSTNESS OF ESTIMATES**

**SUMMARY AND RECOMMENDATIONS:**

This report sets out the Executive Head of Finance's statement on the *robustness of the estimates* used in the preparation of the Council's budget. This is a statutory requirement, under Section 25 of the Local Government Act 2003.

**Cabinet is asked to agree:**

- a) the level of risk and set of assumptions set out in this report, which underpin the revenue and capital budget decisions and planning for 2019-22;
- b) to consider starting the budget process earlier in 2019;
- c) the formal designation of 'Responsible Budget Officers' (RBO's), for the purpose of managing the budget as set out at para 3.3, and that the provisions be included in the Financial Procedure rules.

**1. INTRODUCTION**

- 1.1 Whilst the purpose of the report is set out in the summary, there are two additional reasons for reporting, which both improve governance of the budget process. Firstly, to start the budget process earlier next year to ensure the greater challenges that will be announced in 2019 for the following years, have the space to be successfully considered. Secondly, to formally widen the pool of officers that has the responsibility to manage the revenue and capital budgets, and so improve governance and deliverability.
- 1.2 It is a key decision, required by statute, and will improve the audit standing of the Council.

**2. BACKGROUND**

- 2.1 This paper is one of a suite of reports to this Cabinet meeting that support decisions for the eventual budget recommendations to Council in February. It shapes the framework in which that process takes place, which is why it considered at the start of the process. The report will be updated to reflect the settlement decisions by Government on December 6 and late January, and will be considered again, in a revised form prior to February discussion of the budget report and recommendation of the budget and precept for 2019-20.
- 2.2 The level of risk and budget assumptions underpin decisions when setting the revenue budget and capital decisions and affect the recommended level of general balances held. Members must consider the level of risk and the assumptions set out in this report when recommending the revenue budget and capital programme.

- 2.3 The MTFS 2019-22 (Cabinet, October 16 2018) rehearses the extra-ordinary increase in risk from 2019, as a consequence of leaving the European Union in early 2019 and a new Settlement regime after 2019-20.
- 2.4 Whilst it is possible to agree different levels of risk, due to ongoing levels of local government spending reductions, in common with other local authorities, there has been a decrease in non-statutory spend, reducing the room for manoeuvre. Consequently, whilst the 2019-20 budget, and later years, is severely constrained, more time is required to resolve difficult choices; Members may want to consider starting the budget process earlier next year.

### 3. DETAILS OF THE PROPOSAL

#### General

##### **Approach to providing assurance on robustness of estimates**

- 3.1 The budget estimates, are estimates of spending and income made at a point in time prior to the start of the next financial year. As such, this statement about the robustness of estimates does not provide a guaranteed assurance, but does provide Members with reasonable assurances that the draft budget, which supports the budget recommendations to Cabinet, has been based on the best available information and assumptions and has been subject to scrutiny by relevant staff, Executive Directors and Members.
- 3.2 The requirement on the robustness of estimates has been met through key budget planning processes during 2018-19, including:
- Issue of guidance to all services on budget preparation w/c September 3 2018;
  - Routine monitoring of current year budgets to inform future year's planning;
  - Review by finance staff of all cost pressures and regular reports to the Executive Leadership Team to provide challenge and inform the approach;
  - As part of preparing for a new three-year programme of work, the organisation undertook a review of functions and budgets including specific assessment of key areas of spend and income and functional peer review;
  - An organisational approach to planning with Cabinet providing guidance early in the process;
  - Member review and challenge through the Budget Strategy Working Group on October 9<sup>th</sup>, with further meetings at January 9<sup>th</sup> and March 12<sup>th</sup>;
  - Public review and challenge through the budget consultation, including impact assessment of proposals;
  - Assurance from Executive Directors and Heads of Service that the final budget proposals considered by the Council are robust and are as certain as possible of being delivered;
  - Member and Executive Leadership Team peer review of all service growth and savings throughout the budget planning process.
- 3.3 In addition, and as set out in the Scheme of Authority and Financial Responsibility, Executive Directors/Heads of Service are responsible for the overall management of the approved budget. A further development is the codification of 'Responsible Budget Officers' (RBO's), who exist in practice, but would formally ensure that all authorised budgets are managed in the most effective and efficient manner in accordance with agreed plans and financial controls. Therefore, managers with

RBO responsibilities would also play a key part in monitoring the financial position, identifying variances and financial risks and planning for services changes including forecast contractual, demographic, legislative and policy changes. In preparing estimates, considerable reliance is currently placed on the Executive Leadership Team, now augmented by the recently filled Head of Service team. The completion of the governance network with the formal addition of RBOs, would make certain that these responsibilities are effectively delivered.

### **Risk Assessment of Estimates**

- 3.4 The organisation manages risk registers corporately, for each service and for key projects, these incorporate all types of risk, including financial. In addition, a formal risk assessment has been undertaken of the revenue budget estimates in order to support the recommendation of the level of General Balances. This risk assessment is detailed in a separate report to Cabinet.
- 3.6 The budget planning estimates are reported to Cabinet in October and January and key risks associated with the budget proposals identified. This enables Members to assess the risk associated with achievability of the savings identified and the robustness of the budget plans.
- 3.5 Early identification of risks enables the Executive Directors/Heads of Service to take mitigating action and to enable higher risk budgets to be more closely monitored during the year. The key corporate budget risks that will require ongoing attention are:
- Income: Continuing reduction to key government grant funding and lack of certainty of key funding streams. The list of grants is included at [Appendix A](#);
  - Savings: delivering the £3.09m revenue savings, in both this year and 2019-22, to timetable and volume;
  - General pay and prices: Inflationary pressures affecting RBC contracted spend and the level of future pay awards – see [Appendix B](#);
  - Purchase of income generating assets. Significant capital project[s] required to be identified and met within planned capital funding;
  - Organisational Change: Managing significant transformation and staffing changes.
- 3.7 The budget estimates span a three-year period 2019-22 and whilst forecast using the best available information, the planning assumptions and forecasts for future years will necessarily be based on less robust data and known factors. As part of the ongoing budget planning and monitoring cycle, these assumptions and emerging state of affairs are reviewed allowing the development of more detailed planning for the next financial years and revised medium-term financial plans.

### **Robustness of Revenue Estimates**

- 3.8 The service and budget planning process focussed, through service and peer review, on the key priorities for services, including those services that we are required to do by law and reassessing the way that services are provided. In addition, cross cutting reviews considered shared opportunities for new ways of working and savings. Cost pressures to manage unavoidable inflationary,

legislatives and demand pressures have been included in the revenue budget estimates.

- 3.9 During the Autumn, the Executive team and Members have undertaken challenge reviews of all budget plans and spending proposals. This has included peer review and an opportunity to evaluate initial proposals, risks arising from savings proposals and emerging planning issues for services. The most significant issues affecting the Council relate to
1. Population increase;
  2. The economy;
  3. Policy decisions, from Government, the County and the Council;
  4. Rushmoor 2020 – encompassing the Council’s approach to transformation, income generation and delivery of savings across the business;

These are explored in detail in the medium term financial strategy (MTFS)

- 3.10 As part of the budget process Cabinet, Members and Scrutiny members will consider all the budget reductions and growth pressures and these are reflected in the budget. In addition, some of the key risks identified have been taken into consideration in the Cabinet’s budget recommendations, which will enable some budget risks to be managed down and this is reflected in the risk assessment of the recommended level of general balances.

- 3.11 The table below shows the current budget position for the following three years based on the MTFS to the October 16<sup>th</sup> Cabinet. The MTFS has yet to set out plans to fully meet the funding shortfall in 2019-22. Work is continuing to identify further proposals for savings and growth to address these deficits in future years.

£000's	2018-19	2019-20	2020-21	2021-22
Annual Funding Gap	41	171	27	752

- 3.12 The factors and budget assumptions used in developing the 2019-22 budget estimates are detailed over sixteen headings, including drivers of growth, savings and other planning assumptions and set out at [Appendix B](#).

#### **Robustness of capital estimates**

- 3.13 As with the revenue budget, the capital programme – at £137.8m in the MTFS - is designed to address the authority’s key priorities, including schemes which will help transform the way in which services are provided. To this end, the capital programme is guided by a prioritisation model; schemes that score less than that achieved by the repayment of debt, represent bad value for money. In this way, the Council will achieve the most economic use of its scarce capital resources.
- 3.14 Projects are costed using professional advice relative to the size and nature of the scheme. Where appropriate, a contingency allowance is included in cost estimates to cover unavoidable and unforeseeable costs.
- 3.15 The largest on-going capital programmes relate to regeneration (£70m) and revenue generating investments (£54m). In both cases there is significant member

- 3.16 The risks associated with having to fund large unforeseen programme variations are addressed in two ways: firstly by the introduction of a 'gating' regime, which splits each scheme into four stages that improves physical planning; and secondly, being able to amend the timing of projects between years. Secondly, the ability to re-profile projects between years does not result in a significant funding risk because the vast majority of funding is not time-bound, although there are inflationary risks which have to be considered.
- 3.17 An estimate of potential capital receipts is made each year, but the actual level of receipt in any one financial year can never be forecast in advance with any degree of certainty due to market conditions and interest from purchasers. Reduced receipts may result in fewer capital projects going ahead.
- 3.18 The Council's policy is to minimise unsupported borrowing and the impact of the capital programme on the council's future revenue budgets. Projects not funded from Government grants, other grants and capital contributions or capital receipts will have to demonstrate clearly that sufficient and identifiable additional revenue or cost reductions will be released to fully pay for the future revenue costs of borrowing.

### **Alternative Options**

- 3.19 Statutory requirements preclude alternative options.

## **4. IMPLICATIONS**

### **Risks**

- 4.1 In setting the budget the Council can accept different level of risks, for example, minimising risk through investment in services or reducing higher risk savings or putting in place additional reserves for specific risks. The robustness of the budget estimates is evaluated, setting out budget assumptions and areas of risk, to enable Members to consider the assumptions and risks that will underpin further decisions for agreeing the budget and level of general balances. The assumptions set out in the report directly impact on the risk assessment of the level of general balances.
- 4.2 Whilst it is possible to agree different levels of risk, due to ongoing levels of local government spending reductions and in common with other local authorities, this budget carries a high degree of risk of delivery. Consequently the 2019-20 budget has little room for manoeuvre and member choice is severely constrained.

### **Legal Implications**

- 4.3 Local authorities decide every year how much they are going to raise from council tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. Because they decide on the council tax before the year begins and can't increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
  - ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.
- 4.4 Section 25 requires an authority's chief finance officer to make a report to the authority when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so members will have authoritative advice available to them when they make their decisions. The section requires members to have regard to the report in making their decisions.

### **Financial and Resource Implications**

- 4.5 There are no direct resource implications arising from this report, but it provides information and assumptions to support the Statement of the Executive Head of Finance on the Robustness of the Estimates and provides assurances to Members prior to recommending and agreeing the revenue and capital budgets and plans for 2019-22.

## **5. CONCLUSIONS**

- 5.1 This report fulfils the statutory requirement, under Section 25 of the Local Government Act 2003, on the *robustness of the estimates*.
- 5.2 In addition, it looks to the future. to ensure the greater challenges that will be announced in 2019 for the following years, have the space to be successfully considered. Also, it proposes to formally widen the pool of officers that have the responsibility to manage the revenue and capital budgets, and so improve governance and deliverability.

### **BACKGROUND DOCUMENTS:**

Cabinet October 16, 2018      Medium Term Financial Strategy.

### **CONTACT DETAILS:**

**Report Author** – Peter Timmins [peter.timmins@rushmoor.gov.uk](mailto:peter.timmins@rushmoor.gov.uk) ☎ 01252 398440

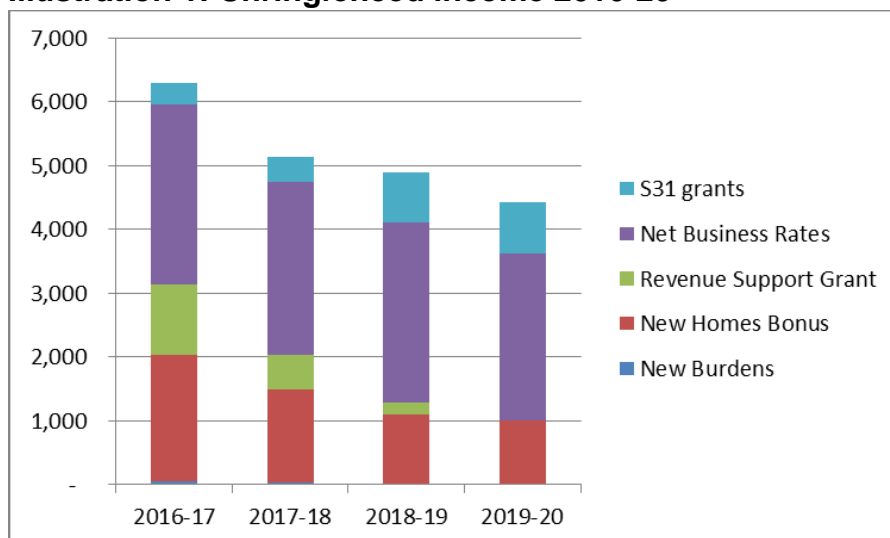
**Head of Service** – Ian Harrison [ian.harrison@rushmoor.gov.uk](mailto:ian.harrison@rushmoor.gov.uk) ☎ 01252 398401



## REVENUE GRANTS

- 1 **Unringfenced Income** from Government 2016-20 – the four year settlement, with one year remaining – a 29.3% reduction, from £6.3m to £4.4m, and the demise of New Burdens and Revenue Support Grant.

**Illustration 1: Unringfenced income 2016-20**



£000's	2016-17	2017-18	2018-19	2019-20
New Burdens	46	40	0	0
New Homes Bonus	1,994	1,450	1,095	1,008
Revenue Support Grant	1,104	536	190	0
Net Business Rates	2,809	2,719	2,821	2,609
S31 grants	333	394	782	798
	6,286	5,139	4,888	4,415

Unringfenced Income from Government 2020-22 – the three years of the MTFs, as currently predicted, without the 2020 rebasing – a 24.1% increase, with a doubling of NHB.

**Illustration 2: Unringfenced income 2020-22 – with NHB, an increase**

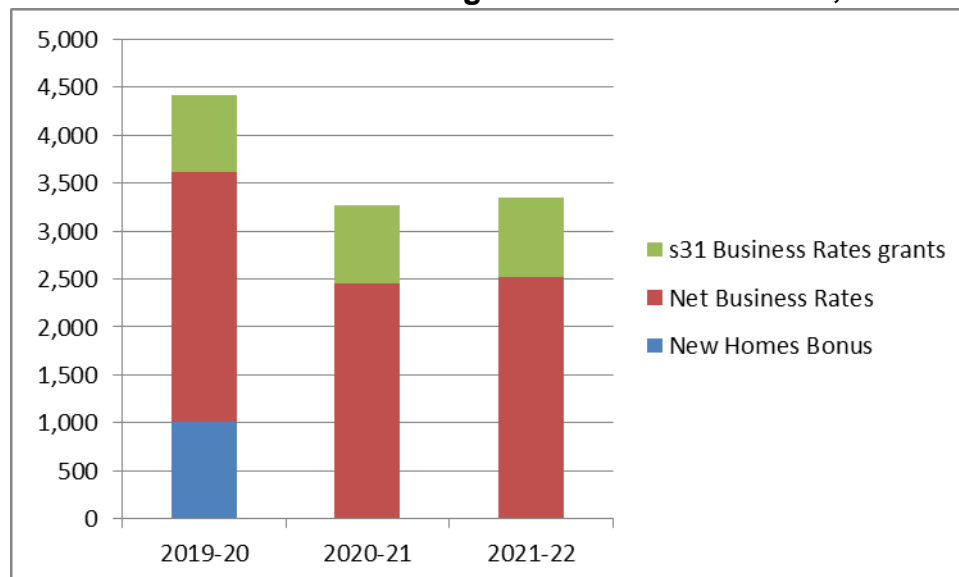
£000's	2019-20	2020-21	2021-22
New Homes Bonus	1,009	1,559	2,137
Net Business Rates	2,609	2,454	2,515
s31 Business Rates grants	798	814	830
	4,416	4,827	5,482

There is speculation – Municipal Journal and Pixel – that the Treasury regards NHB as a failed policy, and it could disappear from the last two years, 2020-22. Were this to occur, there would be a 24% decrease from 2019-20.

**Illustration 3a: Possible Unringfenced income 2020-22, no NHB, a decrease**

£000's	2019-20	2020-21	2021-22
New Homes Bonus	1,009	0	0
Net Business Rates	2,609	2,454	2,515
s31 Business Rates grants	798	814	830
	4,416	3,268	3,345

**Illustration 3b: Possible Unringfenced income 2020-22, no NHB, a decrease**



## 2 Ringfenced grant income

Ringfenced income, such as vehicle on-street parking, can only be used for specified purposes connected to the function.

## 3 Locally collected tax - Council Tax

Over the medium-term period, raising Council Tax by 2.99 per annum generates £1,125,000 of additional income to spend on services when compared to holding Council Tax at its current level.

**Illustration 4: effect of annual increases in Council Tax**

Council Tax summary	2019/20	2020/21	2021/22
Tax base	31,159	31,470	31,785
Increase in number of properties	375	454	378
Band D equivalent (2.99% rise)	204	211	217
Band D equivalent (0% rise)	198	198	198
CT base rate and Band D Rise (2.99%)	6,369,711	6,625,767	6,892,116
CT Base rise	6,184,704	6,246,551	6,309,017
Additional income from 2.99% rise	185,007	379,216	583,100

## 4 Locally collected tax – Business Rates (BR)

The MTFs rehearses the development of localising BR, and the arrangements for sharing growth. It also notes the bid of the Hampshire authorities to become a pilot with 75% retention, as opposed to 50%. In 2020-21, the higher percentage retention will be adopted nationwide.

As Illustration 1 demonstrates, the net retained BR in 2019-20 is expected to be lower than in the previous three years, which, in part, reflects the greater risk that is carried locally. This is due to appeals, the change in the economy (from bricks to clicks), national policies to lighten the load on small businesses, and the revaluation that changed the way BR was spread between local authorities.

## Analysis of Robustness of Revenue Estimates

Budget Assumption	Explanation of financial forecast and approach																											
<b>Growth Pressures</b> 1) Inflation	<p><b>Pay inflation</b> - Pay awards of 2% in 2019/20 and all periods following plus incremental progression within grades. The Council is part of the national agreement and therefore future years will be subject to any agreements reached.</p> <p><b>Pensions</b> – Increased pension liability of 1% (from 15.1 to 16.1), is built in for 2019-20. The 2019 Actuarial Evaluation will set the employer contribution rates from 1 April 2020.</p> <p><b>Price Inflation</b> is provided where a contractual increase is required. This is at the contractual or forecast rate.</p> <p><b>Inflation on income</b> - Increases in fees are determined on two separate bases:</p> <ul style="list-style-type: none"> <li>• Inflation</li> <li>• Cost recovery</li> </ul> <p>Inflation increases will be determined by RPIX published for September 2018. Cost recovery increases are determined by review the cost of the Council provided a service and are recalculate every year in-line with scheme requirements.</p> <p><b>Interest costs</b> at short-term rates of approximately 0.85% in 2018/19 and then increasing at 0.25% increments in-line with the estimated rate of Bank of England base rate increase and the associated Minimum Revenue Provision.</p>																											
2) Demand and Demographics	<p>There are two key areas where demand and demographic pressures have a significant impact on the council's budget planning</p> <p>Increase in population over the planning period.</p> <table border="1" data-bbox="547 1525 1463 1659"> <thead> <tr> <th></th> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Population</td> <td>94975</td> <td>95334</td> <td>97577</td> <td>98790</td> <td>100071</td> <td>102669</td> <td>103953</td> <td>105039</td> </tr> <tr> <td>Increase from prev yr</td> <td></td> <td>359</td> <td>2243</td> <td>1213</td> <td>1281</td> <td>2598</td> <td>1284</td> <td>1086</td> </tr> </tbody> </table> <p>Changes in waste collection tonnage            The 2019-20 budget is based on the most recent predictions for waste tonnages and reflect the expected out-turn position for 2018-19 allowing for increases in landfill tax and contract price increases. For 2020-22 the current assumption is for a stable position.</p>		2017	2018	2019	2020	2021	2022	2023	2024	Population	94975	95334	97577	98790	100071	102669	103953	105039	Increase from prev yr		359	2243	1213	1281	2598	1284	1086
	2017	2018	2019	2020	2021	2022	2023	2024																				
Population	94975	95334	97577	98790	100071	102669	103953	105039																				
Increase from prev yr		359	2243	1213	1281	2598	1284	1086																				

Budget Assumption	Explanation of financial forecast and approach
<b>Growth Pressures</b>	
3) Legislative changes	<p>The budget estimates will have to include some recognition with regard to current and future legislative changes.</p> <p>However,. the two greatest challenges are:</p> <ul style="list-style-type: none"> <li>• the UK's exit from the EU, and,</li> <li>• the new local government Settlement regime from 2020-21, that resets baselines with winners and losers.</li> </ul> <p>The current thinking is to ensure Reserves are sufficient given the lack of any basis for planning.</p>
4) Policy decisions	The 2019-20 budget includes the financial impact of previous year's budget decisions,
5) Interest Rates	Budgeted interest earning on investments are based on the London Intra Bank Bid rate for money market trades.
<b>Savings</b>	
6) Income	<p>Inflationary increases to fees and charges have been included within the budget proposals – see 1 above. Changes to income either through expected reduction in income or initiatives to increase income generation are reported as individual budget proposals.</p> <p>Assumed increases in</p> <ul style="list-style-type: none"> <li>• Business Rates income of 3% per annum in 2018/19 and 3.5% thereafter;</li> <li>• Council Tax 2.99% increase year on year; and 1.5% growth in Council Tax base from 2019/20.</li> </ul>
7) Savings	<p>Savings have been identified across all services and range from productivity efficiency savings to reductions in service provision. At the moment, broadly 70% of the savings derive from income increases and 30% from spend reductions.</p> <p>All managers are responsible for ensuring that proposed savings are robust and delivered in accordance with plans. Measures throughout the planning process have reviewed and challenged the deliverability of savings. Changes or delays in delivering savings will result in variance to the budget and as such savings will be closely tracked throughout the year as part of the budget monitoring process and reported to Cabinet, with management actions identified as necessary.</p>
<b>Other Planning assumptions</b>	

Budget Assumption	Explanation of financial forecast and approach
<b>Growth Pressures</b>	
8) Grant	The budget reflects funding announced within the 2019-20 Local Government Finance Settlement and plans for future years are based on the indicative settlement figures and high-level Government forecasts of Departmental Expenditure Limits for Local Government. The budget report sets out the detail of key grants and states where any key areas of funding are yet to be announced.
9) Financial risks inherent in any significant new funding partnerships; major contracts or major capital developments	Financial risks are included within the assessment of the level of general balances. The financial risks arising from new partnership arrangements will be closely monitored over the coming start-up phase.
10) Availability of funds to deal with major contingencies	All provisions and earmarked reserves have been reviewed to test their adequacy and continued need. A risk assessment of the level of general balances has been undertaken and the budget reflects the assessed level of balances required. This approach is out in a separate report to Cabinet.
11) Overall financial standing of the authority	<p>The Council treasury management activity is to both manage short term cash requirements and address the Council's borrowing need to fund capital expenditure on long-term assets either through long term borrowing or utilising temporary cash resources with the Council pending long term borrowing. The approved strategy is to delay new borrowing, using cash balances on a temporary basis.</p> <p>At the 30<sup>th</sup> September 2018, the Council's outstanding debt totalled £12.9m. (March 31<sup>st</sup> £14.4m) The Council continues to maintain its total gross borrowing level within its Authorised Limit of £58m for 2018-19. The Authorised Limit being the affordable borrowing limit required by section 3 of the Local Government Act 2003.</p> <p>There are four treasury related indicators to restrict treasury activity within certain limits and manage risk. These are; variable interest rate exposure; fixed interest rate exposure; maturity profile of debt and investments greater than 364 days. Monitoring is reported regularly to Cabinet on an exception basis.</p> <p>The Council's treasury management activities are regularly benchmarked against those of other local authorities. The Council has upper quartile investment performance; is cost effective, pays comparable rates of interest on its debt and is effective at managing risk.</p>

Budget Assumption	Explanation of financial forecast and approach
<b>Growth Pressures</b>	
12) The authority's track record in budget and financial management	<p>As at the end of September 2018 (Quarter 2) the 2018-19 revenue budget is forecast to overspend by £323k on a net budget of £12.129m (gross £76.8m).</p> <p>The Council has a good track record of sound budget and financial management and the Council's external auditors has issued an unqualified opinion on the 2017-18 accounts and concluded that the Council has made appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.</p>
13) The authority's capacity to manage in year budget pressures	<p>The level of general balances are assessed as part of the budget setting process and reviewed monthly and reported to Cabinet as part of the monthly monitoring process. Review and challenge improves the accuracy of budget estimates, which aims to support management and the early identification of budget issues. The regular reporting of risk and monitoring of mitigating actions supports in-year budget management.</p>
14) The strength of the financial information and reporting arrangements	<p>Information on budget and actual spend is reported publicly and monitoring reports are published quarterly through the year. The reports are on a risk basis, so that attention is concentrated on what is most important. Improvements to the monitoring process are in hand, with the objective of being able to report monthly.</p>
15) The end of year procedures in relation to budget under/overspends at authority and departmental level	<p>Guidance on end of year procedures is reported annually and arrangements are monitored. Detailed year-end financial information is reported alongside services performance monitoring. The proposed year end arrangements will be reported to Cabinet for approval.</p>
16) The authority's insurance arrangements to cover major unforeseen risks	<p>The Council has a mix of self-insurance and tendered insurance arrangements. Premiums are set on an annual basis and reflected within the budget planning. Premiums are subject to annual variance due to external factors and internal performance, risk and claims management. General balances include assessment of financial risk from uninsured liabilities.</p>

**File:** 180807 Robustness  
**Version:** 5  
**Date:** Oct 30, 2018 13.00

**BUDGET 2019/20 - ADEQUACY OF PROVISIONS AND RESERVES****SUMMARY**

This report sets out the Executive Head of Finance's statement on the *adequacy of provisions and reserves* used in the preparation of the Council's budget. This is a statutory requirement, under Section 25 of the Local Government Act 2003.

**RECOMMENDATIONS:**

Cabinet are recommended to agree:

1. the policy on reserves (Earmarked Reserves & General Balance) and provisions (to cover bad debts, redundancies etc) in Appendix C;
2. that based on current planning assumptions and risk forecasts set out in Appendix D:
  - a. for 2019-20, a minimum level of General Balances of £2.000m, and
  - b. a forecast minimum level for planning purposes of

- |     |          |          |
|-----|----------|----------|
| i.  | 2020-21, | £2.000m; |
| ii. | 2021-22, | £2.000m  |

as part of the consideration of the budget plans for 2019-22, reflecting the transfer of risk from Central to Local Government, and supporting recommendations;

3. that the Executive Head of Finance further reviews the level of the Council's Reserves and Provisions as part of closing the 2018-19 accounts in summer 2019.

**1. INTRODUCTION**

- 1.1 This report details the Council's reserves and provisions, including an assessment of their purpose and expected usage during 2019-22, at November. The report will be updated in February to take account of the Governments Settlement announcements.
- 1.2 Reserves. The report includes an assessment of the Council's financial risks that should be taken into consideration in agreeing the minimum level of General Balances. At April 2018, the reserves (General Balance and Reserves) stood at £11.8m, as follows:

**Table 1a: Total Reserves April 2018**

	£000	£000
General Fund Balance		2,000
Stability and Resilience Reserve	4,353	
Other Earmarked Reserves (45):	5,472	
		9,825
<b>Total Reserves</b>		<b>11,825</b>

- 1.3 Provisions. Unlike Reserves, Provisions are not an amount of cash, but an estimate of the level of income that might not be received, which reduces the income that is counted into the budget.

**Table 1b: Total Provisions April 2018**

	£000	£000
HB weekly (on ongoing benefit)	956	
HB sundry debts (no longer on benefit)	1,382	
<b>Total HB</b>		<b>2,338</b>
General bad debts		369
Homelessness Bed & Breakfast bad debt		6
<b>Total Provisions</b>		<b>2,713</b>

Note: Council Tax and Business Rates bad debts are contained in their Collection Funds.

- 1.4 A measure of whether the Provisions are adequate is to compare them as a percentage to the debt that is owed. Normal practice is that the Provision is less than the Debt, for it is expected that a degree of the debt will be paid, reducing the possible level of eventual write-off to the level of the Provision (or less). Table 2 shows the provision 'cover' for Debt at April 2018, which is just over three-quarters of outstanding debt

**Table 2: Provision cover for Debt outstanding April 2018**

	Provision	Debt	Cover
	£000	£000	%
HB weekly (on ongoing benefit)	956	1,140	83.9
HB sundry debts (no longer on benefit)	1,382	1,780	77.6
<b>Total HB</b>	<b>2,338</b>	<b>2,920</b>	<b>80.1</b>
General bad debts	369	570	64.7
Homelessness Bed & Breakfast bad debt	6	2	300.0
<b>Total Provisions, Debt, percentage cover</b>	<b>2,713</b>	<b>3,492</b>	<b>77.7</b>

- 1.5 The Cabinet will be asked to formally note the contents of this report prior to agreement of the budget report and recommendation of the budget and precept for 2019-20. This paper is one of a suite of reports to this Cabinet meeting that set out the strategic framework inside which the later budget recommendations to Council will sit.
- 1.6 The level of risk and budget assumptions underpin decisions when setting the revenue and capital budgets and affect the recommended level of General Balances held. Members must consider the level of risk and the assumptions set out in this report when later in the year, recommending the revenue budget and capital programme. *Appendices A and B* explicitly identify the risks, over ten categories, and the quantification of those risks, in arriving at the recommended level.



- 1.7 The MTF5 2019-22 rehearses the extra-ordinary increase in risk from 2019, as a consequence of leaving the European Union in early 2019, a new Settlement regime after 2019-20, and Treasury interest in ceasing New Homes Bonus in 2020/22 of £3.7m.
- 1.8 Additionally, the advent of Universal Credit, affects the recovery of overpaid Housing Benefit (HB) for existing HB claimants who move over to the new benefit. The DWP will be responsible for recovery of old HB overpayments from new awards of Universal Credit; the recovery of other debts will rank ahead of HB debt, being 5th or 6th in the DWP hierarchy of action on debt.

## 2. PURPOSE OF HOLDING RESERVES AND PROVISIONS

- 2.1. **Reserves** are an essential part of good financial management and are held to ensure the Council can meet unforeseen expenditure and to smooth expenditure across financial years. They enable councils to manage unexpected financial pressures and plan for their future spending commitments. While there is no universally defined level for councils' reserves, the reserves a Council holds should be proportionate to the scale of its future spending plans and the risks it faces as a consequence of these. Rushmoor Council's policy has been to set limits consistent with the Council's risk profile and with the aim that Council Taxpayer's contributions are not unnecessarily held in provisions or reserves.
- 2.2. Reserves are held in one of three main categories:
  - Reserves (or Earmarked Reserves) for special purposes or to fund expenditure that has been delayed, for example where money is set aside to replace equipment or undertake repairs on a rolling cycle, which can help smooth the impact of funding.
  - Reserves that are held on behalf of organisations. The balances are not available to support other Council expenditure.
  - General Balances – reserves that are not earmarked for a specific purpose. The General Balances reserve is held to enable the Council to manage unplanned or unforeseen events. The Executive Head of Finance is required to form a judgement on the level of the reserve and to advise Cabinet accordingly.
- 2.3. Reserves are held for revenue and capital purposes. However, some are specific, e.g. Usable Capital Receipts can only be used for capital purposes.
- 2.4. **Provisions** are made for liabilities or losses that are likely or certain to be incurred, but where it is uncertain as to the amounts or the dates which they will arise. The Council complies with the definition of provisions contained within CIPFA's Accounting Code of Practice.

## 3. CURRENT CONTEXT

- 3.1. It is recommended that the minimum level General Balances, is £2.0m for 2019-20. The projected actual level at 31 March 2019 is £2m, prior to allowing for the revenue budget year end position, which is currently forecasting an underspend of £288k (as at Quarter 2 monitoring reports). Chief Officers are taking action to ensure that a balanced outturn position will be achieved. The budget proposals reported on this agenda do not include

any use of General Balances. The level of minimum balance is informed by an assessment of the financial risk to which the Council is exposed, whilst also taking account of the level of financial controls within the Council. Financial management and reporting arrangements are considered to be in need of improvement, for example moving to monthly reporting.

- 3.2. In setting the annual budget, a further review of the level of reserves is undertaken, alongside any under /overspend in the current year, as to whether it is possible to release funding to support the following year's budget or whether additional funding is required to increase the level of reserves. That review is informed principally by an assessment of the level of financial risk to which the council is exposed and an assessment of the role of reserves in supporting future spending plans.
- 3.3. The overall level of General Balances needs to be seen also in the context of the earmarked amounts set aside and the Council's risk profile.

#### **4. ASSESSMENT OF THE LEVEL OF GENERAL BALANCES**

- 4.1. The framework for assessing the level of General Balances, detailed at Appendix A, is based on considering all risk areas and then quantifying the risk using the related budget and applying a percentage factor, which will vary according to the assessed level of risk. The total value against each risk provides an estimate of the level of balances required to cover the identified risk and overall provides an assessment of the level of general balances for the Council. It takes into consideration the most significant risks and issues including the following:
  - Level of savings and transformation. One of the most significant risks continues to be the level of transformation that has to take place across the Council to deliver the required budget savings. Risk has been considered as part of our assessment of the robustness of the budget proposals, and reflected in the reprofiling and removal of some savings. The remaining risks will be monitored within and across services as part of the Council's ongoing risk management process and mitigating actions will be identified and monitored. Robust financial monitoring controls are in place and extra monitoring of the transformation programme is being undertaken.
  - Managing the cost of change. The Council will need to budget for the cost of any redundancies necessary to achieve the required budget savings and service restructuring to the extent they are not contained in the budget proposals. The Council has a separate redundancy reserve for this purpose.
  - The effect of economic and demand changes. There is always some degree of uncertainty over whether the full effects of any economy measures and/or service reductions will be achieved. Whilst the budget process has been prudent in these assumptions and that those assumptions, particularly about demand led budgets, should hold true in changing circumstances, an adequate level of general contingency provides extra reassurance the budget will be delivered on target. Changes in the economic climate which may also influence certain levels of income to be received at a lower level than previous years.
  - Cost of disasters. The Bellwin scheme is intended to reimburse the cost of local authority actions taken in the immediate phase of an emergency, not those taken as part of the recovery phase. Following a disaster, the Council can claim

assistance from the Government using the Bellwin rules. These are still to be confirmed for 2019-20, but for 2017-18 the threshold below which the Council would have to fund emergency costs was set at £17,642. Central Government would then provide 100% grant funding for any expenditure incurred above this amount. Examples of natural disasters eligible for the scheme would include severe flooding and hurricane damage.

- Uncertainty arising from the introduction of new legislation or funding arrangements such as the retention of Business Rates.
- Risk of changes to the levels of grant funding and factors affecting key income streams such as Council Tax and Business Rates.
- Unplanned volume increases in major demand led budgets, particularly in the context of high and accelerating growth.
- The risk of major litigation, both currently and in the future, for example the change to EU membership from March 2019.
- The need to retain a general contingency to provide for any unforeseen circumstances, which may arise.
- The need to retain reserves for general day to day cash flow needs.

4.2. The ten areas of risk considered in the general contingency are detailed in Appendix A with an explanation of the potential risks faced by the Council. Appendix B details the calculation of the General Balances. Whilst the level of risk in the current year is low, at £290k, it rises in the following years to £2.5m by 2021-22. In part, this reflects the increased uncertainty, the further out one goes. It is proposed to adopt a simple approach, to provide 80% cover for the eventual higher figure, recognising the long lead in time to mitigate the problem.

**Table 3: Recommended and forecast level of General Balances 2019-22**

<b>2018-19 (Forecast)</b>		<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
<b>£m</b>		<b>£m</b>	<b>£m</b>	<b>£m</b>
2.0	Assessment of the level of General Balances	2.0	2.0	2.0

4.3. It is essential in setting a balanced budget that the Council has money available in the event of unexpected spending pressures. The “balances” need to reflect spending experience and risks to which the Council is exposed.

4.4. The latest budget monitoring position reported to Cabinet forecasts general balances at 31<sup>st</sup> March 2018 of £2.0m, prior to allowing for the revenue budget end of year position, which is currently forecasting an underspend of £288k (as at Q2 monitoring reports).

## **5. REVIEW OF EARMARKED RESERVES AND PROVISIONS**

5.1. As part of the 2018-19 budget planning process, a *detailed review will be undertaken* of each of the reserves and provision held by the Council. In general, the earmarked

reserves and provisions are considered by the Executive Head of Finance to be adequate and appropriate to reflect the risks they are intended to cover. However, it is considered that changes could be made to some reserves, due to changing circumstances. Work on this will be *reported in the new year*.

- 5.2 The detailed use of reserves for 2019-20 is not known at this time and as such the balances have been rolled forward at the same level as 2018-19.
- 5.3. When taking decisions on utilising reserves or not it is important that it is acknowledged that reserves are a one-off source of funding and once spent, can only be replenished from other sources of funding or reductions in spending. The practice has been to replenish reserves as part of the closure of accounts; however this can be difficult to predict, and these contributions are therefore not reflected in the figures shown.
- 5.4. In view of the need to keep all financial risks under ongoing review and given the scale of change facing the Council, it is proposed that a further full risk assessment of earmarked reserves also be undertaken as part of the closure of the accounts, alongside the review of Council balances in the summer 2019.
- 5.5. Attached at **Appendix C** is the policy on reserves and provisions used to provide guidance in assessing their level. Attached at **Appendix D and E** is a full list of the reserves and provisions held by the Council including their purpose; *the next version of this report will show the expected usage over the medium term period*. The forecast year end position of all reserves and provisions will reported as part of the Quarterly monitor to Cabinet.

## **6. SUMMARY**

- 6.3. Members could choose to agree different levels of reserves and balances, which could increase or decrease the level of risk in setting the revenue and capital budget. This would change both the risk assessment for the budget and the recommended level of balances.
- 6.4. The proposed level of reserves and balances set out in this report is considered to provide a prudent and robust basis for the Revenue Budget 2019-20, and will ensure the Council has adequate financial reserves to manage during the delivery of services and the proposed savings in the financial years covered by the associated Medium Term Financial Strategy.

## **7. ISSUES, RISKS AND INNOVATION**

- 7.3. **Legal implications** – Statutory requirements relating to individual proposals will be reported to Council in February 2019. Legal requirements about setting the budget and level of Council Tax are in this report and are considered to be met.
- 7.4. **Risks** – The risks associated with the budget proposals will be reported to Cabinet in January 2019 and to Council in the separate report on the Robustness of Estimates. Reports on the Robustness of Estimates and the Statement on the Adequacy of Provisions and Reserves also set out financial risks that have been identified as part of the assessment of the level of reserves and provisions in order to evaluate the minimum level of General Balances.

	<b>Appendix A Explanation of risk</b>
1) Legislative changes	<p>Key government policy and legislative changes will impact on the Council's budget plans. Forecasts have been based on the latest information available but there is risk of variation and there is greater risk in future years, where estimates cannot be fully based on firm government announcements. Key elements include:</p> <ul style="list-style-type: none"> <li>- Government grant – based on provisional government funding announcements. A new Settlement Funding Allocation for four years runs from 2020-21 and will not be known by Feb 2019. There will be winners and losers.</li> <li>- Business Rates. Councils' funding is affected by the level of business rates collected. However significant appeals such as Power Stations, GPs surgeries and NHS Foundation Trusts can result in significant volatility.</li> <li>- Council Tax base and collection. The council funding is affected if there is a reduction in the tax base or in the amount collected by the billing authorities. The budget is based on a prudent forecast, which minimises the financial risk to budgeted income.</li> </ul>
2) Inflation	<p>Pay inflation has been assumed at 2% for 2019-20 and all following periods. Allowances have been made for differential increases for those staff affected by the implementation of the National Living Wage. However the Council is part of the national agreement and therefore pay awards for 2019-20 onwards will be subject to any agreements reached. There is a risk that pay awards could vary from this assumption over the planning period</p> <p>Price inflation has been included based on contractual need. There is a risk that inflation will be required during the planning period, even where there is no current contractual element. In addition many contracts are negotiated post budget agreement and therefore forecast inflation levels may be different in practice.</p> <p>.Inflation on fees and charges is set by Rushmoor District Council determined by RPIX for September 2018.</p>
3) Interest rates on borrowing and investment	<p>Budgeted interest earnings on investments are based on the London Intra Bank Bid rate for money market trades. The current rates are low and are likely to remain so until UK base rates are increased.</p> <p>The revenue cost of borrowing is based on the rates of interest payable on the Council's existing debt and assumptions in respect of capital expenditure to be funded from borrowing which has yet to be borrowed.</p>

	<b>Appendix A Explanation of risk</b>
4) Government funding	<p>2019-20 is the last year of the Governments four year funding allocation. The following 4-years will not be announced until the summer of 2019. However, there remain a number of issues which may impact on future funding levels:</p> <ul style="list-style-type: none"> <li>• The Settlement will reset Council baselines, and will produce winners and losers.</li> <li>• There is a continued reduction in local government resources up to 2021-22.</li> <li>• The exit from the EU in March 2019 is a subject of great uncertainty and the OBR is unable to forecast any impact.</li> <li>• The national retention of Business Rates from 2020 could become unequally distributed over the next four years..</li> </ul>
5) Employee related risks	Staffing implications of budget planning proposals have been evaluated and reflected within the financial plans, including the cost of redundancy. However, variations could occur as detailed implementation plans are developed.
6) Volume and demand changes	Waste forecasts are based on the latest available information. If tonnage levels increase, this will lead to an increased pressure.
7) Budget savings	<p>The medium term financial plan includes budget savings to be delivered across three years 2019-22 of £2.559m, £3.055m and £3.090m. A full assessment of all proposals has tested the robustness of each saving to minimise the financial risk, however a risk remains that the programme is delivered at a slower rate, or that some savings are not achievable at the planned level.</p> <p>In addition, further savings need to be identified to close the funding shortfall over the three years 2019-22 of £171k, £27k and £752k.</p>
8) Insurance and emergency planning provision	Unforeseen events and natural disasters can increase the level of insurance claims faced by the Council.
9) Energy, security and resilience	<p>Were a disaster to occur, we must have a reserve in place to pick up costs that will fall to the Council.</p> <p>Rushmoor includes flood risk areas and emergency procedures are in place to manage this.</p> <p>Resilience of ICT can create a risk. A programme of work aims to improve resilience of ICT.</p>
10) Financial guarantees, legal exposure	The contracts containing obligations that, if not fulfilled, would attract a penalty.

Balances Calculation

Area of Risk	2018-19			2019-20			2020-21			2021-22		
	Budget	Risk Level	Value	Budget	Risk Level	Value	Budget	Risk Level	Value	Budget	Risk Level	Value
	£m	%	£m	£m	%	£m	£m	%	£m	£m	%	£m
F:181018												
<b>Legislative Changes</b>												
Government Grant / Localised Business Rates	36.209	0.00%	0.000	37.404	0.00%	0.000	38.638	1.00%	0.386	39.913	2.00%	0.798
Business Rates	3.603	0.00%	0.000	3.722	5.00%	0.186	3.845	10.00%	0.384	3.972	10.00%	0.397
Election	0.000	0.00%	0.000	0.000	0.00%	0.000	0.000	0.00%	0.000	0.000	0.00%	0.000
Council Tax Variation to Base/ Collection	6.148	0.00%	0.000	6.351	0.50%	0.032	6.560	0.50%	0.033	6.777	0.50%	0.034
Apprenticeship Levy	0.062	0.00%	0.000	0.064	1.00%	0.001	0.066	1.00%	0.001	0.068	1.00%	0.001
Housing benefit transfer	35.000	0.13%	0.044	36.155	0.50%	0.181	37.348	1.00%	0.373	38.581	2.00%	0.772
Other grant cost	0.900	0.00%	0.000	0.930	0.00%	0.000	0.960	0.00%	0.000	0.992	2.00%	0.020
<b>Inflation</b>												
Employees	14.400	0.50%	0.072	14.875	0.50%	0.074	15.366	0.50%	0.077	15.873	1.00%	0.159
Premises	1.700	1.00%	0.017	1.756	1.00%	0.018	1.814	1.00%	0.018	1.874	1.00%	0.019
Transport	0.114	0.50%	0.001	0.118	0.50%	0.001	0.122	0.50%	0.001	0.126	0.50%	0.001
Supplies and Services	3.980	0.75%	0.030	4.111	0.75%	0.031	4.247	0.75%	0.032	4.387	0.75%	0.033
Agency and Contracted	4.290	0.25%	0.011	4.432	0.25%	0.011	4.578	0.25%	0.011	4.729	0.25%	0.012
Support charges	0.915	0.00%	0.000	0.945		0.000	0.976		0.000	1.009		0.000
Income (Fees & Charges)	11.200	0.00%	0.000	11.570	0.00%	0.000	11.951	0.00%	0.000	12.346	0.00%	0.000
<b>Interest Rates</b>												
Borrowing	0.300	0.50%	0.002	0.310	0.50%	0.002	0.320	0.50%	0.002	0.331	0.50%	0.002
Investment	0.800	0.50%	0.004	0.826	0.50%	0.004	0.854	0.50%	0.004	0.882	0.50%	0.004

Balances Calculation

Grants												
Other General Fund Grants	2.400	0.50%	0.012	2.479	0.50%	0.012	2.561	0.50%	0.013	2.646	0.50%	0.013
<b>Employee Related Risks</b>												
Pensions actuarial evaluation	0.600	0.00%	0.000	0.620	2.00%	0.012	0.640	2.00%	0.013	0.661	2.00%	0.013
<b>Volume/Demand Changes</b>												
Capital Receipts	0.000	0.00%	0.000	0.000	0.00%	0.000	0.000	0.00%	0.000	0.000	0.00%	0.000
Customer and Client Receipts	11.200	0.75%	0.084	11.570	0.75%	0.087	11.951	0.75%	0.090	12.346	0.75%	0.093
Demand Led Budgets	0.000	1.00%	0.000	0.000	1.00%	0.000	0.000	1.00%	0.000	0.000	1.00%	0.000
Winter Pressures	0.000	25.00%	0.000	0.000	25.00%	0.000	0.000	25.00%	0.000	0.000	25.00%	0.000
<b>Budget Savings</b>												
Budget Reductions	0.192	7.50%	0.014	0.768	7.50%	0.058	0.917	10.00%	0.092	0.927	10.00%	0.093
<b>Insurance/Public Liability Third Party Claims</b>												
Uninsured Liabilities	0.000	0.00%	0.000	0.000	0.00%	0.000	0.000	0.00%	0.000	0.000	0.00%	0.000
Belwin rules	0.000	0.10%	0.000	0.000	0.10%	0.000	0.000	0.10%	0.000	0.000	0.10%	0.000
<b>Energy Security and Resilience</b>												
Carbon Tax Legislation	0.000	10.00%	0.000	0.000	10.00%	0.000	0.000	10.00%	0.000	0.000	10.00%	0.000
<b>TOTAL</b>			0.290			0.709			1.529			2.462



### Objective

The objective of holding provisions and reserves is to ensure the Council can meet unforeseen expenditure and to smooth expenditure across financial years

The level of provisions and reserves are continually reviewed to ensure that the amounts held are within reasonable limits. Those limits should be consistent with the Council's risk profile and should ensure that Council Taxpayers' contributions are not unnecessarily held in provisions or reserves.

### Provisions

Provisions are made for liabilities or losses that are likely to be incurred, or certain to be incurred, but uncertain as to the amounts or the dates which they will arise. The Council complies with the definition of provisions contained within CIPFA's Accounting Code of Practice.

The provision amounts are reported to Service Committees and Cabinet on a regular basis and are continually reviewed to ensure that they are still needed and that they are at the appropriate amount. If necessary, the amount is increased or decreased as circumstances change to ensure that the provisions are not over or understated.

### Reserves

The Council's reserves consist of the following main categories:

- Reserves for special purposes or to fund expenditure that has been delayed
- General Balances (Reserves that are not earmarked for a specific purpose)

Further details of these categories is set out below. The Council complies with the definition of reserves contained within CIPFA's Accounting Code of Practice.

Similar to provisions, reserves are reported to Cabinet on a regular basis and are continually reviewed in the context of service specific issues and the Council's financing strategy. Reserves are held for revenue and capital purposes. Some reserves, such as General Balances, could be used for either capital or revenue purposes, whilst others may be specific e.g. Usable Capital Receipts can only be used for capital purposes.

**Reserves for special purposes or to fund expenditure that has been delayed.** Reserves can be held for a specific purpose. An example of a reserve is repairs and renewals. Money is set aside to replace equipment on a rolling cycle. This effectively spreads the impact of funding the replacement equipment when the existing equipment is no longer fit for purpose.

## **General Balances**

The General Balances reserve is held to enable the Council to manage unplanned or unforeseen events. The Executive Head of Finance is required to form a judgment on the level of this reserve and to advise the Cabinet and Council accordingly.

In forming a view on the level of General Balances, the Executive Head of Finance takes into account the following:

- Provision for Unforeseen Expenditure
- Uninsured risks
- Comparisons with other similar organisations
- Level of financial control within the Council

### Provision for Unforeseen Expenditure

Unforeseen expenditure can be divided into two categories:

- Disasters
- Departmental Overspends

In a disaster situation, the Council can have recourse to the Government using the Bellwin rules under which the Council would have to fund the first £MMm of costs (2018-19 threshold). Central government would provide grant funding of 100% for expenditure incurred above this amount. Examples of natural disasters are severe flooding and hurricane damage.

The Council also needs to be able to fund a Departmental overspend, should one occur.

### Uninsured risks

A combination of external insurance cover and the Council's insurance provision provides adequate cover for most of the Council's needs. Considerable emphasis has been placed upon risk management arrangements within the Council in order to minimise financial risks.

However, there are some potential liabilities, such as closed landfill sites, some terrorism cover, and some asbestos cover, where it is not economical or practical to purchase external insurance cover. The Council needs to have some provision in the event of a liability arising.

### Comparisons with similar organisations

As part of assessing the minimum level of General Balances to be held, comparisons will be made with other Councils.

### Level of financial control within the Council

Factors that are taken into account in assessing the level of financial control are:

- The state of financial control of the Revenue Budget and the Capital Programme;
- The adequacy of financial reporting arrangements within the Council;
- Adequate financial staffing support within the Council, including internal audit coverage;
- Working relationships with Members and Chief Officers;
- The state of financial control of partnerships with other bodies; and
- Any financial risks associated with Companies where the Council is a shareholder.

In evaluating the level of General Balances, as part of producing the 2016-17 Budget, the Executive Head of Finance has used a framework based on considering all risk areas and then quantifying the risk using the related budget and applying a percentage factor, which will vary according to the assessed level of risk. The total value against each risk provides an estimate of the level of balances required to cover the identified risk and overall provides an assessment of the level of general balances for the Council.

The ten areas of risk considered in the general contingency are set out in a report to the Cabinet budget meeting, including an explanation of the potential risks faced by the Council. The report also details the calculation of the General Balances. The balances reflect spending experience and risks to which the Council is exposed.

Minimum Level of General Balances

Taking all of the above factors into account the Executive Head of Finance currently advises that the Council holds the following minimum level of General Balances for 2019-20 and indicative minimum levels for planning purposes for 2020-21 to 2021-22.

	<b>2018-19 £m</b>	<b>2019-20 £m</b>	<b>2020-21 £m</b>	<b>2021-22 £m</b>
Assessment of the level of General Balances	2.0	2.0	2.0	2.0

Chief Officers are expected to comply with financial regulations and deliver their services within the budget approved by the Council and therefore departments are not expected to draw upon the £2.0m above.

If the level of General Balances is reduced to below the minimum balance, currently £2.0m, the shortfall will be replenished as soon as possible or as part of the following year's budget.







## APPENDIX E

### Provisions

<b>PROVISIONS</b>	
<b>Purpose</b>	<b>Future use</b>
<b>Doubtful Debts</b>	
A provision to cover bad debts: Housing Benefits General Bad debts Homelessness Bad debts	This provision will decrease as bad debts are written off. They are of two types, specific and general.
<b>Insurance</b>	
Provision for insurance claims.	No provision
<b>Redundancy</b>	
A provision to meet redundancy and pension strain costs.	No provision

F: 180807 V5 Oct 29 15.00 & 181001 ER's

This page is intentionally left blank



CABINET  
13 NOVEMBER 2018

COUNCILLOR MARTIN TENNANT  
MAJOR PROJECTS AND PROPERTY  
PORTFOLIO HOLDER

KEY DECISION? NO

REPORT NO. RP1801

## REGENERATING RUSHMOOR - QUARTER 2 PROGRESS REPORT

### **SUMMARY AND RECOMMENDATIONS:**

This paper provides a progress report for the 'Regenerating Rushmoor' programme for the second quarter of 2018/19.

The Cabinet is asked to note the content of the report and associated appendices the progress made towards delivering the 'Regenerating Rushmoor' programme.

### **1. INTRODUCTION**

- 1.1. This paper provides a progress report for the 'Regenerating Rushmoor' programme for the second quarter of 2018/19.

### **2. BACKGROUND**

- 2.1. Cabinet established the 'Regenerating Rushmoor' programme in June 2018 to enable delivery of the Council's regeneration ambitions.
- 2.2. The programme is a comprehensive partner co-ordinated approach to addressing the economic and place-making challenges facing the Borough's key towns of Aldershot and Farnborough whilst also seeking to tackle other borough-wide regeneration issues. It directly addresses the priorities in the Council plan of 'Sustaining a thriving economy and boosting local business and 'Supporting and empowering our communities and meeting local needs'.
- 2.3. It sets out a vision for the town centres in 2028:

*"In 2028 the town centres of Aldershot and Farnborough will have a compelling offer and be vibrant and vital - they will have experienced a significant transformation and renaissance. With prosperous economies, they will be key destinations for residents, visitors, employers and investors. High-quality mixed-use redevelopment is offering an attractive environment with a distinctive retail, leisure, cultural, employment and residential offer. Aldershot and Farnborough town centres will be places that people are*

*proud of and want to visit and spend their time and money in – whether by day or in the evening. Catering for everyone, they will offer a dynamic programme of cultural events, markets and activities building upon their unique heritage and histories. They will have strong reputations as family friendly town centres that positively complement their respective global brands’.*

### 3. **DETAIL**

- 3.1. The programme is overseen by the Regenerating Rushmoor Steering Group that drives and steers the key projects within the programme. Appendix 1 of this paper provides a performance report on all projects within the programme on progress to the end of Quarter 2 2018/19.
- 3.2. In addition to the overall progress identified in Appendix 1, the Cabinet is asked to note the following project highlights for this quarter:
  - **Union Street East** – negotiations to acquire a significant portion of the site continue
  - **The Games Hub** – £867k of funding secured from Enterprise M3 LEP
  - **Right Homes, Right Places** – business case for the establishment of a housing company considered by the Policy and Projects Advisory Board
  - **Investment Partner** – Hill Investments Limited selected as preferred partner and establishment of Rushmoor Development Partnership recommended to Council 4 October 2018.

### 4. **IMPLICATIONS**

#### **Risks**

- 4.1. The establishment of the Rushmoor Development Partnership has reduced the risk that the Council would not be able to deliver its regeneration ambitions.

#### **Legal Implications**

- 4.2. There are no additional legal implications arising from this report.

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

- 4.3. There are no additional finance and resource implications arising from this report.

#### **Equalities Impact Implications**

- 4.4. There are no additional equalities impact implications arising from this report.

## 5. CONCLUSION

- 5.1. Cabinet is requested to note the progress achieved to deliver the Regenerating Rushmoor programme.

### **Background documents:**

Cabinet report – Regenerating Rushmoor Programme 29 May 2018

### **Contact details:**

#### **Report Authors:**

##### **Regeneration Programme Manager**

Sue Adams      [sue.adams@rushmoor.gov.uk](mailto:sue.adams@rushmoor.gov.uk)      01252 398464

##### **Executive Head of Regeneration and Property:**

Paul Brooks      [paul.brooks@rushmoor.gov.uk](mailto:paul.brooks@rushmoor.gov.uk)      01252 398544



**APPENDIX 1- REGENERATING RUSHMOOR PROGRESS SUMMARY 30 SEPTEMBER 2018**

A1: Galleries & High Street Car Park		RAG	Q1 - A	Q2 - A	Q3	Q4																												
<p><b>Project Description &amp; Key Deliverables</b> Residential-led town centre regeneration scheme providing new homes alongside new ground floor commercial uses.</p> <p><b>Funding identified:</b> £2.4m HIF (housing) £1m HIF (sewer diversion)</p>		<p><b>RAG Status explanation</b></p> <ul style="list-style-type: none"> <li>HIF funding not secure</li> <li>Draft specification on car parking and approach to parking for the scheme to be resolved</li> </ul>																																
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Heads of terms agreed</td> <td>◆</td> <td colspan="3">→</td> <td>◆</td> <td></td> </tr> <tr> <td>Public consultation</td> <td></td> <td></td> <td>◆</td> <td>◆</td> <td></td> <td></td> </tr> <tr> <td>Planning application submitted</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>◆</td> </tr> </tbody> </table>							Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Heads of terms agreed	◆	→			◆		Public consultation			◆	◆			Planning application submitted						◆
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																												
Heads of terms agreed	◆	→			◆																													
Public consultation			◆	◆																														
Planning application submitted						◆																												
<p><b>Key actions progressed over last period:</b></p> <ul style="list-style-type: none"> <li>Legal advice procured</li> <li>Review Heads of Terms (Cabinet – Aug)</li> <li>HIF due diligence undertaken</li> <li>Engaged with Thames Water re sewer diversion</li> </ul>			<p><b>Key actions to be progressed over next period:</b></p> <ul style="list-style-type: none"> <li>SANG – resolve allocation (Blandford House)</li> <li>Parking issues resolved</li> <li>Public consultation</li> <li>Planning application submittd</li> </ul>																															
<b>Key Risks</b>		<b>Initial Rating</b>	<b>Mitigating Actions</b>			<b>Residual Rating</b>																												
The developer may not be able to deliver a policy compliant scheme		R	Value engineering, consideration of off site parking or other solutions.			A																												
<b>GREEN</b> On track to deliver to plan and budget		<b>AMBER</b> Some concerns but corrective action in hand		<b>RED</b> Significant issues/ concerns requiring attention																														

*Regenerating Rushmoor Programme – Quarter 2, 2018/19*

The Council will be entering into a Developer Agreement that will potentially result in the loss of an asset (car park) from the outset of the development. RBC needs to be satisfied that the project is viable and will be delivered	<b>R</b>	Undertake due diligence prior to entering into any developer agreement	<b>G</b>
If funding may not be secured	<b>R</b>	Alternative approach to be developed to secure funding	<b>A</b>

<p><b>GREEN</b></p> <p>On track to deliver to plan and budget</p>	<p><b>AMBER</b></p> <p>Some concerns but corrective action in hand</p>	<p><b>RED</b></p> <p>Significant issues/ concerns requiring attention</p>
---	--	---

<b>A2: Union Street East</b>	<b>RAG</b>	Q1 - A	Q2 - A	Q3	Q4
<p><b>Project Description &amp; Key Deliverables</b> Mixed use, residential-led redevelopment to provide approx. 140 residential units and ground floor town centre uses within the heart of the town centre.</p> <ul style="list-style-type: none"> <li>By 2021 - 140 new homes.</li> <li>Commercial units</li> </ul> <p><b>Funding identified:</b></p> <ul style="list-style-type: none"> <li>£5m HIF</li> <li>£1.1m EM3 LEP</li> </ul>	<p><b>RAG Status explanation</b></p> <ul style="list-style-type: none"> <li>HIF Funding not secure</li> <li>Site acquisition proving challenging</li> </ul> <div style="border: 2px solid orange; padding: 10px; text-align: center;"> <p>Project to be taken forward by Rushmoor Development Partnership</p> </div>				

Key Milestones	July	Aug	Sept	Oct	Nov	Dec
HIF due diligence	◆	→			◆	
Site acquisition	→					→
Scheme development				→		◆

<p><b>Key actions progressed over last period:</b></p> <ul style="list-style-type: none"> <li>Negotiations to acquire properties</li> <li>HIF due diligence progressed</li> <li>Procure professional services via investment partnership to develop viable scheme</li> </ul>	<p><b>Key actions to be progressed over next period:</b></p> <ul style="list-style-type: none"> <li>Architects appointed via investment partnership to develop viable scheme</li> <li>Site acquisition continues</li> <li>Resolve SANG position</li> </ul>
--	--

Key Risks	Initial Rating	Mitigating Actions	Residual Rating
Scheme continues to be unviable	R	Seek further funding opportunities Delivery through Rushmoor Development Partnership	G
HIF funding may not be secured	R	Alternative approach to be developed to secure funding	A
Unable to acquire all properties by consent – means comprehensive scheme not possible and significant delays if CPO required	R	Negotiating	A

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--

<b>Project: The Station &amp; surrounding area, including Windsor Way</b>		<b>RAG</b>	<b>Q1 - R</b>	<b>Q2 - A</b>	<b>Q3</b>	<b>Q4</b>
<b>Project Description &amp; Key Deliverables</b> Public realm improvements to the railway station forecourt to include a revised public transport interchange and the redevelopment of the bus station site for a mixed use development <ul style="list-style-type: none"> <li>• New station forecourt by 2020</li> <li>• 30 new homes/commercial space by 2022</li> </ul> <b>Funding identified:</b>  £900k EM3 LEP                      £180k HCC                      £100k NSIP £620k RBC                              £220k (Windsor Way) HCC		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>• Budget report in excess of budget (excluding forecourt). LEP have indicated that they would not support overspend</li> </ul>				

Key Milestones	July	Aug	Sept	Oct	Nov	Dec
Approach agreed	♦	→			♦	
Detailed design		♦	→			♦
Consultation					→	♦

<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>• Budget report received - in excess of budget (excluding forecourt)</li> <li>• Justification of overspend requested</li> <li>• Potential alternative approach developed</li> </ul>	<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>• Alternative approach agreed</li> <li>• Detailed design of scheme</li> <li>• Consultation</li> </ul>
--	--

Key Risks	Initial Rating	Mitigating Actions	Residual Rating
Delivery costs may exceed funding available	R	Potential alternative approach developed	G
Public sensitivities in relation to scheme	R	Implement communications strategy to address concerns	G

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--



A4: Princes Hall, Police Station and Magistrates Site		RAG	Q1- A	Q2- A	Q3	Q4														
<b>Project Description &amp; Key Deliverables</b> Review of the wider site to consider development opportunities for the Princes Hall, and the possible relocation of the Police and Magistrates buildings, with a view to releasing the land for development. <ul style="list-style-type: none"> <li>Options appraisal of wider site by 2020.</li> </ul> <b>Funding identified:</b> None		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Need to engage with One Public Estate, Police and Ministry of Justice</li> </ul>																		
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Dialogue with OPE, Police and MoJ</td> <td></td> <td></td> <td></td> <td style="text-align: center;">◆</td> <td style="text-align: center;">→</td> <td style="text-align: center;">◆</td> </tr> </tbody> </table>							Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Dialogue with OPE, Police and MoJ				◆	→	◆
Key Milestones	July	Aug	Sept	Oct	Nov	Dec														
Dialogue with OPE, Police and MoJ				◆	→	◆														
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Initial engagement with interested parties</li> </ul>			<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Dialogue continues</li> </ul>																	
<b>Key Risks</b>		<b>Initial Rating</b>	<b>Mitigating Actions</b>			<b>Residual Rating</b>														
Fragmented site ownership, lack of tenant desire to relocate, and complex lease arrangements make the site unattractive.		A	Provide high-level briefing note outlining development possibilities of the site			G														

<b>GREEN</b>	<b>AMBER</b>	<b>RED</b>
On track to deliver to plan and budget	Some concerns but corrective action in hand	Significant issues/ concerns requiring attention

<b>A5: The Games Hub</b>		<b>RAG</b>	<b>Q1 - G</b>	<b>Q2 - G</b>	<b>Q3</b>	<b>Q4</b>																												
<b>Project Description &amp; Key Deliverables</b> Grow the games sector in Aldershot by creating a world class 5G enabled Games Hub (first in the UK) and potentially locate within heritage building.  <b>Funding secured:</b> £867k - LEP; £40k - RBC		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Funding - £867k agreed from EM3 LEP</li> </ul>																																
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Funding secured</td> <td></td> <td></td> <td style="text-align: center;">◆</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Works designed and tendered</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">◆</td> <td></td> </tr> <tr> <td>Planning apps etc submitted</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">◆</td> <td></td> </tr> </tbody> </table>							Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Funding secured			◆				Works designed and tendered					◆		Planning apps etc submitted					◆	
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																												
Funding secured			◆																															
Works designed and tendered					◆																													
Planning apps etc submitted					◆																													
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Funding secured</li> <li>Specification for works started</li> </ul>			<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Support HCC re negotiations with RPF - ongoing</li> <li>Works designed and tendered</li> <li>Planning, Listed Building and Building Regs applications submitted</li> <li>Legal documentation</li> <li>Operational management arrangements developed and agreed</li> </ul>																															
<b>Key Risks</b>		<b>Initial Rating</b>	<b>Mitigating Actions</b>			<b>Residual Rating</b>																												
Costs exceed budget – both for building works and business plan		<b>A</b>	Close attention to specification and attempt to secure other funding contributions			<b>G</b>																												

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--

A6: Parsons Barracks	RAG	Q1	Q2	Q3	Q4														
<p><b>Project Description &amp; Key Deliverables</b>                      Develop options for this site and adjoining land associated with Aldershot Football Club – Could include Student accommodation, new homes, offices , hotel etc</p> <p><b>Funding identified:</b>                      None</p>	<p><b>RAG Status explanation</b></p> <div style="border: 2px solid orange; padding: 10px; text-align: center;">                     Project to be taken forward by Rushmoor Development Partnership                 </div>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Key Milestones</th> <th style="width: 7.5%;">July</th> <th style="width: 7.5%;">Aug</th> <th style="width: 7.5%;">Sept</th> <th style="width: 7.5%;">Oct</th> <th style="width: 7.5%;">Nov</th> <th style="width: 7.5%;">Dec</th> </tr> </thead> <tbody> <tr> <td>Investment partnership established</td> <td></td> <td></td> <td></td> <td style="text-align: center;">◆</td> <td></td> <td></td> </tr> </tbody> </table>						Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Investment partnership established				◆		
Key Milestones	July	Aug	Sept	Oct	Nov	Dec													
Investment partnership established				◆															
<p><b>Key actions progressed over last period:</b></p>	<p><b>Key actions to be progressed over next period:</b></p> <ul style="list-style-type: none"> <li>Further work to be undertaken with Rushmoor Development Partnership</li> </ul>																		

<p><b>GREEN</b></p> <p>On track to deliver to plan and budget</p>	<p><b>AMBER</b></p> <p>Some concerns but corrective action in hand</p>	<p><b>RED</b></p> <p>Significant issues/ concerns requiring attention</p>
---	--	---

Q2: High Street Bus Interchange		RAG	Q1 - A	Q2 - A	Q3	Q4																					
<b>Project Description &amp; Key Deliverables</b> Provision of new bus stops between Wellington St and Short Street, including customer information centre and staff welfare facilities Provides Gold Priority route 1 improvements linking Farnborough Aldershot and North Camp  <b>Funding identified:</b> £60k LEP		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Positive discussions with Stagecoach held</li> </ul>																									
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Detailed design of highway infrastructure</td> <td colspan="6">→</td> </tr> <tr> <td>Develop temporary bus facility location plans including shelter infrastructure</td> <td></td> <td></td> <td></td> <td colspan="3">→</td> </tr> </tbody> </table>		Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Detailed design of highway infrastructure	→						Develop temporary bus facility location plans including shelter infrastructure				→							
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																					
Detailed design of highway infrastructure	→																										
Develop temporary bus facility location plans including shelter infrastructure				→																							
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Consultation with HCC and Stagecoach</li> </ul>		<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Detailed design of highway infrastructure</li> <li>Develop temporary bus facility location plans including shelter infrastructure</li> </ul>																									
<table border="1"> <thead> <tr> <th>Key Risks</th> <th>Initial Rating</th> <th>Mitigating Actions</th> <th>Residual Rating</th> </tr> </thead> <tbody> <tr> <td>Stagecoach do not agree interim arrangements</td> <td>A</td> <td>Continue dialogue to develop solution that works</td> <td>G</td> </tr> <tr> <td>HCC do not approve scheme</td> <td>A</td> <td>Design will be developed to County standards and in conjunction with HCC</td> <td>G</td> </tr> </tbody> </table>		Key Risks	Initial Rating	Mitigating Actions	Residual Rating	Stagecoach do not agree interim arrangements	A	Continue dialogue to develop solution that works	G	HCC do not approve scheme	A	Design will be developed to County standards and in conjunction with HCC	G														
Key Risks	Initial Rating	Mitigating Actions	Residual Rating																								
Stagecoach do not agree interim arrangements	A	Continue dialogue to develop solution that works	G																								
HCC do not approve scheme	A	Design will be developed to County standards and in conjunction with HCC	G																								

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--

<b>F1: Civic Quarter</b>	<b>RAG</b>	Q1 - A	Q2 - A	Q3	Q4
<b>Project Description &amp; Key Deliverables</b> Mixed-use development that re-provides for existing community/civic uses with new uses that will enhance the town centre and improve connectivity to the Business Parks.  <b>Funding identified:</b> Investment Partner	<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Masterplanning incomplete</li> </ul> <div style="border: 2px solid orange; padding: 10px; text-align: center;">                     Project to be taken forward by Rushmoor Development Partnership                 </div>				

Key Milestones	July	Aug	Sept	Oct	Nov	Dec
Elles Hall closure	—————→					◆
Scheme development				—————→		◆

<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Progress relocation of CAB / RVS from Elles Hall Community Centre.</li> <li>Manage relocation of users and associated issues arising from decision by Farnborough Community Association to cease from 31 December</li> </ul>	<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Architect appointed via investment partnership to develop viable scheme</li> <li>Engage with stakeholders around vision for the Civic Quarter site</li> <li>Public engagement on aspirations for site</li> <li>Closure of Elles Hall managed</li> </ul>
---	--

Key Risks	Initial Rating	Mitigating Actions	Residual Rating
Elles Hall – negative publicity resulting from closure	R	Put in place comms strategy and key messages	G
Development of site may come forward in piecemeal way	R	Engage with partners and maintain dialogue	A

<b>GREEN</b>	<b>AMBER</b>	<b>RED</b>
On track to deliver to plan and budget	Some concerns but corrective action in hand	Significant issues/ concerns requiring attention

<b>Farnborough Transport Package</b>		<b>RAG</b>	Q1 - A	Q2 - G	Q3	Q4
<b>Project Description &amp; Key Deliverables</b> Lynchford Road Farnborough - Localised widening to improve traffic flow and reduce journey times. Improvement to connectivity between M3 and the new Exhibition Centre A325 Corridor improvements - Various schemes yet to be developed <ul style="list-style-type: none"> <li>March 2020 - completion</li> </ul> <b>Funding identified:</b> Farnborough Growth Package , LEP funded		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Detailed design still to be signed off</li> </ul> <div style="border: 2px solid orange; padding: 10px; text-align: center;">                     Project to be delivered by Hampshire County Council                 </div>				

Key Milestones	July	Aug	Sept	Oct	Nov	Dec
Detailed design signed off				◆		
Public consultation completed					◆	
Contractor appointed						◆

<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Lynchford Road – development of detailed design</li> <li>Champions meeting held</li> </ul>	<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Lynchford Road –detailed design signed off</li> <li>Public consultation</li> <li>Contractor appointed</li> </ul>
---	---

Key Risks	Initial Rating	Mitigating Actions	Residual Rating
Negative feedback from consultation exercise	A	Work with HCC to assess and identify way forward	G

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--

<b>F3: Invincible Road</b>		<b>RAG</b>	Q1 - A	Q2 - R	Q3	Q4																												
<b>Project Description &amp; Key Deliverables</b> Improved access egress from Invincible Road onto Elles Road  <b>Funding secured:</b> £100 – 150k s106 funding from HCC		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>• Release of land still to be agreed</li> <li>• Key delivery date of December 2018 will not be achieved</li> </ul>																																
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Release of land agreed</td> <td></td> <td></td> <td>◆ →</td> <td>◆</td> <td></td> <td></td> </tr> <tr> <td>Detailed design</td> <td></td> <td></td> <td></td> <td>◆ →</td> <td>◆</td> <td></td> </tr> <tr> <td>Commence on site</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>◆ →</td> </tr> </tbody> </table>							Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Release of land agreed			◆ →	◆			Detailed design				◆ →	◆		Commence on site						◆ →
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																												
Release of land agreed			◆ →	◆																														
Detailed design				◆ →	◆																													
Commence on site						◆ →																												
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>• Continue dialogue with leaseholder to agree release of land from the lease</li> <li>• Initial designs developed</li> <li>• Cabinet permission to submit planning application</li> </ul>			<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>• Agreement to release of land</li> <li>• Detailed design to follow agreement to release land</li> <li>• Contingency plans to be developed for Christmas period</li> </ul>																															
<table border="1"> <thead> <tr> <th>Key Risks</th> <th>Initial Rating</th> <th>Mitigating Actions</th> <th>Residual Rating</th> </tr> </thead> <tbody> <tr> <td>Negative publicity resulting from missed deadline</td> <td>A</td> <td>Implement communications plan</td> <td>G</td> </tr> </tbody> </table>		Key Risks	Initial Rating	Mitigating Actions	Residual Rating	Negative publicity resulting from missed deadline	A	Implement communications plan	G																									
Key Risks	Initial Rating	Mitigating Actions	Residual Rating																															
Negative publicity resulting from missed deadline	A	Implement communications plan	G																															

<b>GREEN</b>	<b>AMBER</b>	<b>RED</b>
On track to deliver to plan and budget	Some concerns but corrective action in hand	Significant issues/ concerns requiring attention

<b>The Meads</b>		<b>RAG</b>	Q1 -A	Q2 - A	Q3	Q4																					
<b>Project Description &amp; Key Deliverables</b> Purchase of Phases 1 &2 Completion of mixed use Town Centre Scheme providing commercial floorspace, new homes and access to car parking		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Negotiations to purchase Phases 1 &amp;2 protracted</li> </ul>																									
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Purchase of phases 1 &amp; 2</td> <td></td> <td>◆</td> <td colspan="2">→</td> <td>◆</td> <td></td> </tr> <tr> <td>Consideration of requests – Phases 3 &amp;4</td> <td></td> <td></td> <td></td> <td>◆</td> <td>◆</td> <td></td> </tr> </tbody> </table>							Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Purchase of phases 1 & 2		◆	→		◆		Consideration of requests – Phases 3 &4				◆	◆	
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																					
Purchase of phases 1 & 2		◆	→		◆																						
Consideration of requests – Phases 3 &4				◆	◆																						
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Negotiations to purchase Phases 1 &amp;2 continue</li> </ul>			<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Negotiations on purchase of Phases 1 &amp;2 completed</li> <li>Consideration of requests raised in relation to Phases 3 &amp;4</li> </ul>																								
<b>Key Risks</b>		<b>Initial Rating</b>	<b>Mitigating Actions</b>			<b>Residual Rating</b>																					
Phase 3 construction does not start according to agreed timescales		A	Maintain dialogue. Consider use of step in rights			G																					

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--



B1: Right Homes, Right Places		RAG	Q1 - A	Q2 - A	Q3	Q4																					
<b>Project Description &amp; Key Deliverables</b> To set up a housing company to support the provision of well-designed and appropriately located homes in sufficient numbers to meet the needs of our residents and support the economic future of the borough.		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>• Progress with business case made</li> <li>• Site information on all development sites</li> <li>• Decision on forming company not yet made</li> <li>• External validation of business case outstanding</li> </ul>																									
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Housing Company established</td> <td></td> <td></td> <td></td> <td>◆</td> <td>→</td> <td>◆</td> </tr> <tr> <td>Site options appraisal</td> <td></td> <td></td> <td></td> <td>◆</td> <td>→</td> <td>◆</td> </tr> </tbody> </table>							Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Housing Company established				◆	→	◆	Site options appraisal				◆	→	◆
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																					
Housing Company established				◆	→	◆																					
Site options appraisal				◆	→	◆																					
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>• Housing Company –consideration of Business Case by PPAB</li> <li>• Manor Park Lodge Grounds pre application discussions</li> <li>• Churchill Crescent pre apps applied for</li> </ul>			<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>• Housing Company – external validation of Business Case</li> <li>• Housing Company – Cabinet and Council approval</li> <li>• 12 Arthur St – handed over</li> <li>• Architects commissioned to work on: Manor Park Cottage, Manor Park Lodge, 3A Arthur St, 69 Victoria Road</li> </ul>																								
<table border="1"> <thead> <tr> <th>Key Risks</th> <th>Initial Rating</th> <th>Mitigating Actions</th> <th>Residual Rating</th> </tr> </thead> <tbody> <tr> <td>Business case for Housing Company is not agreed</td> <td>R</td> <td>Agreed process for securing member approval to include Policy and Projects Advisory Board, Cabinet and Council</td> <td>G</td> </tr> <tr> <td>Council cannot hold residential property</td> <td>A</td> <td>Housing company or seek consent from Secretary of State</td> <td>G</td> </tr> </tbody> </table>		Key Risks	Initial Rating	Mitigating Actions	Residual Rating	Business case for Housing Company is not agreed	R	Agreed process for securing member approval to include Policy and Projects Advisory Board, Cabinet and Council	G	Council cannot hold residential property	A	Housing company or seek consent from Secretary of State	G														
Key Risks	Initial Rating	Mitigating Actions	Residual Rating																								
Business case for Housing Company is not agreed	R	Agreed process for securing member approval to include Policy and Projects Advisory Board, Cabinet and Council	G																								
Council cannot hold residential property	A	Housing company or seek consent from Secretary of State	G																								
<b>GREEN</b> On track to deliver to plan and budget		<b>AMBER</b> Some concerns but corrective action in hand		<b>RED</b> Significant issues/ concerns requiring attention																							

Development of sites prove not to be viable due to changes in costs, rents and values	<b>R</b>	Continual review of underlying assumptions and financial model	<b>G</b>
---	----------	--	----------

<b>GREEN</b> On track to deliver to plan and budget	<b>AMBER</b> Some concerns but corrective action in hand	<b>RED</b> Significant issues/ concerns requiring attention
--	---	--

B2: Investment Partner		RAG	Q1 - G	Q2 - G	Q3	Q4																												
<b>Project Description &amp; Key Deliverables</b> Process for securing a preferred Investment Partner to develop and oversee proposals for four major sites in Rushmoor - Union Street East and Parsons Barracks car park in Aldershot, and the Civic Quarter and Union Street West car park in Farnborough		<b>RAG Status explanation</b> <ul style="list-style-type: none"> <li>Project on track</li> </ul>																																
<table border="1"> <thead> <tr> <th>Key Milestones</th> <th>July</th> <th>Aug</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>Partnership established</td> <td></td> <td></td> <td></td> <td>◆</td> <td></td> <td></td> </tr> <tr> <td>Appointment of professional services</td> <td></td> <td></td> <td></td> <td>◆</td> <td></td> <td></td> </tr> <tr> <td>Project plans and business plan developed</td> <td></td> <td></td> <td></td> <td colspan="3">→</td> </tr> </tbody> </table>		Key Milestones	July	Aug	Sept	Oct	Nov	Dec	Partnership established				◆			Appointment of professional services				◆			Project plans and business plan developed				→							
Key Milestones	July	Aug	Sept	Oct	Nov	Dec																												
Partnership established				◆																														
Appointment of professional services				◆																														
Project plans and business plan developed				→																														
<b>Key actions progressed over last period:</b> <ul style="list-style-type: none"> <li>Cabinet report recommending establishment of partnership</li> <li>Shadow arrangements in place</li> <li>Legal agreements developed</li> <li>Procurement of professional services</li> </ul>		<b>Key actions to be progressed over next period:</b> <ul style="list-style-type: none"> <li>Report to Council</li> <li>Partnership established</li> <li>Appointment of professional services</li> <li>Development of project plans and business plan</li> </ul>																																

<b>GREEN</b>	<b>AMBER</b>	<b>RED</b>
On track to deliver to plan and budget	Some concerns but corrective action in hand	Significant issues/ concerns requiring attention

This page is intentionally left blank

CABINET

COUNCILLOR MAURICE SHEEHAN  
OPERATIONAL SERVICES  
PORTFOLIO HOLDER  
REPORT NO. OS1827

13 NOVEMBER 2018

KEY DECISION: YES

**PROPOSED ADOPTION OF POST-CONSULTATION  
LICENSING POLICY****SUMMARY AND RECOMMENDATIONS:**

Under the Licensing Act 2003, the Council is obliged to prepare and publish a statement of licensing policy. Following various legislative changes and a review, a number of changes to the Council's licensing policy have been proposed to ensure that it is current and up-to-date.

The revised licensing policy (see [www.rushmoor.gov.uk/proposedlicensingpolicy](http://www.rushmoor.gov.uk/proposedlicensingpolicy)) was provisionally approved by Cabinet for public consultation at its meeting 24<sup>th</sup> July. Following consultation, non-substantive feedback has been received and Cabinet is therefore requested to approve the revised licensing policy for adoption through Full Council.

**1. BACKGROUND & INTRODUCTION**

- 1.1 The Licensing Act 2003 (the Act) regulates the sale and supply of alcohol, the provision of late night refreshment and a wide range of entertainments. Licensable activities are regulated through a personal and premises licence regime administered and enforced by the Council's Licensing team.
- 1.2 As a Licensing Authority under the Act, the Council is obliged to prepare and publish a statement of licensing policy every five years and to keep it under review. Whilst subject to statutory consultation requirements, this sets out the policies and arrangements the Council will apply and consider in exercise of its functions; particularly when making decisions on relevant licence applications and authorisations established under the Act.
- 1.3 The Council's current licensing policy was last reviewed in 2010. Whilst tailored to reflect local circumstances and guidance, this was itself developed from a framework policy prepared by the Hampshire & Isle of Wight Licensing Officers' Group in 2005.
- 1.4 Since this time, a number of legislative changes and changes to associated guidance issued by the Secretary of State have been published. Collectively, these factors have prompted a review of the Council's licensing policy and Cabinet was asked to, and subsequently approved the resulting policy for public consultation at its meeting 24<sup>th</sup> July (see [report EHH1821](#)). A copy of the proposed policy can be viewed at [www.rushmoor.gov.uk/proposedlicensingpolicy](http://www.rushmoor.gov.uk/proposedlicensingpolicy).

- 1.5 Notably, and in accordance with Section 5 of the Act, statements of licensing policy can only be approved by Full Council following due consideration of any consultation feedback. Accordingly, this report outlines the consultation comments received and seeks Cabinet consideration and, where appropriate, approval of the revised policy for adoption through Full Council.
- 1.6 As the Act regulates various business activities and provides different means of redress where these cause problems, the licensing policy has, by association, clear links to the Council's priorities in respect of community leadership, economic development, prosperity and town centre regeneration. Furthermore, as changes to licensing policy may affect all licensed premises and/or licensable activities throughout the borough, any determination of revised policy is considered a key decision.

## **2. CONSULTATION & FEEDBACK DETAILS**

### **2.1 Statutory (public) consultation arrangements**

- 2.2 In accordance with the requirements of the Act, the draft policy was subject to public consultation to 19<sup>th</sup> October. This included consultation with statutory stakeholders and a number (n= 313) of other agencies, trade bodies and individuals who may be affected by the change(s) (e.g. the licensed trade and representatives of residents in the area). The consultation was also published on the Council's website over this period.

### **2.3 Statutory (public) consultation feedback**

- 2.4 A single comment / representation was submitted in respect of the consultation by the British Beer & Pub Association (BBPA) on 19<sup>th</sup> October. The representation expresses the BBPA's support for the proposed revision to the licensing policy in respect of removal of the special policy for cumulative impact in previously designated areas of Aldershot. For reference, a full copy of the representation is reproduced at **appendix A**.

### **2.5 Member Consultation**

- 2.6 By way of Member consultation, the draft policy was put before Members of the Licensing, Audit & General Purposes Committee (LA&GP) for comments at its meeting of 24<sup>th</sup> September (see [Head of Environmental Health & Housing report EHH 18 24](#)).

### **2.7 Member consultation feedback**

- 2.8 Pending their approval at its next meeting of 26<sup>th</sup> November 2018, minutes of the LA&GP Committee meeting are not yet available for ratification. However, whilst subject to some discussion, Members made no substantive comments or suggested amendments on the contents of the proposed policy document.

### **3. CONSULTATION COMMENTARY**

- 3.1 As an expression of support for the Council's proposed policy approach to cumulative impact, the BBPA's representation is not considered substantive as to warrant any further amendment to the proposed policy at this time. By virtue of paragraph 4.10 (page 20), it is considered that the proposed policy adequately states the Council's position on cumulative impact while providing a means to review this where appropriate. This states -

*At the time of writing, no special policy has been requested and/or is considered necessary. However, the Licensing Authority will review this, where a Responsible Authority or other party, submits suitable evidence to suggest there is a negative effect on the promotion of the licensing objectives due to cumulative impact.*

- 3.2 As no other consultation comments or representations have been made or received, it is considered that no other amendment(s) to the proposed policy are similarly necessary at this time.

### **4. IMPLICATIONS**

#### **Legal Implications**

- 4.1 By virtue of section 5 of the Act, the Council is obliged to prepare and publish a statement of licensing policy and to keep this under review. This policy must be subject to statutory consultation and for any consultation comments to be duly considered before its approval by Full Council. Any such policy must seek to promote the Act's statutory licensing objectives (see [report EHH1821](#)) and must include a suitable statement on any cumulative impact of licensed premises in the area (as outline above). As a matter of common law, any policy must be also be reasonable and proportionate and should, where appropriate, be justified on the basis of robust evidence.
- 4.2 Whilst there is no offence under the Act, application decisions based on the policy may be subject to challenge where it has not been suitably maintained, is not reasonable or proportionate or is not otherwise based on suitable justification or evidence.
- 4.3 Notably, in the absence of any special policy for cumulative impact, the proposed policy sets out the general considerations that both applicants, interested parties, responsible authorities and the Licensing Authority itself may take into account when considering applications made under the Act. This supports the general principle that the Licensing Authority will consider any matter for its determination objectively and on its own individual merits. Accordingly, when read in conjunction with any guidance offered by the Secretary of State the revised policy (which is subject to public consultation) presents a low risk update.

## **Financial and Resource Implications**

- 4.3 There are no financial implications associated with this report save those of the administrative costs and resources associated with the policy approval process. These can however be absorbed within existing budgets.

## **Equalities Impact Implications**

- 4.4 It is considered that the proposed licensing policy presents no specific impact on those with protected characteristics. The policy seeks to maintain equality of opportunity and recognises that subject to the requirements of the Act, nothing in the policy overrides or undermines the right of any individual or business -
- (a) to apply for one or more of the authorisations under the Act and, where appropriate, to have that application considered on its individual merits;
  - (b) to make representations on an application or to seek a review of an authorisation where provision has been made for them to do so; or
  - (c) who is aggrieved by the decision of the Licensing Authority to appeal against that decision to the Courts where provision has been made for them to do so.

## **5. CONCLUSIONS**

- 5.1 The Council is obliged to prepare and publish a statement of licensing policy based on a number of licensing objectives every five years. Following various legislative changes, the Council's policy has been reviewed and a revised and updated policy has been subject to public consultation in accordance with the requirements of the Act.
- 5.2 Following consultation, a single representation has been received in support of the proposed policy approach to cumulative impact. This is not considered substantive as to warrant further amendment of the proposed policy. As no other consultation comments were received, Cabinet is requested to approve the policy for adoption through Full Council.

## **BACKGROUND DOCUMENTS:**

**HOME OFFICE (2018)**, Guidance issued under Section 182 of the Licensing Act 2003. April 2018.

**RUSHMOOR BOROUGH COUNCIL (2010)**, Statement of Licensing Policy.

## **CONTACT DETAILS:**

- Report Author** – John McNab, Environmental Health Manager (Licensing)  
**Email:** [john.mcnab@rushmoor.gov.uk](mailto:john.mcnab@rushmoor.gov.uk)  
**Tel:** 01252 398886
- Head of Service** – James Duggin, Head of Operational Services  
**Email:** [james.duggin@rushmoor.gov.uk](mailto:james.duggin@rushmoor.gov.uk)  
**Tel:** 01252 398543



# APPENDIX A

## BRITISH BEER & PUB ASSOCIATION (BBPA) CONSULTATION FEEDBACK

### Rushmoor Borough Council Consultation – Revised Statement of Licensing Policy – Sept 2018



**British Beer & Pub Association Response**  
October 2018

**The British Beer & Pub Association is the UK's leading organisation representing the brewing and pub sector.**

Our members account for some 90 per cent of beer brewed in Britain today, and own around 20,000 of the nation's pubs. A full list of our members can be found [here](#).

Our members operate pubs across the UK and, as such, are impacted by national and local licensing issues. We welcome the opportunity to respond to this consultation and our views are set out below.

### **Introduction**

The British Beer & Pub Association is the UK's leading organisation representing the brewing and pub sector. Our members account for 90% of the beer sold in the UK and own around 20,000 of Britain's pubs.

The pub plays a vital role in community cohesion and social life in Britain. They remain one of the few places where communities can come together to socialise. The British pub has been part of people's lives for hundreds of years. First and foremost, they are businesses which serve their local communities and contribute much to the social life of each and every community. The pub sector has enormous potential to generate economic growth and create jobs. It can also play an important part in local regeneration projects and has been at the heart of the regeneration of many of our key towns and cities over the last fifteen years. A major study undertaken by Oxford Economics in 2018 clearly identifies the significant local impact of brewing and pubs. Currently over £1.5 billion is invested in the pub sector per annum. Indeed, pubs are labour-intensive businesses so this investment directly correlates to jobs. Pubs employ 600,000 people across the UK, often providing vital work in small towns and villages. Indeed, 45% of those employed in the sector are aged 16-24 providing a vital route to work and first career-step for many young people.

Across Britain, 30 million people visit Britain's pubs each month, with over 15 million people drinking beer.

### **BBPA's Support for the Proposed Revision to the Statement of Licensing Policy (SoLP)**

We note that one of the three elements of the proposed revision to the Council's SoLP is the removal of the Cumulative Impact Policy (CIP) for some areas of Aldershot.

We are reassured to see the Council advocating the removal of the CIP having considered the evidence of its impact whilst it was active and therefore the need (or otherwise) for it to remain in place. Where there is no evidence that a CIP is required in order to support the Licensing Objectives (or the weight of evidence is insufficient), it is appropriate to remove that CIP.

We therefore support the Council's intention to remove the CIP.

We have no comment on the other two revisions to the SoLP – the removal of the requirement for Neighbourhood Notifications, or the change to the policy regarding Film Classifications.

**BBPA contact re this response:**

**Andrew Green, Policy Manager – Pub Operations**



This page is intentionally left blank

**CABINET**  
**13 NOVEMBER 2018**

**COUNCILLOR MAURICE SHEEHAN**  
**OPERATIONAL SERVICES PORTFOLIO HOLDER**

**KEY DECISION: NO**

**REPORT NO. DSP1801**

## **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND**

### **SUMMARY AND RECOMMENDATION**

The Operational Services Portfolio Holder has considered one application and is recommending Cabinet approve the following award:

- **Oak Farm Preschool - £10,000**

### **1. INTRODUCTION**

1.1 This paper seeks approval to award a grant from the Farnborough Airport Community Environmental Fund to assist one local project.

### **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 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) and 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 BID

3.1 The Cabinet Member for Operational Services has considered one application (Appendix A) and is recommending the following award:

- **Oak Farm Preschool** **£10,000**

### 4. FINANCIAL IMPLICATIONS

4.1 The Community Environmental Fund is currently £22,467. Taking the application recommended in this paper totalling £10,000 would leave £12,467 available for allocation.

#### **Background Documents:**

Completed application form - Appendix A

#### **Contact Details:**

Alison Nicholls – Grants and Administration Officer  
[alison.nicholls@rushmoor.gov.uk](mailto:alison.nicholls@rushmoor.gov.uk) / 01252 398766

Andrew Colver – Head of Democracy, Strategy and Partnerships  
[andrew.colver@rushmoor.gov.uk](mailto:andrew.colver@rushmoor.gov.uk) / 01252 398820

<b>Environment Fund applicant bid</b>	
<b>Name &amp; address of Applicant</b>	Oak Farm Preschool Ballantyne Road, Farnborough GU14 8SS
<b>Grant requested (Total cost of project)</b>	£10,000 (£23,000)
<b>Purpose of grant</b>	Sensory garden with canopy
<b>Previous grants from this fund</b>	None
<b>Distance from centre of runway (within 5 kilometres (3 miles))</b>	Within distance
<b>Other sources of funding for this project</b>	£500 – Cherrywood Ward Community grant (secured) £156 – Waitrose green token scheme (secured) £50 – Princes Mead Noah's Ark boat collection (secured) £10,000 – Co-op (unsecured) £2,294 – preschool fundraising (unsecured)
<b>Accounts</b>	Income                    £79,539 Expenditure:            £83,248 Balances:                £53,614
<b>Additional Info</b>	<p>The project is to create a sensory garden with a canopy so that the children have access to free flow play inside and outside all year round.</p> <p>Some of the children who attend the preschool live in the local Totland flats and do not have access to regular outside play. A number of children attending the preschool have extra developmental needs such as speech and language and behavioural problems. Having access to sensory garden throughout the year will be particularly beneficial for these children.</p> <p>In the sensory garden, there will also be space to grow fruit and vegetables so the children will learn where their food comes from. They will be involved with growing the produce and then eating it, giving them a sense of achievement and pride. The children will have opportunities to take seedlings home and families will be encouraged to grow them, which will offer new talking points and hobbies, with children sharing these experiences with the staff and children at preschool.</p>
<b>Aim of organisation/group</b>	<p>Oak Farm Preschool is a small committee-run charity preschool based in a deprived area of Farnborough.</p> <p>The Preschool aims to enhance the development and education of children by providing appropriate play and care facilities and family learning.</p>
<b>Application recommendation</b>	£10,000

This page is intentionally left blank



CABINET

COUNCILLOR BARBARA HURST  
 PLANNING AND ECONOMY  
 PORTFOLIO HOLDER

13TH NOVEMBER 2018

REPORT NO. EPSH1801

KEY DECISION? YES

**REPORT OF URGENCY DECISION - UTILISATION OF COMMUTED SUM  
 MONIES TO GRANT FUND AFFORDABLE HOMES TO RENT AT BIRCHETT  
 ROAD, ALDERSHOT**

**SUMMARY**

The report explains the urgent decision taken to approve £100,000 of commuted sum funds to be invested in grant funding 50 units of affordable homes to rent in Aldershot Town centre. The decision was taken as a matter of urgency at the request of Homes England to support their internal decision-making process and timescales on capital grant funding this scheme in excess of £2.6 million. This decision secures the council's nomination rights in perpetuity.

**RECOMMENDATION**

The Cabinet is recommended to note and endorse the action taken in respect of the decision to utilise £100,000 of commuted sum monies to provide grant funding to this scheme, for the purposes of securing affordable housing for the Borough.

**1. INTRODUCTION**

- 1.1. The purpose of this report is to confirm the urgent action taken by the Head of Economy, Planning and Strategic Housing in consultation with the Leader of the Council and the Portfolio Holder for Economy, Planning and Strategic Housing, to agree to make £100,000 of commuted sum funds available as a capital grant to the Registered Housing Provider, Funding Affordable Homes. The capital grant secures the provision of 44 affordable rented units and 6 social rented units in Birchett Road Aldershot.

**2. BACKGROUND TO THE DECISION**

- 2.1. The site comprises 58 units in Aldershot Town centre originally intended for open market sale with 6 units of affordable housing secured through the section 106 agreement. It is due to complete in December 2018. In

August 2018, the council was approached by housing provider, Funding Affordable Homes, with a proposal to purchase the site outright and offer all 58 units as affordable housing as 8 shared ownership, 50 affordable rent and 6 social rent. The tenure mix supports the council's strategic housing objectives, allowing it to meet its identified need for homes to rent. The layout allows the shared ownership units to be located in a separate block from the rented units, supporting best practice of the overall scheme management.

- 2.2. Homes England has identified Rushmoor as a Local Authority challenged by affordability, due to high rents and modest incomes. In order to support low income households, particularly those in work, the council requested rents be set at modest levels reflecting income levels of our customers in the Housing Allocation Pool. Homes England have agreed to grant fund all of the 58 units, and approached the council to contribute £2,000 for each of the rented units, a total of £100,000. This contribution enables rent caps at the Local Housing Allowance and secures the council's nomination rights to the scheme in perpetuity.
- 2.3. The commuted sum pot currently stands at £349,812.00, is for use only on the delivery of affordable homes in the borough, and has time restrictions on how long the council can hold it. A further £81, 357.00 is due to be collected before the end of this financial year; replenishing 80% of the amount invested at Birchett Road.
- 2.4. Securing nominations to 50 units at £2,000 per unit represents exceptionally good value for money to the council. To give some context, the last, more typical capital grant rate approved by Cabinet was £46,000.00 to secure four affordable rented units at Lyndhurst Road.
- 2.5. Funding Affordable Homes will be using one of Rushmoor's approved Registered Providers to manage the scheme, this is likely to be Accent who have a local management base in Camberley, a good working relationship with officers and members and who manage other similar sized flatted schemes in Aldershot town centre.
- 2.6. Rushmoor will be seeking a local lettings plan to ensure a good percentage of working households are able to secure tenancies. We will also look to maximise opportunities to free up other forms of social housing in the borough through the use of chain lettings wherever possible and to give due consideration to child density across the scheme.

### **3. THE REASON FOR THE URGENCY**

- 3.1. The urgency arose for two reasons. Firstly, the property owner's offer to Funding Affordable Homes is subject to tight deadlines for the exchange of contracts and completion. Secondly, the ability of Funding Affordable Homes to offer 50 units for rent was reliant on securing £2.6 million of Homes England capital funding. Due to committee schedules, Homes England's decision on grant funding was required at its Board meeting on Monday 15th October 2018. The council's offer of grant needed to be included in the Homes England board report, and this is why the urgent decision to release the funding was taken on 11th October 2018.
- 3.2. Homes England has made their grant offer to Funding Affordable Homes who are progressing the exchange and completion of contracts. The council is preparing a nominations agreement and 50 customers in the Housing Allocation Pool will be housed during January 2019.

### **4. IMPLICATIONS**

#### ***Legal implications***

- 4.1 None

#### ***Financial***

- 4.2 The proposal will require a variation to the capital programme which is fully funded from commuted sims designated for the purpose of providing affordable housing. There are no other financial implications.

#### ***Equalities implications***

- 4.3 The 58 homes will assist those on low to average incomes to access affordable housing.

### **5. CONCLUSION**

- 5.1. The action taken serves the interests of the council and its customers in respect of securing affordable homes for rent and meeting longer term strategic housing objectives.

**Report Author:** Zoë Paine, Housing Strategy & Enabling Manager  
[zoe.paine@rushmoor.gov.uk](mailto:zoe.paine@rushmoor.gov.uk) Tel: 01252 398687

**Head of Service:** Tim Mills, Head of Economy, Planning and Strategic Housing  
[Tim.mills@rushmoor.gov.uk](mailto:Tim.mills@rushmoor.gov.uk) Tel: 01252 398542

This page is intentionally left blank

CABINET  
13 NOVEMBER 2018

COUNCILLOR DAVID CLIFFORD  
LEADER OF THE COUNCIL

REPORT NO. DSP1802

## INTERNATIONAL CULTURAL AND BUSINESS LINKS

### SUMMARY AND RECOMMENDATIONS:

This report provides an overview of the background to town twinning and the arrangements in Rushmoor. The links with the twin towns of Meudon and Oberusel in particular remain strong and active.

Over the last 10-15 years the Borough has experienced significant social and economic changes. In considering these, the potential for establishing new cultural and business links with other areas has been examined.

As a result, and following consultation with the Town Twinning Association, the Cabinet is asked to **RECOMMEND THE COUNCIL** to agree to:

- (i) Seek to establish cultural and business links with the following places:
  - Gorkha Municipality, Nepal
  - Rzeszow, Poland
  - Dayton, Ohio, United States
- (ii) Authorise the Chief Executive and Head of Democracy, Strategy and Partnerships to make the necessary arrangements to establish the formal links in consultation with the Leader of the Council.

## 1. INTRODUCTION AND BACKGROUND

- 1.1 Town twinning has been in existence in Britain for nearly 100 years, although it only really became established after the Second World War. This was part of a wider aim to bring communities together and to promote reconciliation. During the 1970's and 1980's, town twinning developed rapidly between British and European towns (especially France and Germany) and local authorities had greater freedom to determine with whom they would twin and the nature of the twinning. It was from the 1990's that twinning links started to develop outside of Europe where areas with multicultural communities with a high proportion of people from a specific region, sought to increase cultural considerations and awareness to help promote social cohesion.

- 1.2 Town twinning has continued over time and is still very much in existence today albeit on a somewhat reduced scale. An increasing trend has been to move away from formal, long term, partnerships to those that are less formal and prescribed but are endorsed by a friendship agreement or memorandum of understanding.
- 1.3 There is no formal cultural or statutory definition of town twinning and it can come in many forms. There is no statutory requirement or provisions relating to town twinning or friendship links and local authorities can determine what any relationship would involve. As a result, Rushmoor has assessed its own arrangements and considered the implication of recent social and economic changes in the Borough.

## **2. RUSHMOOR'S LINKS**

2.1 Rushmoor currently twins with the following European towns/cities:

- Meudon, France – since 1974
- Oberusel, Germany – since 1989
- Sulechow, Poland – since 2001

2.2 The twinning arrangements with Meudon and Oberusel have been productive and valuable since they were established. At certain times relationships have been quieter but generally the educational, cultural and the voluntary group links have been very positive. For many years the arrangements have been managed by the Rushmoor Town Twinning Association entirely independently of the Council. In 2019, Rushmoor and Oberusel will be celebrating 30 years of the association and it is intended that representatives of both towns will be in attendance at the Mayor's Banquet and Ball on 8th March, 2019.

## **3. NEW CULTURAL AND BUSINESS LINKS**

3.1 The Borough has developed and changed over the past 15 years and there is an opportunity to reflect this in links with cities/towns in other parts of the world. Two of the significant changes are:

- Development of Aerospace Industries – Since Farnborough Airport moved to civilian use there has been a gradual growth in associated industries near the Airport and in Farnborough. The companies located here include BAE Systems, Leonardo, Weston, Flight Safety, Boeing and Qinetiq. The recent announcement that Gulfstream will be moving its UK headquarters here is also very positive for Farnborough and makes it more attractive to complementary businesses in this country and abroad.
- Increase in the Nepalese population – The Nepalese community has a strong presence in the Borough because of the Gurkha connection with the Aldershot Garrison (the Queens Own Gurkha Logistic Regiment is still there). Since 2008, the number of Nepali residents in Rushmoor has

increased significantly and it is likely that up to 10% of the population is of Nepalese origin. The Council has undertaken a significant amount of work to manage the process of integration and to promote community cohesion. The Nepalese community are now a key part of Rushmoor life.

3.2 As a result of these changes, Cabinet Members, in conjunction with other local organisations, such as Farnborough Aerospace Consortium, have been exploring the potential of establishing links with other places to help develop mutual understanding and promote opportunities for cultural and business connections to benefit both Rushmoor and the other areas. As a result, it is proposed to seek international links with the following places:

- (i) **Gorkha Municipality** – This is located within the Gorkha district and lies some 140km north west of Kathmandu with a population of approximately 40,000. During October, the Nepalese Ambassador made an informal visit to Rushmoor to discuss the potential for the link which he felt would sit very comfortably with Gorkha as the name reflects the brave soldiers that have moved from there to serve in the British Army. He considered that the link would offer great potential for joint learning and referred especially to democracy, education, technology and culture. It was clear that Rushmoor was a key place to establish an association and would provide inspiration for the Gorkha community.

Developing the link and obtaining the necessary approvals would be co-ordinated through the Nepalese Ambassador who wanted to take a personal interest. It is understood that the local Nepalese community is excited by the prospect of establishing a link. The link would be legitimised by a memorandum of understanding signed at a formal ceremony.

- (ii) **Dayton, Ohio** – The development of a link with Dayton, Ohio is very much driven by aerospace and associated businesses. Ohio's geographic location has proved to be an asset for economic growth and expansion. Because Ohio links the Northwest to the Midwest, much cargo and business traffic passes through its borders along its well-developed highways.

Dayton is a city in western Ohio and is noted for its association with aviation. Not only is it the birth place of Orville Wright but it is home to the National Museum of the U.S. Air Force, with a vast collection of aircraft, from early 1900s planes to a space shuttle exhibit. Carillon Historical Park contains a Wright Brothers plane.

The Dayton region gave birth to aviation and is known for its high concentration of aerospace and aviation technology. In 2009, the Governor designated Dayton as Ohio's aerospace innovation hub, the state's first such technology hub. Two major United States' research and development organisations have leveraged Dayton's historical leadership in aviation and maintain their headquarters at Wright-Patterson Air Force Base. Wright-Patterson Air Force Base is one of the

Air Force's largest air base wings. In addition, state officials are working to make the Dayton region a hub and a leader for Unmanned Aerial Vehicle (UAV) research and manufacturing.

Farnborough Aerospace Consortium already have links with the British American Chamber of Commerce in Ohio to enhance the regions SME communities knowledge and business opportunities, indeed Ohio came to the Farnborough Air Show 2018 as exhibitors.

Because of the strong aerospace influence in Dayton there is a natural link to Farnborough - the "Cradle of British Aviation". It would be a natural progression to get a stronger link between the two regions especially as the regional Aerospace Trade Association located within the Council Offices is an ideal platform to build relations and business opportunities.

Having given careful consideration to the opportunity and informal contacts having been made with the City Mayor, it is proposed that Rushmoor seeks to establish a link with Dayton.

- (iii) **Rzeszow, Poland** – Rzeszow lies in the Podkarpackie region of south east Poland which has boundaries with the Ukraine and Slovakia. The city forms a central part of an area known as Aviation Valley which has been a centre for aviation since before the Second World War. Rzeszow is the biggest city in the region and the aviation industry developed following foreign investment attracted by a supply of relatively cheap, skilled labour and a range of small aviation orientated businesses. There is an association of aviation factories there, with over 100 manufacturers, with other business associations and educational institutions. A significant amount of complementary development in the area is taking place. 90% of Poland's aviation industry is concentrated in the area with employment in the sector around 24,000. There are fourteen large international companies in Aviation Valley, including Pratt and Whitney and Safran. There are also a significant number of companies producing complex parts for the industry.

Businesses in the region already have contacts in the Rushmoor area and an informal discussion with the Deputy Head of the Department of Promotion and International Co-operation has shown a strong willingness to develop a link. The link would be focussed around business, education and culture.

Given the potential business links and the aerospace connections it is proposed that a link with Rzeszow is progressed. This business and educational link would be subject to a memorandum of understanding.

- 3.3 Plans showing each of the city/town locations will be available at the meeting.
- 3.4 If the Council approves the establishment of these links the next stage will be to make formal contact with the towns. Subject to the outcome of the contacts



the development of the links will proceed. Subject to there being agreement, arrangements will be made to formalise the links in Spring 2019.

#### **4. ROLE OF THE TOWN TWINNING ASSOCIATION**

4.1 The Town Twinning Association has been consulted on the proposals to develop the links with Gorkha, Dayton and Rzeszow and also to terminate the twinning with Sulechow. The Association is broadly in agreement with the new arrangements.

4.2 The Association is currently undertaking a review of its working arrangements and Constitution and will be taking the proposals into account in doing this. The Association has a Co-ordinator who is paid for by the Council, although that is the only support given by Rushmoor. If the Council approves the links, further discussions will be held with the Association on how the links will be supported.

#### **5. IMPLICATIONS OF THE PROPOSED LINKS**

5.1 The nature of the proposed links will not place any specific responsibilities on the Council. In terms of the Council's priorities, the proposals support the work towards developing a centre of excellence for aerospace and initiatives to foster civic pride, improve cohesion and increase community engagement.

5.2 There are no legal implications as such links are not underpinned by statute. There are no other implications although a one-off bid will be submitted for 2019/20 to meet the cost of setting up the links. The potential business, education and cultural links will add value to the prosperity of the Borough.

#### **6. CONCLUSIONS**

6.1 The continuing development of Farnborough as an aerospace centre and the Nepalese becoming integrated as part of the Rushmoor community has presented opportunities to develop further links with cities/towns which complement Rushmoor. The links will involve a memorandum of understanding but will not have the formality of a traditional town twinning arrangement.

#### **Head of Service and Report Author:**

Andrew Colver

Head of Democracy, Strategy and Partnerships

[andrew.colver@rushmor.gov.uk](mailto:andrew.colver@rushmor.gov.uk)

01252 398 820

#### **Background Documents:**

None

This page is intentionally left blank