

# Public Agenda



*Please reply to:*

Contact: Gillian Hobbs  
Service: Committee Services  
Direct line: 01784 446267  
E-mail: [g.hobbs@spelthorne.gov.uk](mailto:g.hobbs@spelthorne.gov.uk)  
Date: 17 January 2017

## Notice of meeting

### Cabinet

**Date:** Wednesday, 25 January 2017

**Time:** 7.00 pm

**Place:** Goddard Room, Council Offices, Knowle Green, Staines-upon-Thames

<b>The members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
I.T.E. Harvey (Leader)	Leader and Council Policy co-ordination
A.C. Harman (Deputy Leader)	Deputy Leader and Towards a Sustainable Future programme (TaSF)
M.M. Attewell	Community Wellbeing
C.B. Barnard	Corporate Management
N.J. Gething	Planning and Economic Development
A.J. Mitchell	Environment and Compliance
J.M. Pinkerton OBE	Housing
H.R.D. Williams	Finance and Customer Service

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) Telephone 01784 451499

## AGENDA

Page nos.

- 1. Apologies for absence**  
To receive any apologies for non-attendance.
- 2. Minutes** **5 - 12**  
To confirm the minutes of the meeting held on 21 December 2016.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Petition on hot meals at Staines Community Centre** **13 - 24**  
**Councillor Attewell**  
  
To receive a petition containing 92 signatures, against the loss of hot meals at Staines Community Centre.  
  
The petition organiser may speak for a maximum of three minutes.
- 5. Surrey Flood Risk Management Strategy - Key Decision** **25 - 40**  
**Councillor Mitchell**  
  
To consider the Draft Surrey Local Flood Risk Management Strategy 2017-2032.
- 6. Fees and Charges 2017-2018 - Key Decision** **41 - 124**  
**Councillor Williams**  
  
To consider the fees and charges for 2017-2018 as set out in Appendix A to the report.
- 7. Treasury Management Strategy Statement - Key Decision** **125 - 138**  
**Councillor Williams**  
  
To consider the Treasury Management Strategy Statement for 2017-2018.
- 8. Leader's announcements**  
To receive any announcements from the Leader.
- 9. Urgent items**  
To consider any items which the Chairman considers as urgent.

**Minutes of Cabinet**

**21 December 2016**

**Present:**

Councillor I.T.E. Harvey, Leader and Council Policy co-ordination  
Councillor A.C. Harman, Deputy Leader and Towards a Sustainable Future  
programme (TaSF)  
Councillor M.M. Attewell, Community Wellbeing  
Councillor C.B. Barnard, Corporate Management  
Councillor N.J. Gething, Planning and Economic Development  
Councillor A.J. Mitchell, Environment and Compliance  
Councillor H.R.D. Williams, Finance and Customer Service

**Apologies:**

Councillor J.M. Pinkerton OBE, Housing

**2316 Minutes**

**The minutes of the Cabinet meeting held on 23 November 2016 were agreed as a correct record.**

**2317 Disclosures of Interest**

There were none.

**2318 \*Supplementary Capital Estimate for property acquisitions - Key Decision**

The Cabinet considered a report requesting agreement to a substantial supplementary capital estimate to enable the Council to be in a position to take advantage of a number of opportunities for property acquisitions within the Borough, and future opportunities.

**Resolved to recommend Council** to approve a supplementary capital estimate for property acquisitions within the Borough of £80m for the remainder of 2016/17.

**Reason for decision**

Due to the scale of funding reductions facing the Council and additional pressures in areas such as housing and recycling, the Council needs to continue to acquire assets which both support the economic development and well-being of the Borough and provide an investment income for the Council.

### **2319 Treasury Management half-yearly report**

The Cabinet considered an interim statement of treasury activities for the first six months of the financial year, to the end of September 2016. The report covered treasury activity and the associated monitoring and control of risks.

**Resolved** to note the treasury position achieved during the first six months of 2016/17 and the financial environment in global markets.

### **2320 Establishment of Mayoral Charity Fund**

The Cabinet considered a report on the establishment of a Mayoral Charity Fund. The objective of the Charity would be, “to raise money for charities and other good causes as selected each year by the Mayor of Spelthorne. These charities and other good causes must be located and undertake their work within the Borough of Spelthorne, so that the money raised will improve the lives of disadvantaged people within Spelthorne, or otherwise improve the quality of life for people within the borough.”

#### **Resolved:**

1. that Cabinet approves the creation of a registered charity for the Mayoral Fund; and
2. that the Leader of the Council, the Chief Finance Office, and the Community Development Manager be approved as the trustees.

#### **Reason for decision**

To enable the Mayoral Fund to act as a Charity and for donors to gift aid and make it more attractive for sponsors to match fund.

### **2321 \*Calendar of meetings 2017-2018**

The Cabinet considered a report on a calendar of meetings for the period from May 2017 to May 2018.

Cabinet discussed an amendment to the proposed dates for Cabinet and Council meetings in December 2017 in order to avoid holding meetings in the week leading up to Christmas.

**Resolved** to recommend the calendar of meetings for 2017-2018 as set out in the appendix to the report to Council for approval, subject to bringing forward the dates for Cabinet and Council in December 2017 to 12 and 14 December respectively.

#### **Reason for Decision**

The calendar of meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council key priorities.

**2322 Development in the Borough (Bugle Returns Public House site)**

The Cabinet considered a report on development of the Bugle Returns Public House site in Upper Halliford for housing.

**Alternative options considered and rejected by the Cabinet:**

- (a) Refurbishment for residential purposes
- (b) Redevelopment for an alternative use
- (c) Demolish the building and use the site for recreation/leisure only

**Resolved:**

1. To agree the demolition of the existing building and redevelopment of the front part of the site for residential development;
2. To agree the proposed capital provision of £2.4m for the redevelopment of the front part of the site (including contingencies) over the period January 2017 – 2019;
3. To give delegated authority to the Group Head of Regeneration and Growth (in consultation with the Leader as Cabinet Member for Strategic Assets) to agree the actual spend of the budget and to deal with any minor variations (with the agreement of the Deputy Chief Executive responsible for Finance as required);
4. To give delegated authority to the Group Head of Regeneration and Growth (in consultation with the Leader as Cabinet Member for Strategic Assets) to agree any subsequent minor amendments to the proposals as a result of results of surveys, advice from the Local Planning Authority or other responses; and
5. To note the current position regarding the options for the open land and lakes to the rear of the site and that a subsequent report will come to Cabinet.

**Reason for Decision**

This is a cross cutting development which will help the Council deliver on all four of its key priorities:

- (1) Housing (developing an existing site for housing)
- (2) Financial sustainability (use existing assets to obtain ongoing, sustainable revenue streams and capital appreciation)
- (3) Economic Development (using assets to stimulate the local economy)
- (4) Clean and Green Environment (robustly protect our Green Belt and provide high quality public spaces)

### **2323 Leader's announcements**

The following are the latest service updates from various Council departments.

The Council has purchased the south west corner of the BP campus in Sunbury-on-Thames, completing their ownership of the site. BP will remain on the site as tenants, leasing back the offices from the Council for a minimum period of 12 years. The arrangement will generate a significant annual income for Spelthorne and forms a key part of the Council's strategy to develop new ways of generating long term income streams to protect its services.

Spelthorne's recycling rate is up to 49.2% (from 46.9% for the same period last year) thanks to an increase in the amount of food waste being collected and the recycling team's ongoing efforts to educate residents.

A new communal hut has been built at the Commercial Road allotments in Staines-upon-Thames which will be officially opened in the spring thanks to a grant from the Tesco 'Bags of Help' scheme.

Spelthorne MP Kwasi Kwarteng played the role of Speaker of the House as part of a Parliament event organised for schools. Teams comprising year 11 students from Thamesmead, Matthew Arnold and Sunbury Manor schools spent the afternoon learning the finer points of the Parliamentary process before breaking into groups to debate the lowering of the voting age to 16.

Cllr Ian Harvey has announced that a 'windfall' grant of £20,000 per ward (£260,000 total) is being made available to local community groups, thanks to an improvement in the Council's finances following the BP purchase. Organisations interested in applying should contact one of their ward councillors.

Businesses in Staines-upon-Thames have voted for the introduction of a Business Improvement District (BID) that will generate over £1.5m over the next five years for town centre projects which will improve the visitor experience and increase footfall for retailers. The ballot turnout was 45% and 76% voted in favour of establishing a BID.

The winter Bulletin has been delivered to homes in the Borough and features articles about the purchase of the BP campus, Christmas recycling tips and local leisure events.

Housing Options have launched the Spelthorne Rent Assure scheme to attract private landlords to rent their properties to homeless households. The Council is offering to pay local market rate rent directly to landlords for up to two years. The first tenant moved in at the beginning of December and three more are planned before Christmas.

Following an increase in the number of evictions from A2Dominion tenancies the Housing team has established an early intervention scheme to help tenants avoid eviction wherever possible.

The Spelthorne Disability Sports Club celebrated their 10 Year anniversary with a party on 17 December. The Club, which was set up by Leisure Services for young people with disabilities, is managed by a team of dedicated volunteers and meets every Saturday at Spelthorne Leisure Centre.

Congratulations to Andy Bennett from Littleton Sailing Club who won the 'Outstanding Service to Sport' award at the Surrey Sports Awards on Tuesday 6 December at the HG Wells Centre in Woking. Mr Bennett was put forward for the award after winning the Spelthorne Sports Award in October.

The cumulative Council Tax collection rates up to the end of November were:-

Council Tax:	83.5% (83.3% sply)
Council Tax Support	68.10% (64.8% sply)
Business Rates:	77.92% (74.6% sply)
Business Rates growth	0.63%

#### **2324 Urgent items**

There were none.

#### **2325 Exempt Business**

**RESOLVED** to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

#### **2326 Exempt report - Investment Acquisition in the Borough - Key Decision**

Cabinet considered a report on an investment acquisition in the Borough.

#### **Alternative options considered and rejected by the Cabinet:**

To not proceed with the acquisition of the site.

#### **Resolved to:**

1. Approve the acquisition of the investment asset identified in the exempt report;
2. Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition (in consultation with

the Chief Finance Officer, the Leader and the Cabinet Member for Finance);

3. Authorise the Chief Finance Officer to decide the most financially advantageous funding arrangements for the purchase and ensure the acquisition is prudentially affordable; and
4. Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset.

### **Reason for Decision**

It will bring in a steady income stream for the term of the lease and give the Council the ability to redevelop the site in the future (releasing further development value).

The income stream will assist in the future financial stability of the Council.

### **NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) ***To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
  - ***Outline their reasons for requiring a review;***
  - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***



- ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
  - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 6 January 2017.***

This page is intentionally left blank

## Cabinet

25 January 2017



### Petition – Save Staines Hot Meal Service

1. A petition was submitted to the Council on 11 November 2016 against the closure of the cafe at Staines Community Centre
2. The petition contains 92 signatures and in accordance with the Council's Petition Scheme, the matter is referred to Cabinet for consideration.
3. The Petition reads: "We the undersigned petition the Council to We the undersigned call upon Spelthorne Borough Council to reverse its decision to close the Hot Meals service at Staines Community Centre. This is a necessary asset for the elderly and disabled people of Staines.
4. Background:
  - Cabinet agreed to the proposal to change the cafe at Staines Community Centre from a hot meal service to a volunteer run coffee bar offering pre-prepared snacks. (Cabinet report 28 September 2016)
  - Myers have run the cafe at Staines Community Centre for 10 years, since it was first put out to tender after being a Council run facility.
  - Freshly cooked hot meals are served at around £6 per meal
  - Over the past 4 years the contract has been tendered for on 3 occasions but despite doing this in various ways (including using a specialist catering consultancy), no contractor has achieved the required standard. Myers have been appointed with various amendments to the contract in order to keep the service running.
  - During the last few years of Myers' contract, Spelthorne Borough Council has been taking on a larger and larger financial role in supporting the cafe, from paying all the utilities (originally split 50:50), to paying a subsidy of £500 per month in order to keep it running.
  - During the time of Myers' contract, they have lost a number of other contracts including school meals, care home catering and Runnymede Borough Council café, making their business model very different from when they started to present day.
  - Surrey County Council are looking at withdrawing funding from Older People's Services over the next 3 years. For Centres and Meals on Wheels could potentially be £100k

5. Reasons for the decision:

- Sarah who runs Myers Catering is in agreement that the cafe is not a realistic business option and fully understands the Council's decision not to continue with the hot meals. Sarah is in the process of closing her business and will not be continuing in this line of business.
- Despite the contract being put out to tender 3 times over the last 4 years, the contract has not been awarded due to no suitable bid being received each time.
- The number of hot lunches served at Staines Community Centre averaged at 18 meals per day in comparison with Fordbridge Centre and Greeno Centre which average between 25 and 46 meals per day.
- Of all the transactions in the café, only 17% were for hot lunches, 8% were for kitchen orders (sandwiches, jacket potatoes, salads etc.). Hot drinks accounted for 48% and snacks were 19%. The remaining 8% were for other transactions including desserts and soup
- With the proposed volunteer coffee bar, of the 106 transactions in the café daily (average number), 77 will still be provided for with the same/very similar products. Of the other 29 transactions, sandwiches will be available as an alternative, and also a range of discounts available at other eating establishments (detailed below in 6i).

Item	Daily Average	Continue in proposed café	comments
Drinks	52	Yes	
Snacks	20	Yes	
Kitchen orders	8	No	Sandwiches provided
Hot lunch	18	No	
Soup	3	No	Cup Soups provided
Alcohol	0.2	No	This is no longer provided with Myers
Desserts	5	Yes	Dessert types may vary
Total	106.2	77	

- Staines Town Centre has more than 50 places to eat offering something to suit all tastes and budgets.
- The majority of people using Staines Community Centre are mobile enough to be able to use the facilities in the town centre.
- The activities at the Centre aimed at keeping people physically and mentally active in order to look after their Well-being, are very popular and at capacity. Changes to the cafe means more activities can be offered

6. Further considerations:

- Following the announcement of the changes to the cafe, 4 complaints were received by the Council, all of whom were responded to with the same information. 3 of the original complainants have not signed the petition.
- Of those 92 who have signed the petition, 20 are Centre members, 72 are not members.
- A range of discounts and alternative hot meal options have been agreed:

- i) Debenhams – a free hot drink with any hot lunch (Inc. soup)
  - ii) The George –10% discount off anything from main menu
  - iii) The Methodist Church (opposite) - every Thursday will offer roast dinner, hot pudding + tea/coffee for £5
  - iv) The Thames Lodge - dish of the week for £6.95 – This could be lasagne or Shepherd's pie, beef stew or a chicken dish etc.  
Tea or coffee for £1.50  
A complementary soup of the day with any sandwich.  
10% discount on the normal menu.
  - v) Notcutts - 20% to disabled customers who will be taken by volunteer mini-bus (also being arranged). 10% discount to other members.
  - vi) Cafe One, Church Street - 10% discount off menu
- The petition and the proposals have been discussed with Ward councillors for Staines and they are all in full agreement that the proposed change is the best option in the circumstances.
  - Positive feedback to the proposed changes has been received by a number of Centre members (Appendix 1)

7. Further Information can be found on the attached background cabinet report (28 September 2016) – Appendix 2

### **Recommendation**

To continue with the proposed volunteer run coffee bar at Staines Community Centre

### **Report Author**

Janice Lowin

Joint Independent Living Manager

This page is intentionally left blank

## Appendix 1 – Comments

Positive comments received regarding the proposed change in café at Staines Community Centre:

“I am very much looking forward to starting the new Yoyalates class”

“oh, it sounds like it (the café) is going to be really lovely and friendly”.

“I’ll re-join the centre then in the new year”. From lapsed member is really pleased to hear Salsa classes will be starting

Existing member is really looking forward to running a new ‘knit and natter’ group on Fridays as this means she will be out helping in the community more. She already runs one at the library and said “hopefully it will bring several new people from the library and other groups she goes to, to the Community Centre and that they might join”.

“I had a very good chat and was able to air my concerns about the provision of hot meals stopping etc, likewise was able to be enlighten from your perspective. I feel the chat was very helpful (both-ways). I understand why the changes are being made and I hope the cafe proves to be a success, even if I have my doubts in some areas. I was also pleased to hear that the provision of hot meals (as provided at Fordbridge and Greeno by the Council), is not totally ruled out and may be considered in the future”. From lady who sent a complaint regarding the café.

“Thank you for arranging the get together for all the new volunteers today. It was good fun and informative. I am looking forward to starting”. New volunteer who will be helping in the café.

This page is intentionally left blank



# Cabinet

28 September 2016



<b>Title</b>	Catering provision at Staines Community Centre		
<b>Purpose of the report</b>	To make a Key Decision		
<b>Report Author</b>	Janice Lowin		
<b>Cabinet Member</b>	Councillor Maureen Attewell	<b>Confidential</b>	Yes
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Community		
<b>Recommendations</b>	<b>Cabinet is asked to agree to the change of service provision of the Café at Community Centre from a Contractor run café to a Volunteer run snack service</b>		

## 1. Key issues

- 1.1 The catering services at Staines Community Centre have been provided by Myers Catering Ltd since 2007. This contract expired on 31 December 2012 and has been extended on two occasions due to previous procurement exercises not finding a successful new contractor. The existing extension is until 30 September 2016 pending completion of the procurement of the new contract due to start 1 October 2016.
- 1.2 Spelthorne Borough Council have been subsidising the café £500 per month since April 2016 as Myers Catering (recently renamed as South East Catering Contractors) have not been able to make a profit on the service. This has been agreed as a short term measure in order to appoint a new contractor. SBC also currently pay for all utilities and all maintenance/ replacement of kitchen equipment. Myers originally paid 50% of utilities but this has been negotiated down.
- 1.3 The specification of the Catering contract was reviewed and amended in order to attract more interested parties. This included an option to manage the lets of the building outside of normal Centre operating hours (as is currently the case). It is estimated income generated for rentals is approx. £10k (after caretakers salary)
- 1.4 Prior to Myers providing the catering, The Council ran the café in house which cost approximately £50k per year.
- 1.5 The Net operating budget for Staines Community Centre for 2016/17 is £41,800. The maintenance budget sits within Asset Management and last year's spend was £26,500 out of which £12,000 related to maintenance within the Kitchen

- 1.6 The Council received 8 Expressions of Interest for the catering provision at Staines Community Centre but only received 1 tender submission, from South East Catering Contractors (formerly Myers Catering, the existing provider). The tender submission did not contain all the relevant documentation so was an immediate fail. Within the documents, there was no reference as to how they would turn the café round from operating with the current £500 per month subsidy to operating with no subsidy.
- 1.7 Staines Community Centre is generally used by the more active over 50's, with Fordbridge and Greeno offering activities aimed for those who are less able and require support. There are very few individuals attending Staines who use Spelride as the majority are able make their own way there.
- 1.8 The café is popular with members of the Centre, however, this is mostly for hot drinks and snacks. Recent figures from the Café show main lunches has dropped to an average of 18 per day with an average spend per customer of £2.31 to £2.35. As a comparison Greeno & Fordbridge average 25 to 46 meals per day.
- 1.9 Staines has over 50 different places to eat suiting all tastes and prices, with more and more opening all the time. The Harvester for example, just a short walk from the Centre, offers a lunchtime meal with unlimited salad bar for £4.45. The Café at Staines Community Centre charges £6 for a main meal.
- 1.10 Staines Community Centre has had to run differently to the other Centres since having a contractor run the café. This includes not being able to hold parties/events during the day (due to the café being open to everyone) which can exclude those unable to attend in the evenings.
- 1.11 Feedback from those who expressed an interest in the tender has been sought and to date the responses indicate that the Café would be best run as a small community café.
- 1.12 Surrey County Council are looking at withdrawing funding from Older People's Services over the next 3 years. For Centres and Meals on Wheels this is almost £100k so this needs to be considered in making decisions about our services.
- 1.13 There is a political impact with making changes to Older People's services.

## **2. Options analysis and proposal**

- 2.1 Discuss with South East Catering Consultants (current caterer) the possibility of continuing. This is very likely to incur a cost to SBC and they have not met our tender requirements. With the current subsidy it would be £11,800 per year with maintenance on top. Much of the large equipment is now old and likely to need replacing over the next few years. 2015-16 maintenance costs for the kitchen were approximately £12k.  
An initial discussion with South East Catering Consultants has indicated that they are currently unsure whether they would wish to continue or not.
- 2.2 Take catering back in house.  
This would require TUPE for all staff who are currently paid significantly higher than SBC's kitchen staff at other centres. There would be surplus staff so there would be some redundancy costs (approx. £10k). A deputy centre manager would be required to assist running of the Centre (as in Greeno & Fordbridge). Maintenance costs would still apply.

- Costs for running kitchen approx. £10k
  - Deputy Manager costs approx. £33,200.
  - Income generated from room rental approx. £10k
  - Increase budget £33,200 required.
- 2.3 Close café. Use the café area as a space for room rental and/or activities. Activities upstairs are currently at capacity. By using downstairs more classes could run. Once established this could generate income of up to £3k net (although it would take time to get tutors and build up classes). Part time centre assistant (grade 1, 20 hrs per week) required to carry out basic tasks to assist in the running of the centre. Their absences would be covered by Independent Living staff or casual member of staff.
- Part time Centre assistant approx. £11,100 including on costs.
  - Income generated from room rental approx. £10k
  - Increase annual operating budget £1,100 required
- 2.4 Close the café and install vending machines. This would allow for some refreshments but also allow classes to be run downstairs.
- Part time centre assistant (as above) approx. £11,100 including on costs.
  - Income generated from room rental approx. £10k
  - Increase annual operating budget £11,100 required
- 2.5 Run a Volunteer snack service 10am – 1.30pm. Outside of these hours, classes and/or events could be run in the café area. The Centre has 25 volunteers willing to help with a service that would run in the same way as the tea bars at Greeno & Fordbridge. Drinks and snacks (sandwiches, cakes, crisps) to be sold at a significantly cheaper price than current selling prices. Fordbridge and Greeno Centres sell hot drinks for 50p – 60p per cup. Current prices at the café in Staines Community Centre are £1.17- 1.98 for members (including the 10% member discount). Volunteers at the Centres can be very influential so this option would ease transition for the users of the café.
- Part time centre assistant (as above) approx. £11,100 including on costs
  - Income generated from room rental approx. £10k
  - Budget for food/drink purchase approx. £3k
  - Income from café approx. £9k.
- Volunteers run the tea bars at The Fordbridge and Greeno Centres so Staines would operate in the same manner. All food would be either pre-packed or prepared and packed at the Fordbridge Centre who currently have a 5 star rating so there would be a low level risk with regards to food hygiene. The Manager of the Centre is trained so would ensure food hygiene standards are achieved in the same way as the other Centres. A small £10 float to be kept in the till to provide change with further petty cash held in the safe upstairs should more be required. Banking would continue in the same way.
- 2.6 Should the decision be made to stop serving hot meals at Staines Community Centre, options are being explored for the people who currently use this service. These options include working with other companies in Staines to explore offering a discount on hot meals at other restaurants/cafes in time for the change of service at the café. This is being taken forward through the

Business Improvement District Steering Group. Greeno and Fordbridge will continue to offer hot meals and a membership of the Centre entitles individuals to attend any of our centres.

- 2.7 **Preferred option is 2.5, volunteer café from 10am – 1.30pm.** This provides some refreshment provision, at cheaper than the current prices, whilst generating a small income stream to the Council. It would also allow for an increase in activities which are currently at capacity. There is potential to generate further income through renting out the building outside of Centre opening hours. By selecting this option, it shows the public that we are continuing to provide services but doing so in a more cost effective way and they will be paying less for their hot drinks/biscuits.

### 3. Financial implications

- 3.1 Annual operating budget for Staines Community Centre for 2016/17 is £41,800
- 3.2 To continue with Myers annual costs to SBC would be a minimum of £11,800. Annual budget £53,600. Maintenance costs would continue. There would be no costs for redundancy as staff would continue
- 3.3 Spelthorne to run the catering:  
- Costs for running kitchen approx. £10k  
- Deputy Manager costs approx. £33,200.  
- Income generated from room rental approx. £10k  
Annual budget increase by £33,200 to £75,000  
Redundancy costs approx. £10,000 (only some of the staff would be made redundant, others would be transferred to SBC by TUPE).  
Maintenance costs would continue.
- 3.4 Close or stop serving hot food at the cafe, there would be some one-off costs:  
- Redundancy costs approx. £15,000 (all catering staff made redundant). The contract makes Spelthorne liable for redundancy costs should Spelthorne BC make the decision to terminate contracts  
- Some equipment need to be moved as it would no longer be required. The cost of this including a deep clean and minor repairs would be approx. £2,000  
Total one-off costs of £17,000 would apply to the following 3 options
- 3.5 Close the Café and have no refreshments,  
- Part time Centre assistant approx. £11,100 including on costs.  
- Income generated from room rental approx. £10k  
- Income from activities (from year 2) approx. £3,000  
- Maintenance costs should reduce  
Year 1 annual operating budget increase by £1,100 to £42,900  
Year 2 onwards decrease in budget by £1,900 to £38,800 (once activities at capacity)  
One off costs (as point 3.3) approx £17,000
- 3.6 Close the café and have a vending machine service  
- Part time centre assistant approx. £11,100 including on costs.  
- Income generated from room rental approx. £10k  
Increase annual operating budget by £11,100 to £52,900  
One off costs (as point 3.3) approx. £17,000

- 3.7 Volunteer run café service.
- Part time centre assistant approx. £11,100 including on costs
  - Income generated from room rental approx. £10k
  - Budget for food/drink purchase approx. £3k
  - Income from café approx. £9k
- Decrease in budget by £4,900 to £36,900  
 One off costs (as point 3.3) approx. £17,000

Summary of costs

Option	Continue with Myers (3.1)	SBC to run cafe (3.2)	Close café No refreshments (3.4)	Close café Vending machines (3.5)	Volunteer run cafe (3.6)
Annual budget difference	£11,800	£33,200	£1,100 (Yr 1) -£1,900 (Yr 2)	£11,100	-£4,900
<b>New annual budget</b>	<b>£53,600</b>	<b>£75,000</b>	<b>£42,900 (Yr 1)</b> <b>£39,900 (Yr 2)</b>	<b>£52,900</b>	<b>£36,900</b>
Total one off costs	0	£10,000*	£17,000**	£17,000**	£17,000**

\*Redundancy costs for some staff only

\*\*Redundancy costs for all catering staff and equipment moving/building repairs

**4. Other considerations**

- 4.1 If SBC take back room rentals, this would need to be managed through customer services to be consistent with other centres, and would require taking on the current caretaker through TUPE.
- 4.2 Cleaning is currently carried out by Myers as part of their contract. Staines Community Centre cannot be added to the existing cleaning contract for Knowle Green, the Depot, Fordbridge and Greeno so a short term contract would need to be arranged until it can be incorporated into the larger contract which is due to be tendered for in 2017. Quotes were obtained about a year ago and these were comparable to the prices that we currently pay Myers so there should be no additional budget required for this.
- 4.3 Members using the centre are generally like Myers and the staff working there and may be unhappy with the café closing. This would have to be managed carefully and the rationale behind the decision explained clearly.
- 4.4 A discussion would be required between the current contractor and SBC regarding redundancy payments but this would need to be indemnified. 12 weeks' notice will be required to make staff redundant.
- 4.5 The Business Improvement District Steering Group are exploring options of a 'taster' card to offer discount at local restaurants.
- 4.6 Cllr Maureen Attewell (Portfolio Holder) and Cllr Colin Davies are both fully supportive of the proposals to have a volunteer run café.

4.7 A 12 month review will take place.

## 5. Timetable for implementation

5.1 Set out a timetable, if required, showing when the proposal in the report will be implemented.

<b>Date</b>	<b>Action</b>
28 September 16	Cabinet decision
w/c 3 October 16	Meeting with current catering contractor (South East Caterers) informing of way forward (volunteer snack service)
October 16 – January 17	12 week redundancy notice to staff
October 16	Recruitment starts for Centre assistant
December 16 – January 17	Organisation, recruiting & training of volunteers
31 January 2017	Contract with South East Caterers expires
1 – 3 February 2017	Deep clean/make good downstairs area
6 February 2017	Volunteer café opens
February 2018	Review

**Background papers: None**

**Appendices: None**

**Cabinet****25 January 2017**

<b>Title</b>	Surrey Flood Risk Management Strategy		
<b>Purpose of the report</b>	To make a Key Decision		
<b>Report Author</b>	Sandy Muirhead		
<b>Cabinet Member</b>	Councillor Tony Mitchell	<b>Confidential</b>	No
<b>Corporate Priority</b>	Clean and Safe Environment		
<b>Recommendations</b>	<p>Cabinet is recommended to approve the Draft Surrey Local Flood Risk Management Strategy 2017-2032.</p> <p>The Group Head for Commissioning and Transformation be authorised to approve, in consultation with the Portfolio Holder minor modifications to the draft strategy in light of amendments required to be made by Surrey County Council arising from its public consultation.</p>		
<b>Reason for Recommendation</b>	To enable Surrey County Council to fulfil its Statutory Duty to produce a Local Flood Risk Management Strategy for Surrey		

**1. Key issues**

- 1.1 In 2013 the Cabinet approved the Surrey Flood Risk Management Strategy 2013 to 2016. The Flood and Water Management Act 2010 places various statutory duties on the lead flood authority (Surrey County Council) including producing a strategy which addresses how flood risk will be dealt with within their area.
- 1.2 The current strategy is overseen by the Surrey Flood Risk Partnership Board (Board) where all Flood Risk Management Authorities Districts, Boroughs and County) are able to be represented at senior officer level. The Board is supported by a Working Group of technical officers from partners who engage in detailed discussions on projects, issues and flood events with a view to developing actions to deliver projects and mitigate flooding.
- 1.3 This report contains an update of the strategy and seeks the approval of the Cabinet to enable Surrey County Council (SCC) to fulfil its Statutory Duty, as Lead Local Flood Authority, to produce a local flood risk management strategy. The update attached at Appendix 1 has been agreed by the Board.
- 1.4 The updated strategy sets out how the responsible authorities in Surrey are seeking to manage the impact of flooding, from rivers, ground and surface water. In recognition of the long term nature of measures needed to address flood risk, the strategy is proposed for a fifteen year period. During this time

rolling action plans will be developed to address those long term needs in Surrey and specifically for Spelthorne mitigation of flooding from the River Thames via the River Thames scheme.

1.5 The Strategy consists of four main elements:

- **Vision:** this is the main goal that will be achieved over the lifetime of the Strategy
- **Purpose:** this summarises who will be involved in achieving the Vision and How it will be done
- **Principles:** these provide context for the Vision, and are important concepts that are considered as part of all the objectives
- **Objectives:** these are the specific activities that will be undertaken to achieve the Vision.

1.6 The significant change in approach is set out in the principles underlying the updated draft strategy. Under this draft strategy a long term vision is being pursued with a catchment based approach where all elements that relate to the risk of flooding in a river catchment are consider, assessed and flood risk managed. This is considered to be beneficial to the long term interests of residents, businesses and wildlife throughout Surrey.

1.7 Under each objective there is a description of the action plan activities that will be pursued to achieve the stated objective. The action plans will be regularly updated and worked on by the Working Group, and responsible authorities. They will be overseen and performance managed by the Board. This approach is considered to be most effective in enabling responsible authorities to respond more effectively to changing circumstances.

1.8 Officers of Spelthorne have been involved in the preparation of the strategy both at technical and policy levels. The strategy creates a positive framework within which to manage and address flood risk across the County.

1.9 For the purpose of public consultation by SCC, the County Council will undertake public consultation prior to the formal adoption by it of the strategy. Accordingly authority is sought for the Group Head Commissioning and Transformation in consultation with the Portfolio Holder approve minor modifications to the draft strategy in light of amendments required to be made by Surrey County Council in light of its public consultation

## **2. Options analysis and proposal**

2.1 Not to support the strategy would be counterproductive in taking forward measures to mitigate flooding the Borough

2.2 Therefore it is recommended we support the draft strategy and it being issued for public consultation.

## **3. Financial implications**

3.1 There are no direct financial implications arising from the adoption of the strategy. Operational implications can be met within existing resources. However individual projects and actions pursued in delivering the strategy will give rise to financial implications. These will each be considered on their respective merit and depending on their nature require Cabinet approval.



#### **4. Other considerations**

- 4.1 The draft strategy will contribute positively, in policy terms, to managing the risk of flooding. Individual projects, associated with the strategy, will need to be risk assessed to address any specific issues that may arise during implementation or subsequent operation.
- 4.2 Failure by responsible authorities and riparian owners to discharge their maintenance responsibilities, as outlined in the strategy, will undermine the effectiveness of the strategy.
- 4.3 The draft strategy will contribute positively, in policy terms, towards all aspects of local sustainability but individual projects will need to be assessed on their own merit. There are no equality issues in this report.

#### **5. Timetable for implementation**

- 5.1 SCC will undertake public consultation on the draft strategy in early 2017 with a view to the final document being available by May 2017.

**Background papers:** There are none.

#### **Appendices:**

**Appendix 1** Draft Local Flood Risk Management Strategy 2017-2032

This page is intentionally left blank



# LOCAL FLOOD RISK MANAGEMENT STRATEGY 2017-2032

**Surrey County Council** as  
**Lead Local Flood Authority**

in partnership with

**The Surrey Flood Risk  
Partnership Board**



**SURREY**

---

# Table of contents

Chapter

Pages

*TBC*

DRAFT

# Summary

This Strategy has been produced to inform individuals, communities and businesses of the steps Surrey County Council (SCC) and its partners are taking to manage the impact of flooding in Surrey. Flooding from rivers, ground and surface water is a high risk in parts of the County. Flooding incidents can have a great human and financial cost and the County Council and its partners recognise this and are committed to doing what they can to reduce these impacts. However, it is important to understand that flooding is a natural occurrence. While the County Council and its partners will work hard to reduce the risk of flooding and its impact, flooding cannot be prevented entirely.

The best way to tackle this issue is to support residents and businesses to be prepared and resilient and to support flood defence work where it is appropriate. As we saw in Surrey in 2013/14, it is an incredibly stressful and upsetting experience to suffer the consequences of flooding. But through careful preparation, education and working in partnership, the impacts of flooding can be managed as efficiently as possible.

SCC and its partners aim to do this by investing in appropriate flood alleviation schemes, influencing policy where possible and supporting residents in a variety of ways. This will be challenging as Local Authorities have limited financial resources and multiple competing priorities. However, we are confident that this Strategy sets a strong foundation for the County Council and its partners to effectively manage and respond to the impacts of flooding.



**Jason Russell**  
Assistant Director  
Highways and  
Transport Service,  
Surrey County  
Council



**John Furey**  
Cabinet Member for  
Highways, Transport  
and Flooding, Surrey  
County Council



**Trevor Pugh**  
Strategic Director of  
Environment and  
Infrastructure,  
Surrey County  
Council

# Introduction

## Context

Surrey is a County at high risk of flooding. It has experienced several major flood incidents in the last ten years, with much of this occurring in the floodplain of the lower River Thames and its tributaries. There are also many localised areas prone to surface water flooding or the emergence of groundwater.

[The Flood and Water Management Act \(2010\)](#) (FWMA) places a number of responsibilities on Surrey County Council (SCC) in relation to flood risk. It designates SCC as Lead Local Flood Authority (LLFA) and outlines a number of roles that the Council must undertake. One of these is the duty to develop, maintain, apply and monitor a strategy for local flood risk management in its area. This document is that Strategy.

## Roles and Responsibilities

It is not SCC alone that is responsible for the management of flood risk - it is important to note that multiple organisations and individuals also have roles to play in the alleviation of flooding. The Environment Agency (EA) has strategic oversight for national flood risk management and is responsible for managing the risk of flooding from main rivers and the sea. SCC, in its capacity as LLFA, has responsibility for managing the risk of flooding from ordinary watercourses, surface water and ground water. Borough and District Councils also have powers to manage ordinary watercourses, while water companies are responsible for managing their water and sewage systems. With varying, equally important responsibilities all parties must therefore work together to effectively manage flood risk.

In Surrey these Risk Management Authorities (RMAs) have formed a partnership board to coordinate flood risk management activities. This board is known as the [Surrey Flood Risk Partnership Board \(SFRPB\)](#). The Board oversees cross-Authority flood work in the County and it has set the priorities outlined in this Strategy. Therefore, this document is owned by the SFRPB and is written from its perspective, with all of its members committed to achieving the agreed objectives. To this end, use of the term 'we' in the Strategy refers to all RMAs working in partnership.

Private landowners have responsibilities too – people who have a watercourse running through or adjacent to their land have [riparian duties](#) to maintain it. Residents should also take steps to protect their property from the risk of flooding, be this just knowing what to do in a flood event or installing property level protection, for example.

With this in mind, SCC [consulted](#) on this Strategy to seek the views of everyone involved in the alleviation of flooding. This document seeks to closely align with the priorities of partners and residents through consultation and incorporating the responses submitted wherever possible.

## Supporting Joint Priorities

The Surrey Local Flood Risk Management Strategy (LFRMS) supports the wider ambitions of SCC. Its objectives play their part in delivering the Council's strategic goals of wellbeing, economic prosperity and resident experience. It also supports the [Highways and Transport Service's Strategic Business Plan](#) and [Asset Management Strategy](#).

Most importantly, the needs of residents must be recognised. The effective management of flood risk involves a two-way interaction between the authorities that manage flooding and the people that may suffer from its consequences. Working together and sharing information with one another is essential if the joint goal of reducing the impacts of flooding across the County is to be achieved.

## Why a Refreshed Flood Risk Management Strategy?

A LFRMS for Surrey was first published in December 2014. Since that time the landscape of local flood risk management has changed. These changes include:

- Amendments to legislation that have placed more responsibilities on [Risk Management Authorities](#) (RMAs).

- Significant national and local flood events have required Local Authorities to learn lessons and adapt their approach to managing flood risk.
- Increasing demand for new development has heightened the need to ensure that local drainage solutions are sustainable and do not increase the risk of flooding.

These policy-led factors have partially driven the need for the LFRMS to adapt to the changing environment of flood risk management. However, the Strategy also needs to change in order to become a more accessible document. Feedback received following publication of the original LFRMS stated that it was too long, overly technical and did not clearly set out our objectives. In response to this we have made the refreshed Strategy much shorter, with our aims clearly set out in just ten pages and accompanying technical information contained in appendices.

A further change is a shift to a longer-term vision of 15 years. This is because effective flood risk management requires significant foresight – it often takes years to obtain funding for a scheme, design it, and then construct it. Furthermore, this long term approach mirrors that of the planning and funding cycle for flooding now followed by Central Government. The Strategy needs to be proactive, not reactive, and a longer-term vision allows it to do this.

Therefore this document represents a change from the previous Strategy. However, it is a change that enables us to adapt to the moving landscape of flood risk management and to deliver an effective service to residents.

DRAFT

# The Local Flood Risk Management Strategy for Surrey

## 1. Structure and content

Section 9 of the FWMA (2010) specifies what a LFRMS Strategy must contain. This includes objectives as to how flood risk will be managed, when they will be achieved, and which authorities will help to achieve them. All requirements of the Act have been embedded within this Strategy.

The Strategy consists of four main elements:

- **Vision:** this is the main goal that will be achieved over the lifetime of the Strategy
- **Purpose:** this summarises who will be involved in achieving the Vision and how it will be done
- **Principles:** these provide context for the Vision, and are important concepts that are considered as part of all of the objectives
- **Objectives:** these are the specific activities will be undertaken to achieve the Vision

## 2. Vision

The Vision is the main goal that will be achieved as a result of the Strategy. This is the point upon which all of the objectives and principles of the Strategy are based. The Vision for Surrey is as follows:

***To reduce the impact of flooding in Surrey on a long-term, sustainable basis through a co-ordinated approach with partners.***

## 3. Purpose

The Purpose sets out why a Strategy has been written and who will play a part in achieving the Vision. The Purpose is as follows:

***For all partners with flood risk management duties to work together through the Surrey Flood Risk Partnership Board to mitigate the effects of flooding.***

## 4. Principles

The Strategy has seven principles which support the Vision. These set the context within which the Strategy has been developed and provide the foundation for delivering the objectives. They can be regarded as the core values of the Strategy, while the objectives specify what is going to be achieved.

- **A long-term vision:** we will reduce the impact of flooding in Surrey and future-proof project outcomes on a sustainable, long-term basis.
- **A catchment-based approach:** we will use a holistic catchment-based approach to assess and manage the integrated flood risk within Surrey and upstream/downstream river catchments.



- **Partnership working:** we will work in co-operation with other risk management authorities to mitigate the risk of flooding for everyone in the County while achieving cross-cutting corporate goals.
- **Community resilience:** we will equip residents to be more prepared, aware and resilient to flooding.
- **Enhancing growth and wellbeing:** we will ensure that efforts to reduce flood risk in Surrey will enhance and protect the social, environmental and economic wellbeing of Surrey.
- **Sustainable flood risk management through planning and development:** we will use the opportunities presented by new development and regeneration to make communities more resilient to flooding.
- **Capital investment:** we will invest in flood alleviation schemes that reduce the risk of flooding to people, property and the natural environment where a robust business case indicates that this will provide value for money and wider social, environmental and economic benefits.

## 5. Objectives of the Strategy

The objectives provide detail around what specific actions will be undertaken in order to achieve the Vision. They are informed by the principles of the Strategy and set out what is going to be done in order to reduce flood risk for the people of Surrey. These are tangible and are what success will be measured against.

Each of these objectives has a clear **action plan** detailing how they will be achieved, and each action has a timescale when it will be delivered. Further details regarding the objectives including why they are a priority, their benefits and the associated action plans, can be found in the appendices.

The term 'we' in these objectives refers to all partner RMAs. The Strategy's action plans detail which specific organisations are responsible for working towards the delivery of each objective.

### Objective 1: Information

Our understanding of local and strategic flood risk will be improved through clear data management and sharing between risk management authorities to ensure partnership delivery of works to high risk areas.

#### ***Action plan activities:***

- a. Developing flood risk assessments using data analysis and modelling in order to prioritise flood risk reduction activities and facilitate informed decision making across all RMAs
- b. Collecting, communicating and sharing data more openly across and within all RMAs and the public in such a way that all appropriately formatted data is openly accessible and understood by all, including its use within flood risk management in Surrey
- c. Improving the use and quality of data to maximise the value it provides across the different flood risk management responsibilities of all RMAs

## Objective 2: Maintenance

Risk Management Authorities will reduce flood risk by delivering an effective maintenance regime for their drainage assets and managing their estates across the County in a sustainable manner.

***To achieve this we will:***

- a. Promote best practice approaches in delivering statutory maintenance duties with partner RMAs
- b. Improve and update records of our drainage assets
- c. Deliver an effective maintenance regime for our assets
- d. Ensure maintenance of assets which reduce flood risk, such as SuDS and flood alleviation schemes, is considered at design stage, documented and implemented through a maintenance plan to ensure the long-term effectiveness of the asset

## Objective 3: Risk Management Authority Responsibility

We will agree with partners who the Risk Management Authorities in Surrey are, jointly define their responsibilities and establish clear lines of communication with them to support the delivery of partnership-based flood alleviation projects.

***To achieve this we will:***

- a. Define the roles of RMAs with our partners
- b. Develop a communications plan for strategic and operational communications between partners
- c. Review opportunities for future devolution of powers and budgets to RMAs

## Objective 4: Landowner Responsibility

Private owners will be made aware of their riparian responsibilities to maintain their drainage assets and watercourses. We will support, promote and enforce these responsibilities.

***To achieve this we will:***

- a. Develop our knowledge of riparian assets in high risk areas by recording these assets on a reactive basis
- b. Review and improve enforcement and consenting principles, policies and processes
- c. Promote standards, consenting and enforcement processes to the public, Members and RMAs, and encourage implementation of these on a community-wide basis.

## Objective 5: Resilience

The residents of Surrey will be supported to improve community resilience. Local people will be empowered to reduce the risk of flooding on both an individual and community level.

### *To achieve this we will:*

- a. Assess and prioritise flood action group locations and encourage communities to establish such groups in areas of need
- b. Develop and improve RMA engagement methods with Flood Action Groups, including training and public facing information/materials
- c. Develop a governance structure for a new cross-District/Borough 'Surrey Flood Action Group Forum'
- d. Promote resilience planning as a core tool for community groups and supporting them with response and recovery following a flood event

## Objective 6: Planning

We will reduce the risk of flooding to and from new and existing development through local planning policy and processes.

### *To achieve this we will:*

- a. Undertake a robust statutory consultee role on flood risk management through influencing policy and advising Local Planning Authorities
- b. Take all viable opportunities to utilise existing and new development to reduce flood risk
- c. Educate planning officers, Members and developers on flood risk and drainage (in particular SuDS and environmentally beneficial measures)

## Objective 7: Investment

We will reduce flood risk from local sources via a programme of capital works, which will be integrated with the activities of other Risk Management Authorities.

### *To achieve this we will:*

- a. Establishing and implementing best practice between internal SCC teams for integrating flood risk reduction into all feasible capital schemes
- b. Establishing and implementing best practice for integrating flood risk reduction into all appropriate capital schemes and developing joint capital programmes with all RMAs
- c. Identify new funding sources and innovative methods for securing funding for flood alleviation schemes
- d. Ensure all drainage assets, wherever feasible, are retrofitted or replaced with SuDS to manage the quantity and quality of water in a more sustainable way

## Objective 8: Investigation

We will investigate significant flooding incidents in order to feed back recommendations to reduce flood risk.

***To achieve this we will:***

- a. Review our [Section 19](#) investigation procedures to maximise the efficiency of the process and the value gained from it
- b. Use new data obtained from Section 19 investigations to inform the prioritisation process for flood risk management or resilience works

For further details around the context of each objective and the steps that will be taken to achieve them, please refer to the Strategy's appendices.

DRAFT



This page is intentionally left blank

**Cabinet****25 January 2017**

<b>Title</b>	Fees and Charges Report 2017/18		
<b>Purpose of the report</b>	To make a Key Decision		
<b>Report Author</b>	Adrian Flynn		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	Cabinet is asked to consider and approve the charges as set out in Appendix A.		
<b>Reason for Recommendation</b>	Fees and Charges are an important source of income for the authority each year and are a key importance in balancing the budget.		

**1. Key issues**

- 1.1 In the current challenging economic climate the Council has to perform a balancing act between trying to maximise the additional income that can be generated through fees and charges, but at the same time be careful in setting fee levels which are sustainable and will not adversely impact on its overall income levels. It also needs to be mindful of the impact on residents and the local business community.
- 1.2 The extra Income calculated to be generated for 2017/18 from increasing fees and charges in some service areas is £143k. (£207k in 2016/17)
- 1.3 A number of income budgets have had to be reduced as a result of them not being achieved during the year.
- 1.4 The total potential income therefore from rents, fees and charges and grant income excluding housing benefit grant income to be incorporated into the 2017/18 budget will be approximately £27.1m. This is a considerable increase on the 2016/17 figures of £14.9m which is largely due to additional rental streams on properties the Council acquired during the year.
- 1.5 45% of the Council's total income excluding housing benefit grant income is generated through fees and charges, rents and grants and is therefore of key importance in balancing the budget.

## **2. Options analysis and proposal**

- 2.1 The detailed schedule of proposed fees and charges to be effective from 1<sup>st</sup> April 2017 is shown in the 2017/18 fees and charges document.
- 2.2 As part of the 2015/16 and 2016/17 budget setting process Heads of service adopted a cautious approach to raising the level of fees and a number of fees were reduced in response to the downturn in economic climate which had produced lower levels of income than previously budgeted. These areas have been reassessed as part of the 2017/18 budget process in order to determine whether the change could now be reversed in light of actual incomes received.
- 2.3 All fees and charges were reviewed in 2016/17 by Group Heads to ensure that they are covering our costs and they have been assessed as to the reasonability of the fee being set.
- 2.4 For 2017/18 in common with previous years Group Heads have been asked to revisit the overall budgeted income estimates, compare them with other authorities' charges and then base them upon the income seen in 2016/17 to date in order to reassess the likely full year income position.
- 2.5 In respect of the economic climate all areas are being monitored through the 2016/17 budget monitoring process to see how the income is holding up against budgets. Management team receive a monthly report on the major income area's highlighting the current position against the previous year position.
- 2.6 Currently Building Control, Refuse collection and Garden Waste bin income are all indicating that they will achieve more than originally budgeted and any increase seen as on-going will be incorporated into the base budget.
- 2.7 Car parking income is one of the largest income generation areas for the council but in order to encourage economic development in the various town centres, car park charges for 2017/18 will not increase and will remain the same as for 2016/17.
- 2.8 The proposed fees and charges submitted here for the next financial year have in the majority of cases been up rated by 2% which is the current inflation rate (RPI). Some fees have been amended to reflect the maximum level it is perceived that the market can currently stand, while in some cases, there is no increase to the proposed fees and charges for 2017/18.
- 2.9 It should be noted that in exceptional circumstances discounted pricing may be considered where an activity supports a strategic priority of the Council to the benefit of a particular community group.
- 2.10 The Authority is continuing to look at Services and ensuring that all areas make appropriate charges for all services provided in order to ensure that those users of the service are charged for it so that the rest of the Council Tax payers are not subsidising them.

## **3. Financial implications**

- 3.1 As in the body of the report

## **4. Other considerations**

- 4.1 There are none.



**5. Timetable for implementation**

- 5.1 The fees and charges proposed are to be implemented from the 1<sup>st</sup> April 2017.

**Background papers: None**

**Appendices: A & B**

This page is intentionally left blank

# Fees and Charges 2017/18



Printed Date: 19/01/2017      Last modified: 19/01/2017

## Report Description:

**A full schedule of the fees and charges for all Council services for the coming year**

## Corporate Governance

## Land Charges

### Land Charges

### Copying Charges

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Copy Of Duplicate Search	7.20	7.20	S	Discretionary
Each Agreement - Each Following Sheet	0.75	0.75	S	Discretionary
Each Agreement - First Sheet	2.90	2.90	S	Discretionary

## Service Fees

a) LLC1	22.00	22.00	O	Discretionary
b) Con29R	150.00	180.00	S	Discretionary
c) Con29R Surrey County Council Search Fee (payable in addition to the fees above on all full searches completed)	32.00	38.40	S	Discretionary
d) Additional Parcel (Con29)	15.40	18.48	S	Discretionary
e) Each Con 29 'O' Optional Enquiry	15.00	18.00	S	Discretionary
f) Each Additional Enquiry/Solicitors Question	20.00	20.00	O	Discretionary
g) Personal Search Con29 Component data per question	1.70	2.04	S	Discretionary
h) Personal Search Service	0.00	0.00	O	Discretionary

## Legal Fees

### Legal Fees

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Commercial Organisations

Drafting a simple licence	500.00	525.00	S	Discretionary
Drafting a simple wayleave agreement/lease	1,200.00	1,500.00	S	Discretionary
Renewal of a simple licence	300.00	350.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	700.00	750.00	S	Discretionary

#### Commercial Organisations - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	210.00	225.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	185.00	195.00	S	Discretionary
Solicitor with over 8 years experience	240.00	295.00	S	Discretionary
Trainee Legal Executive / Paralegal	140.00	140.00	S	Discretionary
Trainee Solicitor	140.00	140.00	S	Discretionary

#### Community Groups

Drafting a simple licence	200.00	225.00	S	Discretionary
Drafting a simple wayleave agreement/lease	500.00	525.00	S	Discretionary
Grazing licence grants and renewals	100.00	150.00	S	Discretionary
Renewal of a simple licence	100.00	150.00	S	Discretionary
Renewal of a simple wayleave agreement/lease	300.00	350.00	S	Discretionary

#### Community Groups - Hourly rates (Planning S106 Agreement and Other Legal work)

Legal Executive/Solicitor with between 4 to 8 years experience	110.00	125.00	S	Discretionary
Legal Executive/Solicitor with less than 4 years experience	95.00	105.00	S	Discretionary
Solicitor with over 8 years experience	130.00	145.00	S	Discretionary
Trainee Legal Executive / Paralegal	70.00	85.00	S	Discretionary
Trainee Solicitor	70.00	85.00	S	Discretionary

**Electoral Services**

**Electoral Registration**

**Electoral Registration**

**2016/17 Charge**   **2017/18 Charge**   **VAT**   **Statutory?**

**Statutory Fees**

Certificate Of Residence	25.00	25.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Data Copy	20.00	20.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Sale (Statutory Fixed Charge) - Hard Copy	10.00	10.00	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Data Copy	1.50	1.50	O	Statutory
Register Of Electors And Marked Copies Of Polling Station Registers Per Thousand Names (Statutory Fixed Charge) - Hard Copy	5.00	5.00	O	Statutory
Return Of Election Expenses - Per Copy	0.20	0.20	O	Statutory

**Environmental Health/Bdg Cont****Building Control****Building Control**

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**Charges For Certain Small Buildings And Extensions - Additional Charge (Non Part P Electrician)**

01 Extensions Under 10m2 (single storey)	300.00	300.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	300.00	300.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	300.00	300.00	S	Statutory
04 Two storey extension not exceeding 40m2	300.00	300.00	S	Statutory
05 Two storey extension 40m2 - 100m2	300.00	300.00	S	Statutory
06 Two storey extension 100m2 to 200m2	300.00	300.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	300.00	300.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	300.00	300.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	300.00	300.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	300.00	300.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	300.00	300.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	300.00	300.00	S	Statutory

Page 4 of 76

## Building Control

### Building Control

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Charges For Certain Small Buildings And Extensions - Building Notice Charge (Note 1)

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	576.00	588.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	834.00	851.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	980.00	1,000.00	S	Statutory
04 Two storey extension not exceeding 40m2	980.00	1,000.00	S	Statutory
05 Two storey extension 40m2 - 100m2	1,239.00	1,264.00	S	Statutory
06 Two storey extension 100m2 to 200m2	1,470.00	1,499.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	688.00	702.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	824.00	840.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	456.00	465.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	542.00	553.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	642.00	655.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	1,257.00	1,282.00	S	Statutory

#### Charges For Certain Small Buildings And Extensions - Inspection Charge

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	416.00	388.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	674.00	651.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	730.00	700.00	S	Statutory
04 Two storey extension not exceeding 40m2	730.00	700.00	S	Statutory
05 Two storey extension 40m2 - 100m2	989.00	964.00	S	Statutory
06 Two storey extension 100m2 to 200m2	1,220.00	1,199.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	528.00	502.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	664.00	640.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	296.00	265.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	382.00	353.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	482.00	455.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	1,007.00	982.00	S	Statutory

## Building Control

### Building Control

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Charges For Certain Small Buildings And Extensions - Plan Charge

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	S	Statutory
01 Extensions Under 10m2 (single storey)	160.00	200.00	S	Statutory
02 Extensions 10m2 - 40m2 (single storey)	160.00	200.00	S	Statutory
03 Extensions 40m2 - 100m2 (single storey)	250.00	300.00	S	Statutory
04 Two storey extension not exceeding 40m2	250.00	300.00	S	Statutory
05 Two storey extension 40m2 - 100m2	250.00	300.00	S	Statutory
06 Two storey extension 100m2 to 200m2	250.00	300.00	S	Statutory
07 Loft conversion without dormers (max 60m2)	160.00	200.00	S	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	160.00	200.00	S	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	160.00	200.00	S	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	160.00	200.00	S	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	160.00	200.00	S	Statutory
12 Alterations to extend or create a basement up to 100m2	250.00	300.00	S	Statutory

#### Charges For Certain Small Buildings And Extensions - Regularisations (Note 2)

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
00 No Fee Required i.e. Cavity Wall	0.00	0.00	O	Statutory
01 Extensions Under 10m2 (single Storey)	720.00	735.00	O	Statutory
02 Extensions 10m2 - 40m2 (single Storey)	1,042.00	1,064.00	O	Statutory
03 Extensions 40m2 - 100m2 (single storey)	1,225.00	1,250.00	O	Statutory
04 Two storey extension not exceeding 40m2	1,225.00	1,250.00	O	Statutory
05 Two storey extension 40m2 - 100m2	1,549.00	1,580.00	O	Statutory
06 Two storey extension 100m2 to 200m2	1,836.00	1,874.00	O	Statutory
07 Loft conversion without dormers (max 60m2)	860.00	878.00	O	Statutory
08 Loft conversion that includes a dormer or changes to roof line (max 60m2)	1,031.00	1,050.00	O	Statutory
09 Erection or extension of a non exempt domestic detached garage or carport up to 100m2	570.00	581.00	O	Statutory
10 Erection of a single storey domestic garage extension or carport up to 100m2	677.00	691.00	O	Statutory
11 Conversion of a domestic garage to habitable rooms (max 40m2)	802.00	819.00	O	Statutory
12 Alterations to extend or create a basement up to 100m2	1,571.00	1,603.00	O	Statutory



## Building Control

### Domestic Alterations to a Single Building - Building Notice Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Electrical work (non competent persons scheme)

Any electrical work	346.00	353.00	S	Statutory
---------------------	--------	--------	---	-----------

#### Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	374.00	381.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	586.00	598.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	770.00	785.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	1,194.00	1,218.00	S	Statutory

#### Renovation of thermal element

Renovation of thermal element to a single dwelling	374.00	381.00	S	Statutory
--	--------	--------	---	-----------

#### Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
--------------------	------	------	---	-----------

#### Window replacement (non competent persons scheme)

Per installation over 20 windows	315.00	321.00	S	Statutory
Per installation up to 20 windows	210.00	215.00	S	Statutory

### Domestic Alterations to a Single Building - Inspection Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Electrical work (non competent persons scheme)

Any electrical work (Inc in Plan Charge)	0.00	0.00	S	Statutory
--	------	------	---	-----------

## Building Control

### Domestic Alterations to a Single Building - Inspection Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000 (Inc in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000 (Inc in Plan Charge)	426.00	398.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	610.00	585.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	944.00	918.00	S	Statutory

#### Renovation of thermal element

Renovation of thermal element to a single dwelling (Inc in Plan Charge)	0.00	0.00	S	Statutory
---	------	------	---	-----------

#### Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
--------------------	------	------	---	-----------

#### Window replacement (non competent persons scheme)

Per installation over 20 windows (Inc in Plan Charge)	0.00	0.00	S	Statutory
Per installation up to 20 windows (Inc in Plan Charge)	0.00	0.00	S	Statutory

### Domestic Alterations to a Single Building - Plan Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Electrical work (non competent persons scheme)

Any electrical work	346.00	353.00	S	Statutory
---------------------	--------	--------	---	-----------

#### Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	374.00	381.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	160.00	200.00	S	Statutory
03 Estimated cost exceeding £25,001 and up to £50,000	160.00	200.00	S	Statutory
04 Estimated cost exceeding £50,001 and up to £75,000	250.00	300.00	S	Statutory

## Building Control

### Domestic Alterations to a Single Building - Plan Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Renovation of thermal element

Renovation of thermal element to a single dwelling	374.00	381.00	S	Statutory
--	--------	--------	---	-----------

#### Underpinning

Underpinning (POA)	0.00	0.00	S	Statutory
--------------------	------	------	---	-----------

### Window replacement (non competent persons scheme)

Per installation over 20 windows	315.00	321.00	S	Statutory
----------------------------------	--------	--------	---	-----------

Per installation up to 20 windows	210.00	215.00	S	Statutory
-----------------------------------	--------	--------	---	-----------

### Domestic Alterations to a Single Building - Regularisation Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Electrical work (non competent persons scheme)

Any electrical work	430.00	441.00	O	Statutory
---------------------	--------	--------	---	-----------

### Internal alterations, installation of fittings (not electrical) and/or structural alterations

01 Estimated cost less than £5,000	467.00	476.00	O	Statutory
------------------------------------	--------	--------	---	-----------

02 Estimated cost exceeding £5,000 and up to £25,000	730.00	748.00	O	Statutory
--	--------	--------	---	-----------

03 Estimated cost exceeding £25,001 and up to £50,000	962.00	981.00	O	Statutory
---	--------	--------	---	-----------

04 Estimated cost exceeding £50,001 and up to £75,000	1,494.00	1,523.00	O	Statutory
---	----------	----------	---	-----------

#### Renovation of thermal element

Renovation of thermal element to a single dwelling	467.00	476.00	O	Statutory
--	--------	--------	---	-----------

#### Underpinning

Underpinning (POA)	0.00	0.00	O	Statutory
--------------------	------	------	---	-----------

## Building Control

### Domestic Alterations to a Single Building - Regularisation Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Window replacement (non competent persons scheme)

Per installation over 20 windows	394.00	401.00	O	Statutory
Per installation up to 20 windows	262.00	269.00	O	Statutory

### Non Domestic Alterations - Inspection Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Alterations not described elsewhere including structural alterations and installation of controlled fittings

01 Estimated cost up to £5,000 (Included in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	474.00	447.00	S	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	790.00	769.00	S	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	962.00	936.00	S	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	1,134.00	1,112.00	S	Statutory
06 Installation of a Mezzanine floor up to 500m2	730.00	700.00	S	Statutory

#### Office / Shop fit out

01 Floor area up to 500m2	530.00	504.00	S	Statutory
02 Floor area 500m2 to1000m2	730.00	700.00	S	Statutory
03 Change of use of a Building (charged in addition to the above works)(Included in Plan Charge)	0.00	0.00	S	Statutory

#### Renovation of thermal element

01 Estimated cost up to £50,000 (Included in Plan Charge)	0.00	0.00	S	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	389.00	360.00	S	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	474.00	447.00	S	Statutory

#### Window replacement (non competent persons scheme).

Per installation over 20 windows (Included in Plan Charge)	0.00	0.00	S	Statutory
Per installation up to 20 windows (Included in Plan Charge)	0.00	0.00	S	Statutory

## Building Control

### Non Domestic Alterations - Plan Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Alterations not described elsewhere including structural alterations and installation of controlled fittings

01 Estimated cost up to £5,000	433.00	442.00	S	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	160.00	200.00	S	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	160.00	200.00	S	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	250.00	300.00	S	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	250.00	300.00	S	Statutory
06 Installation of a Mezzanine floor up to 500m2	250.00	300.00	S	Statutory

#### Office / Shop fit out

01 Floor area up to 500m2	160.00	200.00	S	Statutory
02 Floor area 500m2 to 1000m2	250.00	300.00	S	Statutory
03 Change of use of a Building (charged in addition to the above works)	250.00	300.00	S	Statutory

#### Renovation of thermal element

01 Estimated cost up to £50,000	404.00	412.00	S	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	160.00	200.00	S	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	160.00	200.00	S	Statutory

#### Window replacement (non competent persons scheme).

Per installation over 20 windows	315.00	321.00	S	Statutory
Per installation up to 20 windows	210.00	215.00	S	Statutory

### Non Domestic Alterations - Regularisation Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

## Building Control

### Non Domestic Alterations - Regularisation Charge

2016/17 Charge

2017/18 Charge

VAT Statutory?

#### Alterations not described elsewhere including structural alterations and installation of controlled fittings

01 Estimated cost up to £5,000	541.00	552.00	O	Statutory
02 Estimated cost exceeding £5,000 and up to £25,000	792.00	809.00	O	Statutory
03 Estimated cost exceeding £25,000 and up to £50,000	1,187.00	1,211.00	O	Statutory
04 Estimated cost exceeding £50,000 and up to £100,000	1,515.00	1,545.00	O	Statutory
05 Estimated cost exceeding £100,000 and up to £150,000	1,730.00	1,765.00	O	Statutory
06 Installation of a Mezzanine floor up to 500m2	1,225.00	1,250.00	O	Statutory

#### Office / Shop fit out

01 Floor area up to 500m2	862.00	880.00	O	Statutory
02 Floor area 500m2 to 1000m2	1,225.00	1,250.00	O	Statutory
03 Change of use of a Building (charged in addition to the above works)	250.00	250.00	O	Statutory

#### Renovation of thermal element

01 Estimated cost up to £50,000	505.00	515.00	O	Statutory
02 Estimated cost exceeding £50,001 and up to £100,000	686.00	700.00	O	Statutory
03 Estimated cost exceeding £100,001 and up to £250,000	792.00	809.00	O	Statutory

#### Window replacement (non competent persons scheme).

Per installation over 20 windows	394.00	401.00	O	Statutory
Per installation up to 20 windows	262.00	269.00	O	Statutory

### Non Domestic Extensions and New Build - Inspection Charge

2016/17 Charge

2017/18 Charge

VAT Statutory?

## Building Control

### Non Domestic Extensions and New Build - Inspection Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### All Other Use Classes

01 Floor Area not exceeding 10m2	618.00	594.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	760.00	738.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	903.00	876.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,190.00	1,169.00	S	Statutory

### Assembly and Recreational Use & Other Residential (Institution and Other)

01 Floor Area not exceeding 10m2	646.00	622.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	903.00	876.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,306.00	1,287.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,610.00	1,649.00	S	Statutory

### Industrial and Storage Use

01 Floor Area not exceeding 10m2 (Inc in Plan Charge)	0.00	0.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	474.00	447.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	704.00	681.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	820.00	800.00	S	Statutory

### Non Domestic Extensions and New Build - Plan Charge

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### All Other Use Classes

01 Floor Area not exceeding 10m2	160.00	200.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	160.00	200.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	250.00	300.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	250.00	300.00	S	Statutory

## Building Control

### Non Domestic Extensions and New Build - Plan Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Assembly and Recreational Use & Other Residential (Institution and Other)

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
01 Floor Area not exceeding 10m2	160.00	200.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	250.00	300.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	250.00	300.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	350.00	350.00	S	Statutory

#### Industrial and Storage Use

01 Floor Area not exceeding 10m2	517.00	527.00	S	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	160.00	200.00	S	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	160.00	200.00	S	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	160.00	200.00	S	Statutory

### Non Domestic Extensions and New Build - Regularisation Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### All Other Use Classes

01 Floor Area not exceeding 10m2	973.00	992.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	1,150.00	1,172.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,441.00	1,470.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,799.00	1,836.00	O	Statutory

#### Assembly and Recreational Use & Other Residential (Institution and Other)

01 Floor Area not exceeding 10m2	1,008.00	1,028.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	1,441.00	1,470.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,945.00	1,984.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	2,450.00	2,499.00	O	Statutory



## Building Control

### Non Domestic Extensions and New Build - Regularisation Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Industrial and Storage Use

01 Floor Area not exceeding 10m2	646.00	659.00	O	Statutory
02 Floor area exceeding 10m2 but not exceeding 40m2	793.00	809.00	O	Statutory
03 Floor area exceeding 40m2 but not exceeding 100m2	1,080.00	1,101.00	O	Statutory
04 Floor area exceeding 100m2 but not exceeding 200m2	1,224.00	1,250.00	O	Statutory

### Planning Publications

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Photocopying Charges For Current Applications (Available At Reception)

A4 Per Page	0.20	0.20	S	Statutory
-------------	------	------	---	-----------

### Small Domestic Buildings - Building Notices (New Dwellings Up To 300M2 Each)

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Number Of Dwellings

a) 1	1,239.00	1,264.00	S	Statutory
b) 2	1,671.00	1,704.00	S	Statutory
c) 3	1,960.00	1,999.00	S	Statutory
d) 4	2,247.00	2,292.00	S	Statutory
e) 5	2,623.00	2,675.00	S	Statutory
f) 6	2,997.00	3,057.00	S	Statutory
g) 7	3,314.00	3,380.00	S	Statutory
h) 8	3,631.00	3,704.00	S	Statutory
i) 9	3,948.00	4,027.00	S	Statutory
j) 10	4,264.00	4,349.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

### Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

2016/17 Charge    2017/18 Charge    VAT    Statutory?

## Building Control

### Small Domestic Buildings - Inspection Charge (New Dwellings Up To 300M2 Each)

#### Number Of Dwellings

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) 1	989.00	964.00	S	Statutory
b) 2	1,421.00	1,404.00	S	Statutory
c) 3	1,710.00	1,699.00	S	Statutory
d) 4	1,747.00	1,792.00	S	Statutory
e) 5	2,123.00	2,175.00	S	Statutory
f) 6	2,497.00	2,557.00	S	Statutory
g) 7	2,814.00	2,880.00	S	Statutory
h) 8	3,131.00	3,204.00	S	Statutory
i) 9	3,448.00	3,527.00	S	Statutory
j) 10	3,764.00	3,849.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

### Small Domestic Buildings - Plan Charge (New Dwellings Up To 300M2 Each)

#### Number Of Dwellings

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) 1	250.00	300.00	S	Statutory
b) 2	250.00	300.00	S	Statutory
c) 3	250.00	300.00	S	Statutory
d) 4	500.00	500.00	S	Statutory
e) 5	500.00	500.00	S	Statutory
f) 6	500.00	500.00	S	Statutory
g) 7	500.00	500.00	S	Statutory
h) 8	500.00	500.00	S	Statutory
i) 9	500.00	500.00	S	Statutory
j) 10	500.00	500.00	S	Statutory
k) exceeding 10 - Price on Application	0.00	0.00	S	Statutory

## Building Control

### Small Domestic Buildings - Regularisation Charge (New Dwellings Up To 300M2 Each)

#### Number Of Dwellings

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) 1	1,549.00	1,580.00	O	Statutory
b) 2	2,089.00	2,130.00	O	Statutory
c) 3	2,450.00	2,499.00	O	Statutory
d) 4	2,809.00	2,865.00	O	Statutory
e) 5	3,279.00	3,344.00	O	Statutory
f) 6	3,746.00	3,821.00	O	Statutory
g) 7	4,142.00	4,225.00	O	Statutory
h) 8	4,539.00	4,630.00	O	Statutory
i) 9	4,935.00	5,034.00	O	Statutory
j) 10	5,330.00	5,436.00	O	Statutory
k) exceeding 10 (POA)	0.00	0.00	O	Statutory

### Water Testing Charges

#### Private water supply

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) Private water supply sample (each visit)	100.00	100.00	O	Statutory
b) Risk Assessment (each assessment)	500.00	500.00	O	Statutory
c) Investigation (per investigation)	100.00	100.00	O	Statutory
d) Granting an Authorisation (per authorisation)	100.00	100.00	O	Statutory
e) Analysing a Sample Taken Under Regulation 10 - at cost - max price shown	25.00	25.00	O	Statutory
f) Analysing a Sample Taken Under Check Monitoring - at cost - max price shown	100.00	100.00	O	Statutory
g) Analysing a Sample Taken Under Audit Monitoring - at cost - max price shown	500.00	500.00	O	Statutory

## Environmental Protection Act

### Environmental Information Regulations 2004

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Contaminated Land Enquiries

Commercial - Hourly rate	52.00	53.00	S	Discretionary
Domestic - Hourly rate	52.00	53.00	S	Discretionary
General Enquiries - Hourly Rate	52.00	53.00	S	Discretionary

## Environmental Protection

2016/17 Charge 2017/18 Charge VAT Statutory?

### Environmental Protection Schedule 1 Part B Premises

a) Summary Of Register	25.50	26.00	S	Discretionary
b) First Sheet - A4	16.50	17.00	S	Discretionary
c) Each Subsequent Sheet - A4	4.50	4.50	S	Discretionary
d) First Sheet-A3	16.50	17.00	S	Discretionary
e) Each Subsequent Sheet-A3	4.50	4.50	S	Discretionary

## Pollution

2016/17 Charge 2017/18 Charge VAT Statutory?

### Scrap Metal Dealers

Scrap Metal collector fee	335.00	335.00	O	Discretionary
Scrap Metal dealer site license fee	530.00	530.00	O	Discretionary
Scrap Metal Licence Variation	61.00	61.00	O	Discretionary
Scrap Metal replacement of Licence	26.00	26.00	O	Discretionary

## Pollution Prevention & Control Act

2016/17 Charge 2017/18 Charge VAT Statutory?

## Environmental Protection Act

### Pollution Prevention & Control Act

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### LA-IPPC charges

a) Application	3,218.00	3,218.00	<input type="radio"/>	Statutory
b) Additional fee for operating without a permit	1,137.00	1,137.00	<input type="radio"/>	Statutory
c) Annual Subsistence (Low)	1,384.00	1,384.00	<input type="radio"/>	Statutory
d) Annual Subsistence (Medium)	1,541.00	1,541.00	<input type="radio"/>	Statutory
e) Annual Subsistence (High)	2,233.00	2,233.00	<input type="radio"/>	Statutory
f) Substantial Variation	1,309.00	1,309.00	<input type="radio"/>	Statutory
g) Transfer	225.00	225.00	<input type="radio"/>	Statutory
h) Partial transfer	668.00	668.00	<input type="radio"/>	Statutory
i) Surrender	668.00	668.00	<input type="radio"/>	Statutory

#### APPC & LAIPPC substistance charges

Where paid quarterly the total amount payable will be increased by	36.00	36.00	<input type="radio"/>	Statutory
--	-------	-------	-----------------------	-----------

Page 19 of 76

## Environmental Protection Act

### Pollution Prevention & Control Act

2016/17 Charge

2017/18 Charge

VAT Statutory?

#### LAPPC Annual Subsistence Charge

1.a) Standard process Low	739.00	739.00	O	Statutory
1.b) Standard process Medium	1,111.00	1,111.00	O	Statutory
1.c) Standard process High	1,672.00	1,672.00	O	Statutory
1.d) Standard process Low - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	838.00	838.00	O	Statutory
1.e) Standard process Medium - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,210.00	1,210.00	O	Statutory
1.f) Standard process High - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,771.00	1,771.00	O	Statutory
2.a) Reduced fee activities (Low)	76.00	76.00	O	Statutory
2.b) Reduced fee activities (Med)	151.00	151.00	O	Statutory
2.c) Reduced fee activities (High)	227.00	227.00	O	Statutory
2.d) Reduced fee activities (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	175.00	175.00	O	Statutory
2.e) Reduced fee activities (Med) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	250.00	250.00	O	Statutory
2.f) Reduced fee activities (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	326.00	326.00	O	Statutory
3.a) PVR I & II combined (Low)	108.00	108.00	O	Statutory
3.b) PVR I & II combined (High)	326.00	326.00	O	Statutory
3.c) PVR I & II combined (Med)	216.00	216.00	O	Statutory
3.d) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (high)	425.00	425.00	O	Statutory
3.e) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (med)	315.00	315.00	O	Statutory
3.f) PVR I & II combined - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation (low)	207.00	207.00	O	Statutory
4.a) Other reduced fee activities (Low)	218.00	218.00	O	Statutory
4.b) Other reduced fee activities (Med)	349.00	349.00	O	Statutory
4.c) Other reduced fee activities (High)	524.00	524.00	O	Statutory
4.d) Other reduced fee activities (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	317.00	317.00	O	Statutory
4.e) Other reduced fee activities (Med) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	448.00	448.00	O	Statutory
4.f) Other reduced fee activities (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	623.00	623.00	O	Statutory
6.a) Standard mobile plant, for first and second permits (Low)	618.00	618.00	O	Statutory
6.b) Standard mobile plant, for first and second permits (Medium)	989.00	989.00	O	Statutory
6.c) Standard mobile plant, for first and second permits (High)	1,484.00	1,484.00	O	Statutory
6.d) Standard mobile plant, for first and second permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	717.00	717.00	O	Statutory

## Environmental Protection Act

### Pollution Prevention & Control Act

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
6.e) Standard mobile plant, for first and second permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,088.00	1,088.00	O	Statutory
6.f) Standard mobile plant, for first and second permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	1,583.00	1,583.00	O	Statutory
7.a) For the third to seventh permits (Low)	368.00	368.00	O	Statutory
7.b) For the third to seventh permits (Medium)	590.00	590.00	O	Statutory
7.c) For the third to seventh permits (High)	884.00	884.00	O	Statutory
7.d) For the third to seventh permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	467.00	467.00	O	Statutory
7.e) For the third to seventh permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	689.00	689.00	O	Statutory
7.f) For the third to seventh permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	983.00	983.00	O	Statutory
8.a) Eighth and subsequent permits (Low)	189.00	189.00	O	Statutory
8.b) Eighth and subsequent permits (Medium)	302.00	302.00	O	Statutory
8.c) Eighth and subsequent permits (High)	453.00	453.00	O	Statutory
8.d) Eighth and subsequent permits (Low) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation	288.00	288.00	O	Statutory
8.e) Eighth and subsequent permits (Medium) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	401.00	401.00	O	Statutory
8.f) Eighth and subsequent permits (High) - Where a LAPPC Part B installation is subject to reporting under the E-PRTR Regulation.	552.00	552.00	O	Statutory

### LAPPC charges - Application Fee

Additional fee for operating without a permit	1,137.00	1,137.00	O	Statutory
Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	297.00	297.00	O	Statutory
Other Reduced Fee Activities	346.00	346.00	O	Statutory
PVR I & II combined	246.00	246.00	O	Statutory
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	148.00	148.00	O	Statutory
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	O	Statutory
Standard process	1,579.00	1,579.00	O	Statutory

## Environmental Protection Act

### Pollution Prevention & Control Act

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### LAPPC mobile plant charges - Application fees

Number of permits = 1	1,579.00	1,579.00	O	Statutory
Number of permits = 2	1,579.00	1,579.00	O	Statutory
Number of permits = 3 through to 8	943.00	943.00	O	Statutory
Number of permits = 8 and over	477.00	477.00	O	Statutory

#### LAPPC subsistence fees

Late Payment Fees	50.00	50.00	O	Statutory
-------------------	-------	-------	---	-----------

#### LAPPC Substantial change

Reduced fee activities	98.00	98.00	O	Statutory
Standard process	1,005.00	1,005.00	O	Statutory
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	O	Statutory

#### LAPPC Temporary transfer for mobiles

First transfer	51.00	51.00	O	Statutory
Repeat following enforcement or warning	51.00	51.00	O	Statutory

#### LAPPC Transfer and Surrender

New operator at low risk reduced fee activity	75.00	75.00	O	Statutory
Reduced fee activities: partial transfer	45.00	45.00	O	Statutory
Reduced fee activities: transfer - Price on application	0.00	0.00	O	Statutory
Standard process partial transfer	476.00	476.00	O	Statutory
Standard process transfer	162.00	162.00	O	Statutory
Surrender: all Part B activities	0.00	0.00	O	Statutory

### Pollution, Prevention And Control Act 1999

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------



## Environmental Protection Act

### Pollution, Prevention And Control Act 1999

2016/17 Charge

2017/18 Charge

VAT Statutory?

#### LAPPC Annual Subsistence Charge

1.a) Standard process Low (where permit is for a combined Part B and waste installation)	838.00	838.00	<input type="radio"/>	Statutory
1.b) Standard process Medium (where permit is for a combined Part B and waste installation)	1,260.00	1,260.00	<input type="radio"/>	Statutory
1.c) Standard process High (where permit is for a combined Part B and waste installation)	1,870.00	1,870.00	<input type="radio"/>	Statutory

## Food Safety

### Food Safety

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

### Food Hygiene Courses

Courses Held (on Site or off site) (Per Person)	80.00	80.00	S	Discretionary
Replacement Certificate Fee	45.00	46.00	S	Discretionary
Voluntary Surrender Of Foodstuffs Certificate	69.00	71.00	S	Discretionary

### Foodstuffs For Export

Per Certificate (If Visit Needed)	141.00	143.50	O	Discretionary
Per Certificate (If Visit Not Needed)	70.00	72.00	O	Discretionary

### Foodstuffs for Import

Imported organic foodstuffs authentication certificate	46.00	47.00	O	Discretionary
--	-------	-------	---	---------------

## Health and Safety

### Health and Safety in the Workplace

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Courses

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Emergency First Aid at Work (EFAW)	70.00	70.00	S	Discretionary
First Aid at Work (FAW)	165.00	165.00	S	Discretionary
First Aid at Work Re-Qualification (RE-QUAL)	110.00	110.00	S	Discretionary
Institute of Occupational Safety and Health - Managing safely	350.00	350.00	S	Discretionary
Institute of Occupational Safety and Health - Working safely	125.00	125.00	S	Discretionary
Institute of Occupational Safety and Health - Working safely passport	25.00	25.00	S	Discretionary

## Licensing

### Animals

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Variation to any Animal Licence

Change of ownership during licensing period	72.50	74.00	<input type="radio"/>	Discretionary
Change to animals kept or sold from licensed premises	122.50	125.50	<input type="radio"/>	Discretionary

### Zoo Licence

Initial applications	381.50	391.00	<input type="radio"/>	Discretionary
----------------------	--------	--------	-----------------------	---------------

### Gambling Act 2005

2016/17 Charge 2017/18 Charge VAT Statutory?

## Licensing

### Gambling Act 2005

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Gambling Act Fees

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Adult Gaming Centres: a) New Applications	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: b) Annual Fees	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: c) Variations	1,000.00	1,000.00	O	Statutory
Adult Gaming Centres: d) Transfers	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: e) Reinstatements	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: f) Provisionals Statements	2,000.00	2,000.00	O	Statutory
Adult Gaming Centres: g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statutory
Adult Gaming Centres: h) Copy of licence	25.00	25.00	O	Statutory
Adult Gaming Centres: i) Notification of change	50.00	50.00	O	Statutory
Betting Premises (Excluding Tracks): a) New Applications	2,700.00	2,700.00	O	Statutory
Betting Premises (Excluding Tracks): b) Annual Fees	600.00	600.00	O	Statutory
Betting Premises (Excluding Tracks): c) Variations	1,500.00	1,500.00	O	Statutory
Betting Premises (Excluding Tracks): d) Transfers	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): e) Reinstatements	1,200.00	1,200.00	O	Statutory
Betting Premises (Excluding Tracks): f) Provisionals Statements	3,000.00	3,000.00	O	Statutory
Betting Premises (Excluding Tracks): g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statutory
Betting premises (Excluding Tracks): h) Copy of licence	25.00	25.00	O	Statutory
Betting premises (Excluding Tracks): i) Notification of change	50.00	50.00	O	Statutory
Bingo Clubs: a) New Applications	3,500.00	3,500.00	O	Statutory
Bingo Clubs: b) Annual Fees	1,000.00	1,000.00	O	Statutory
Bingo Clubs: c) Variations	1,750.00	1,750.00	O	Statutory
Bingo Clubs: d) Transfers	1,200.00	1,200.00	O	Statutory
Bingo Clubs: e) Reinstatements	1,200.00	1,200.00	O	Statutory
Bingo Clubs: f) Provisionals Statements	3,500.00	3,500.00	O	Statutory
Bingo Clubs: g) Licence Application (Provisional Statement Holders)	1,200.00	1,200.00	O	Statutory
Bingo Clubs: h) Notification of change	50.00	50.00	O	Statutory
Bingo Clubs: i) Copy of licence	25.00	25.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): a) Application Fee (New Permit)	100.00	100.00	O	Statutory

## Licensing

### Gambling Act 2005

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): c) Annual Fee	50.00	50.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): d) Renewal Fee	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): e) Variation Fee	100.00	100.00	O	Statutory
Club Gaming Permit (Where The Applicant Holds A Club Premises Certificate Under The Licensing Act 2003): f) Copy Of Permit	15.00	15.00	O	Statutory
Club Gaming Permit: a) Application Fee (New Permit)	200.00	200.00	O	Statutory
Club Gaming Permit: b) Application Fee (Conversion Of Part 2 / Part 3 Registration)	100.00	100.00	O	Statutory
Club Gaming Permit: c) Annual Fee	50.00	50.00	O	Statutory
Club Gaming Permit: d) Renewal Fee	200.00	200.00	O	Statutory
Club Gaming Permit: e) Variation Fee	100.00	100.00	O	Statutory
Club Gaming Permit: f) Copy Of Permit	15.00	15.00	O	Statutory
Family Entertainment Centre: a) New Applications	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: b) Annual Fees	750.00	750.00	O	Statutory
Family Entertainment Centre: c) Variations	1,000.00	1,000.00	O	Statutory
Family Entertainment Centre: d) Transfers	950.00	950.00	O	Statutory
Family Entertainment Centre: e) Reinstatements	950.00	950.00	O	Statutory
Family Entertainment Centre: f) Provisionals Statements	2,000.00	2,000.00	O	Statutory
Family Entertainment Centre: g) Licence Application (Provisional Statement Holders)	950.00	950.00	O	Statutory
Family Entertainment Centre: h) Copy of licence	25.00	25.00	O	Statutory
Family Entertainment Centre: i) Notification of change	50.00	50.00	O	Statutory
Licensed Premises - Notification Of Intent To Use Automatic Entitlement (1-2 Machines)	50.00	50.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): a) Application Fee (New Permit)	150.00	150.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): c) Annual Fee	50.00	50.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): d) Variation Fee	100.00	100.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): e) Transfer Fee	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): f) Change Of Name	25.00	25.00	O	Statutory
Licensed Premises Gaming Machine Permit (3+ Machines): g) Copy Of Permit	15.00	15.00	O	Statutory
Prize Gaming Permit: a) Application Fee (New Permit)	300.00	300.00	O	Statutory
Prize Gaming Permit: b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statutory

## Licensing

### Gambling Act 2005

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Prize Gaming Permit: c) Renewal Fee	300.00	300.00	O	Statutory
Prize Gaming Permit: d) Change Of Name	25.00	25.00	O	Statutory
Prize Gaming Permit: e) Copy Of Permit	15.00	15.00	O	Statutory
Small Society Lotteries: a) New Registration	40.00	40.00	O	Statutory
Small Society Lotteries: b) Annual Fee	20.00	20.00	O	Statutory
Tracks: a) New Applications	2,500.00	2,500.00	O	Statutory
Tracks: b) Annual Fees	1,000.00	1,000.00	O	Statutory
Tracks: c) Variations	1,250.00	1,250.00	O	Statutory
Tracks: d) Transfers	950.00	950.00	O	Statutory
Tracks: e) Reinstatements	950.00	950.00	O	Statutory
Tracks: f) Provisionals Statements	2,500.00	2,500.00	O	Statutory
Tracks: g) Licence Application (Provisional Statement Holders)	950.00	950.00	O	Statutory
Tracks: h) Copy of licence	25.00	25.00	O	Statutory
Tracks: i) Notification of change	50.00	50.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: a) Application Fee (New Permit)	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: b) Application Fee (Conversion Of S34 Permit)	100.00	100.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: c) Renewal Fee	300.00	300.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: d) Change Of Name	25.00	25.00	O	Statutory
Unlicensed Family Entertainment Centre Gaming Machine Permit: e) Copy Of Permit	15.00	15.00	O	Statutory

### Highways

#### Street Trading

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
New Application Submission Fee - Deducted From Licence Fee If Application Is Approved	83.50	83.50	S	Discretionary

## Licensing

### Highways

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Street Trading - Per Annum

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: All Residential Areas Where Streets Are Not Classified Roads	820.00	820.00	S	Discretionary
b) Consent For Mobile Shops, Ice Cream Vans And The Like For Not More Than 30 Minutes In Any One Place: Sites In Classified Roads Which Are Not Prohibited Streets	820.00	820.00	S	Discretionary
c) Consent For Sites Adjacent To The Public Highway (Static Sites), for Specified Periods From Identified Sites During Street Trading Hours	820.00	820.00	S	Discretionary

### HMO Licensing Scheme

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### HMO's

a) Up to 6 Occupants	632.00	648.00	O	Discretionary
b) 7 to 9 occupants	783.00	802.50	O	Discretionary
c) 9 to 14 occupants	860.00	881.50	O	Discretionary
d) More than 15 occupants	963.00	987.00	O	Discretionary
e) Penalty for late or incomplete applications.	120.00	123.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	30.50	31.50	O	Discretionary
g) Discount for members of an approved landlords association.	30.50	31.50	O	Discretionary

#### HMO's Licence Renewals

a) Up to 6 Occupants	474.00	486.00	O	Discretionary
b) 7 to 9 occupants	587.50	602.00	O	Discretionary
c) 9 to 14 occupants	644.50	660.50	O	Discretionary
d) More than 15 occupants	722.00	740.00	O	Discretionary
e) Penalty for late or incomplete applications.	120.00	123.00	O	Discretionary
f) Extra charge for processing separate licence holder and manager applications.	31.00	32.00	O	Discretionary
g) Discount for members of an approved landlords association.	31.00	32.00	O	Discretionary

### Housing

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------



## Licensing

### Housing

#### Immigration Housing Inspection

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Housing Inspection	152.00	156.00	O	Discretionary

#### Mobile Homes Site Licenses

a) Application for a new site licence - 1 to 5 pitches	438.00	449.00	O	Discretionary
b) Application for a new site licence - 6 to 24 pitches	510.00	523.00	O	Discretionary
c) Application for a new site licence - 25 to 99 pitches	564.00	578.00	O	Discretionary
d) Application for a new site licence - 100+ pitches	672.00	689.00	O	Discretionary
e) Application to alter conditions to a site licence - 1 to 5 pitches	209.00	214.00	O	Discretionary
<del>f) Application to alter conditions to a site licence - 6 to 24 pitches</del>	218.00	223.50	O	Discretionary
<del>g) Application to alter conditions to a site licence - 25 to 99 pitches</del>	227.50	233.00	O	Discretionary
<del>h) Application to alter conditions to a site licence - 100+ pitches</del>	246.00	252.00	O	Discretionary
<del>i) Application to transfer a site licence</del>	117.50	120.50	O	Discretionary
<del>j) Annual fee - 1 to 5 pitches</del>	167.00	171.00	O	Discretionary
k) Annual fee - 6 to 24 pitches	204.00	209.00	O	Discretionary
l) Annual fee - 25 to 99 pitches	231.50	237.50	O	Discretionary
m) Annual fee - 100+ pitches	287.00	294.00	O	Discretionary
n) Recover of cost of enforcement - hourly rate	56.00	57.50	O	Discretionary

### Housing Act Notices

#### Building Control

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Sale Of Approval Notices	18.00	20.00	S	Discretionary

#### Building Control Research

Additional Copies of Documents/Notices	20.00	25.00	S	Discretionary
Historical Research Per Hr (Inc 4 Copies)	60.00	62.00	S	Discretionary

## Licensing

### Housing Act Notices

#### Housing Act 1985 - Section 265 - Demolition Order

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Hourly Rate	56.00	57.50	O	Discretionary

#### Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Hourly Rate	56.00	57.50	O	Discretionary

### Street Numbering & Re-Numbering

a) Renaming Property Per Property	50.00	52.00	O	Discretionary
b) Single Property	83.00	85.00	O	Discretionary
c) 2-5 Properties	113.00	120.00	O	Discretionary
6-10 Properties	164.00	170.00	O	Discretionary
11 Plus Properties (£100 plus an additional £2 per property up to a max of £300)	166.00	170.00	O	Discretionary

### Licensing Act 2003

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

Page 74

## Licensing

### Licensing Act 2003

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Licensing Fees

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Application For Provisional Statement Where Premises Are Being Built etc (Sec 29)	315.00	315.00	O	Statutory
Application For Transfer Of A Premises Licence (Section 42)	23.00	23.00	O	Statutory
Application To Vary Licence To Specify Individual As Premises Supervisor (Section37)	23.00	23.00	O	Statutory
Change Of Relevant Registered Address Of Club (Section 83,(1) Or ( 2)	10.50	10.50	O	Statutory
Duty To Notify Change Of Name Or Address (Section 127)	10.50	10.50	O	Statutory
Interim Authority Notice Following Death Etc Of Licence Holder (Section 47)	23.00	23.00	O	Statutory
Notification Of Change Of Name And Address (Section 33)	10.50	10.50	O	Statutory
Notification Of Change Of Name Or Alteration Of Rules Of The Club (Section 82)	10.50	10.50	O	Statutory
Personal Licence	37.00	37.00	O	Statutory
Personal Licence Grant Or Renewal (Section 117)	37.00	37.00	O	Statutory
Right Of Freeholder Etc To Be Notified Of Licensing Matters (Section 178)	21.00	21.00	O	Statutory
Temporary Events Notice	21.00	21.00	O	Statutory
Temporary Events Notice (Section100)	21.00	21.00	O	Statutory
Theft, Loss etc Of Certificate Or Summary (Section 79)	21.00	21.00	O	Statutory
Theft, Loss etc Of Personal Licence (Section 126)	10.50	10.50	O	Statutory
Theft, Loss etc Of Premises Licence Or Summary (Section 25)	10.50	10.50	O	Statutory
Theft, Loss etc Of Temporary Event Notice (Section 110)	10.50	10.50	O	Statutory

#### Licensing Register Entries

For All Entries ( If Plans Are Required)	3,000.00	3,000.00	O	Statutory
For All Entries ( No Plans Are Required)	1,000.00	1,000.00	O	Statutory
Per Individual Copy	26.00	26.00	O	Statutory

#### Premises Licence

Minor Variation	89.00	89.00	O	Statutory
-----------------	-------	-------	---	-----------

## Licensing

### Licensing Act 2003

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Premises Licence - Annual Fee

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
A	70.00	70.00	O	Statutory
B	180.00	180.00	O	Statutory
C	295.00	295.00	O	Statutory
D	320.00	320.00	O	Statutory
E	350.00	350.00	O	Statutory

#### Premises Licence - Annual Fee (For Town Centre Pubs Only)

D X 2	640.00	640.00	O	Statutory
E X 3	1,050.00	1,050.00	O	Statutory

#### Premises Licence - New And Full Variation Applications

	100.00	100.00	O	Statutory
	190.00	190.00	O	Statutory
	315.00	315.00	O	Statutory
D	450.00	450.00	O	Statutory
D X 2	900.00	900.00	O	Statutory
E	635.00	635.00	O	Statutory
E X 3	1,905.00	1,905.00	O	Statutory

## Retail

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Registration for skin piercing treatments: acupuncture, tattooing, skin piercing, electrolysis, semi-permanent skin colouring

Practitioner registration	202.00	207.00	O	Discretionary
Registration of premises	202.00	207.00	O	Discretionary
Replacement certificate	46.00	47.00	O	Discretionary
Transfer of registration	100.00	102.50	O	Discretionary
Variation of registration		55.00	O	Discretionary

## Licensing

### Retail

#### Sex establishment licence fee

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Change of licence details	150.00	150.00	O	Discretionary
New,Renewal,Intermediate,Temporary	3,000.00	3,000.00	O	Discretionary

#### Sex Shop Registration

New,Renewal,Intermediate,Temporary	3,000.00	3,000.00	O	Discretionary
Transfer Of Licence	3,000.00	3,000.00	O	Discretionary

### Sunday Trading Act 1996

#### Sunday Trading Act 1996

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Consent For Sunday Loading And Unloading	202.00	202.00	O	Discretionary

## Public Health

### Health and Safety

#### Health And Safety At Work Act 1974

Officer Statement Of Facts

2016/17 Charge

2017/18 Charge

VAT Statutory?

70.00

72.00

Discretionary

## Rodent & Pest Control

### Animals

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Animal Boarding Establishment

Initial Application	291.00	298.50	O	Discretionary
Subsequent Applications	202.00	207.00	O	Discretionary

#### Breeding Of Dogs

Initial Applications	291.00	298.50	O	Discretionary
Subsequent Applications	202.00	207.00	O	Discretionary

#### Dangerous Wild Animals (Plus Vet Fees)

Initial Application	508.00	521.00	O	Discretionary
Renewal	291.00	298.50	O	Discretionary

Page 76

#### Home boarding establishment

Initial Application	145.00	148.50	O	Discretionary
Subsequent Applications	101.00	103.50	O	Discretionary

#### Pet Shops

Initial Application	291.00	298.28	O	Discretionary
Subsequent Applications	202.00	207.05	O	Discretionary

#### Riding Establishments (Plus Vets Fees)

Initial Application	291.00	298.50	O	Discretionary
Subsequent Applications	202.00	207.00	O	Discretionary

### Rodent and Pest Control

2016/17 Charge    2017/18 Charge    VAT    Statutory?

## Rodent & Pest Control

### Rodent and Pest Control

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Pest Control

Bedbugs	100.00	102.50	S	Discretionary
Mice Per Visit	63.00	64.50	S	Discretionary
Rat Disinfestation - Domestic Properties	40.00	41.00	S	Discretionary
Wasps, Fleas etc - Per Visit	58.00	59.50	S	Discretionary

### Stray Dogs

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Stray Dogs - Collection Fee

Plus Kennelling And Vets Fees	170.00	174.50	O	Discretionary
-------------------------------	--------	--------	---	---------------



## Taxi Licensing

### Taxi Licensing - 1 Year & General Fees

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Hackney Carriages Driver and Vehicles

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	17.50	17.50	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	48.00	48.00	O	Discretionary
English & Numeracy Retest Fee	29.00	29.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge Retest Fee	63.00	63.00	O	Discretionary
Hackney Carriage /Private Hire Vehicle Plate Replacement	17.50	17.50	O	Discretionary
Hackney Carriage Driver - New	286.00	286.00	O	Discretionary
Hackney Carriage Driver - Renewal	137.00	137.00	O	Discretionary
Hackney Carriage Vehicle	329.00	329.00	O	Discretionary
Hackney Carriage Vehicle (adapted for disabled persons)	164.50	164.50	O	Discretionary
Licence Conditions Retest	36.00	36.00	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	20.00	20.00	O	Discretionary
Re-Issue Of Licence (Change of Vehicle)	96.00	96.00	O	Discretionary
Transfer From Private Hire to Hackney Carriage Fee	150.00	150.00	O	Discretionary

## Taxi Licensing

### Taxi Licensing - 1 Year & General Fees

#### Private Hire Driver Operator And Vehicle

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) Private Hire Operator - 1 Vehicle	199.00	199.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	247.00	247.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	353.00	353.00	O	Discretionary
d) Private Hire Operator - 21 to 40 vehicles	470.00	470.00	O	Discretionary
e) Private Hire Operator - Over 40 vehicles	672.00	672.00	O	Discretionary
Application pack fee - deducted from licence fee if enquirer subsequently makes a formal application	17.50	17.50	O	Discretionary
Criminal Record Bureau Fee - 3 Yearly Check	49.00	49.00	O	Discretionary
English & Numeracy Retest Fee	30.00	30.00	O	Discretionary
Enhanced Drivers Licence Checks With DVLA	7.50	7.50	O	Discretionary
Geographic Knowledge retest fee	36.00	36.00	O	Discretionary
Hackney Carriage /Private hire vehicle plate replacement	17.50	17.50	O	Discretionary
Private Hire Driver Licence - New	276.00	276.00	O	Discretionary
Private Hire Driver Licence - Renewal	137.00	137.00	O	Discretionary
Private Hire Vehicle	290.00	290.00	O	Discretionary
Private Hire Vehicle (adapted for disabled persons)	145.00	145.00	O	Discretionary
Private Hire Vehicle plate replacement	17.50	17.50	O	Discretionary
Re-Issue Of Licence (Change of address, name or any other reason)	20.00	20.00	O	Discretionary
Re-Issue Of Licence (Change of vehicle)	96.00	96.00	O	Discretionary

### Taxi Licensing - 3 Year Fees

#### Hackney Carriage and Private Hire Driver

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Hackney Carriage Driver - New	481.00	481.00	O	Discretionary
Hackney Carriage Driver - Renewal	369.50	369.50	O	Discretionary
Private Hire Driver Licence - New	471.00	471.00	O	Discretionary
Private Hire Driver Licence - Renewal	332.00	332.00	O	Discretionary

### Taxi Licensing - 5 Year Fees

2016/17 Charge 2017/18 Charge VAT Statutory?

## Taxi Licensing

### Taxi Licensing - 5 Year Fees

#### Private Hire Vehicle Operator

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) Private Hire Operator - 1 Vehicle	867.00	867.00	O	Discretionary
b) Private Hire Operator - 2 To 5 Vehicles	1,084.00	1,084.00	O	Discretionary
c) Private Hire Operator - 6 To 20 Vehicles	1,609.00	1,609.00	O	Discretionary
d) Private Hire Operator - 21 to 40 vehicles	2,190.00	2,190.00	O	Discretionary
e) Private Hire Operator - Over 40 vehicles	3,190.00	3,190.00	O	Discretionary

## Housing Options

### Homelessness

#### Homelessness

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Bed & Breakfast

Charge Is Maximum Eligible For Housing Benefit (2 Bed Rate, Per Week, Per Individual)	288.46	288.46	<input type="radio"/>	Statutory
Charge Is Maximum Eligible For Housing Benefit (4 Bed Rate, Per Week, Per Individual)	413.01	413.01	<input type="radio"/>	Statutory

**Ind Living****Day Centres****Greeno & Fordbridge Centres (Community Use)**

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**Committee/Meeting Rooms**

Mon-Fri Evening (per hour)	13.00	13.00	E	Discretionary
Saturday (per hour)	15.00	15.00	E	Discretionary

**Large Hall**

Mon-Fri Evening (per hour)	20.00	20.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	24.00	24.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	41.00	41.00	E	Discretionary
Sunday (per hour)	41.00	41.00	E	Discretionary

**Quiet Lounge**

Mon-Fri Evening (per hour)	13.00	13.00	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	20.00	20.00	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	25.00	25.00	E	Discretionary

**Greeno & Fordbridge Centres (Semi Commercial Use e.g. Weight Watchers and Dance Classes)**

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**Large Hall**

Mon - Fri Evening (per hour)	27.60	28.15	E	Discretionary
Saturday Day Time Rates before 6.00 PM (per hour)	30.00	30.60	E	Discretionary
Saturday Evening after 6.00 PM (per hour)	53.00	53.50	E	Discretionary
Sunday (per hour)	53.00	53.50	E	Discretionary

**Older Peoples Services**

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

## Day Centres

### Older Peoples Services

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Membership Fees

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Joint Day Centre/Spelride	22.00	22.00	S	Discretionary
Non SBC Resident	23.00	23.00	S	Discretionary
SBC Resident	15.00	15.00	S	Discretionary

### Staines Community Centres (Community Use)

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Upstairs meeting room

Mon-Fri Evening		13.00	E	Discretionary
Saturday Daytime		15.00	E	Discretionary
Saturday Evening		25.00	E	Discretionary
Sunday all day		25.00	E	Discretionary

#### Upstairs or downstairs area

Mon-Fri Evening		16.50	E	Discretionary
Saturday Daytime		22.00	E	Discretionary
Saturday Evening		25.00	E	Discretionary
Sunday all day		35.00	E	Discretionary

### Staines Community Centres (Semi-Commercial Use)

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Upstairs meeting room

Mon-Fri Evening		18.00	E	Discretionary
Saturday Daytime		20.00	E	Discretionary
Saturday Evening		35.00	E	Discretionary
Sunday all day		35.00	E	Discretionary

## Day Centres

### Staines Community Centres (Semi-Commercial Use)

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Upstairs or downstairs area

Mon-Fri Evening	22.00	E	Discretionary
Saturday Daytime	25.00	E	Discretionary
Saturday Evening	45.00	E	Discretionary
Sunday all day	45.00	E	Discretionary

## Meals On Wheels

### Luncheon Clubs

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Service Fees

Charge Per Meal	4.00	4.00	<input type="radio"/>	Discretionary
-----------------	------	------	-----------------------	---------------

## Meals On Wheels

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Service Fees

Charge Per Meal	3.90	3.90	<input type="radio"/>	Discretionary
-----------------	------	------	-----------------------	---------------



**Fees and Charges**

---

Printed Date: 19/01/2017

Last modified: 19/01/2017

**Span**

**Span**

**2016/17 Charge**

**2017/18 Charge**

**VAT Statutory?**

**Service Fees (Weekly Charge)**

Individual Customers In The Spelthorne Area Who Have Lifeline Telephones

4.30

4.30

\* Discretionary

**Leisure****Public Halls****Shepperton Hall**

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**Community Use (9am To Midnight) (Hire to local groups)**

Mon-Fri 9am To 5pm per hour	18.50	18.50	E	Discretionary
Mon-Fri After 5pm per hour	20.00	20.00	E	Discretionary
Sat 9am To 6pm per hour	24.00	24.00	E	Discretionary
Sat After 6pm per hour	41.00	41.00	E	Discretionary
Sunday 9am To 10.30pm per hour	41.00	41.00	E	Discretionary

**Semi Commercial Use (9am To Midnight) (Commercial firms providing a community benefit)**

Mon-Fri 9am To 5pm per hour	24.60	25.10	E	Discretionary
Mon-Fri After 5pm per hour	27.60	28.15	E	Discretionary
Sat 9am To 6pm per hour	30.00	30.60	E	Discretionary
Sat After 6 pm per hour	52.50	53.50	E	Discretionary
Sunday 9am To 10.30pm per hour	52.50	53.50	E	Discretionary

**Planning/Housing****Planning Development Control****A) Pre-Application Charges**

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

**a) Householder Applications - Advice (Written)**

Householder advice on acceptability of a proposal	60.00	65.00	S	Discretionary
---	-------	-------	---	---------------

**b) Householder Applications - Other**

Site Visit and advice on historic buildings	90.00	100.00	S	Discretionary
---	-------	--------	---	---------------

Site visit and advice on trees	45.00	50.00	S	Discretionary
--------------------------------	-------	-------	---	---------------

**c) Planning Investigation/Research - Commercial Organisations Only**

Investigation/ Research Requiring Both Office And Site Based Work Per Hr	100.00	120.00	S	Discretionary
--	--------	--------	---	---------------

Investigation/ Research Requiring Office Based Work Only Per Hr	80.00	100.00	S	Discretionary
---	-------	--------	---	---------------

**d) Planning Investigation/Research - Service Fees**

High Hedge Legislation	600.00	610.00	S	Discretionary
------------------------	--------	--------	---	---------------

**e) Written Advice (Initial advice plus one additional response)**

01) Single New Dwelling/Replacement Dwelling	225.00	250.00	S	Discretionary
--	--------	--------	---	---------------

02) Minor Proposals	400.00	425.00	S	Discretionary
---------------------	--------	--------	---	---------------

03) Major Proposals	550.00	600.00	S	Discretionary
---------------------	--------	--------	---	---------------

04) Strategic Proposals	850.00	1,000.00	S	Discretionary
-------------------------	--------	----------	---	---------------

05) Dropped kerbs - confirmation whether planning permission required	40.00	45.00	S	Discretionary
---	-------	-------	---	---------------

06) Advertisements, per advertisement		100.00	S	Discretionary
---------------------------------------	--	--------	---	---------------

07) Other Miscellaneous developments (as agreed by the Assistant Head of Planning (Development Management))		100.00	S	Discretionary
---	--	--------	---	---------------

## Planning Development Control

### A) Pre-Application Charges

#### f) Meetings (charge per meeting)

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
01) Single New Dwelling/Replacement Dwelling	300.00	325.00	S	Discretionary
02) Minor Proposal (1-9 dwellings or up to 1000 sq m commercial)	525.00	550.00	S	Discretionary
03) Major Proposal (=10 dwellings or + 1000 sq m commercial)	800.00	850.00	S	Discretionary
04) Major Proposal (=10 dwellings or + 1000 sq m commercial) where Head of Service attends	1,050.00	1,200.00	S	Discretionary
05) Strategic Proposals (+50 dwellings or +1000 sq m commercial)	1,250.00	1,350.00	S	Discretionary
06) Strategic Proposals (+50 dwellings or +1000 sq m commercial) where Head of Service attends	1,450.00	1,600.00	S	Discretionary
07) Advertisements		300.00	S	Discretionary

### B) Planning Application Fees

#### a) Household Development

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Alteration/Addition To Existing Dwelling	172.00	172.00	S	Statutory
Alteration/Addition To Two Or More Existing Dwellings	339.00	339.00	S	Statutory
Erection Of Outbuildings, Fences Etc Within Curtilage Of A Dwelling	172.00	172.00	S	Statutory

#### b) Outline Applications

The site area does not exceed 2.5 hectares: for each 0.1 hectare of the site area	385.00	385.00	S	Statutory
The site area exceeds 2.5 hectares (and an additional £115 for each 0.1 hectare in excess of 2.5 hectares, subject to a maximum in total of £125,000;)	9,527.00	9,527.00	S	Statutory

#### c) Full Applications And Reserved Matters

Erection Of Dwellings Per Dwelling Created Up To A Max of 50 Dwellings	385.00	385.00	S	Statutory
Where the number of dwellinghouses to be created by the development exceeds 50 (and an additional £115 for each dwellinghouse in excess of 50 up to a maximum total fee of £250,000)	19,049.00	19,049.00	S	Statutory

## Planning Development Control

### B) Planning Application Fees

2016/17 Charge

2017/18 Charge

VAT Statutory?

#### d) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses Or Plant And Machinery

No new floor space	195.00	195.00	S	Statutory
Where floor space does not exceed 40m <sup>2</sup>	195.00	195.00	S	Statutory
Where the floor space created is between 40m <sup>2</sup> and 75m <sup>2</sup>	385.00	385.00	S	Statutory
Where the floor space created is between 75m <sup>2</sup> and 3750m <sup>2</sup>	385.00	385.00	S	Statutory
Where the floor space created is more than 3750m <sup>2</sup> (with £115 for each additional 75m <sup>2</sup> in excess of 3750m <sup>2</sup> subject to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

#### e) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agriculture (Other Than Glasshouses)

Where the gross floor space does not exceed 465m <sup>2</sup>	80.00	80.00	S	Statutory
Where the gross floor space exceeds 540m <sup>2</sup> but does not exceed 4215m <sup>2</sup> £385 for the first 540m <sup>2</sup> and an additional £385 for each 75m <sup>2</sup> in excess of 540m <sup>2</sup>	385.00	385.00	S	Statutory
Where the gross floor space exceeds 4215m <sup>2</sup> £19,049 (and an additional £115 for each 75m <sup>2</sup> in excess of 4215m <sup>2</sup> up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory
Where the gross floor space exceeds 465m <sup>2</sup> but does not exceed 540m <sup>2</sup>	385.00	385.00	S	Statutory

#### f) Erection Of Glasshouses Used For Purposes In Agriculture

Where the gross floor space does not exceed 465m <sup>2</sup>	80.00	80.00	S	Statutory
Where the gross floor space exceeds 465m <sup>2</sup>	2,150.00	2,150.00	S	Statutory

#### g) Erection, Alteration Or Replacement Of Plant And Machinery

Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area	385.00	385.00	S	Statutory
Where the site area exceeds 5 hectares £19,049 (an additional £115 for each 0.1 hectares in excess of 5 hectares subject to a maximum of £250,000)	19,049.00	19,049.00	S	Statutory

#### h) Applications other than Building Works

Car Parks, Service Roads Or Other Accesses (Existing Uses Only)	195.00	195.00	S	Statutory
---	--------	--------	---	-----------

## Planning Development Control

### B) Planning Application Fees

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### i) Exploratory Drilling For Oil Or Natural Gas

where the site area does not exceed 7.5 hectares, £423 for each 0.1 hectare of site area	423.00	423.00	S	Statutory
where the site area exceeds 7.5 hectares, £31,725 (with an additional £126 for each 0.1 hectares in excess of 7.5 hectares up to a maximum fee of £250,000)	31,725.00	31,725.00	S	Statutory

#### j) Operations For Winning And Working Of Minerals

where the site area does not exceed 15 hectares, £195 for each 0.1 hectare of the site area	195.00	195.00	S	Statutory
where the site area exceed 15 hectares, £29,112 (and an additional £115 for each 0.1 hectares in excess of 15 hectares up to a maximum of £65,000)	29,112.00	29,112.00	S	Statutory

#### k) The carrying out of any operations not coming within any of the above categories

195 for each 0.1 hectare of the site area, subject to a maximum of £1,690	195.00	195.00	S	Statutory
for Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision)	195.00	195.00	S	Statutory

#### l) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses:

Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling	385.00	385.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

#### m) Change Of Use Of Building To Use As One Or More Separate Dwellings - In all other cases:

Where the change of use is to use as 50 or fewer dwelling houses £385 per new dwelling	385.00	385.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £250,000)	19,049.00	19,049.00	S	Statutory

## Planning Development Control

### B) Planning Application Fees

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### n) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open

Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area	195.00	195.00	S	Statutory
Where the site area exceeds 15 hectares, £29,112 (and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum fee of £65,000)	29,112.00	29,112.00	S	Statutory

#### o) Other Changes Of Use

Other Changes Of Use (Except Waste Or Minerals)	385.00	385.00	S	Statutory
---	--------	--------	---	-----------

#### p) Concessionary Fees and Exemptions

01) Works To Improve The Disabled Person Access To A Public House, Or To Improve His Access, Safety, Health Or Comfort At His Dwelling House	0.00	0.00	S	Statutory
02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee	0.00	0.00	S	Statutory
03) Applications Required Because Of The Removal Of Permitted Development Rights By A Condition Or By Article 4 Direction	0.00	0.00	S	Statutory
04) Playing Fields (For Sports Clubs)	385.00	385.00	S	Statutory
05) Revised Or Fresh Application For Development Of The Same Character Or Description Within 12 Months Of Receiving Permission	0.00	0.00	S	Statutory
06) Exemptions For Applications Following A Refusal, Withdrawn Application etc., Are Available On The Same Basis As For Planning Applications	0.00	0.00	S	Statutory
07) Revised / Fresh Application For Development (Or Advertisement_ Of Same Character Or Description Within 12 Months Of Expiry Of Statutory 8 Weeks Period Where Applicant Has Appealed To Secretary Of State On The Grounds Of Non-Determination	0.00	0.00	S	Statutory
08) Duplicate Applications Made By The Same Applicant Within 28 Days - Normal fee for both applications	0.00	0.00	S	Statutory
09) Alternative Applications For One Site. Highest Of Fees Applicable For Each Alternative And A Sum Equal To Half The Rest.	0.00	0.00	S	Statutory
10) Development Crossing Planning Authority Boundaries, Requiring Several Applications - Only 1 Fee Is Paid To The Authority Having The Larger Site, But Calculated For The Whole Scheme And Subject To Special Ceiling.	0.00	0.00	S	Statutory
11) Reserved Matters Where The Applicants Earlier Reserved Matters Applications Have Incurred Total Fees Equalling That For A Full Application For Entire Scheme	385.00	385.00	S	Statutory

## Planning Development Control

### B) Planning Application Fees

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### q) Application for a new planning permission to replace Extant Planning Permission

01) Householder application	57.00	57.00	S	Statutory
02) Any other case	195.00	195.00	S	Statutory
03) Application for major development	575.00	575.00	S	Statutory

#### r) Advertisements

Advance Signs Directing The Public To A Business	110.00	110.00	S	Statutory
Advertisements Relating To The Business On The Premises	110.00	110.00	S	Statutory
Other Advertisements	385.00	385.00	S	Statutory

#### s) Fees For Applications For Certificates Of Lawful Use Or Development

For Existing Use Or Development - The Amount That Would Be Payable In Respect Of An Application For Planning Permission			S	Statutory
For Proposed Use or Development - Half The Amount That Would Be Payable In Respect Of An Application For Planning Permission			S	Statutory
Lawful not to comply with any condition	195.00	195.00	S	Statutory

#### t) Miscellaneous Applications

Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order	80.00	80.00	S	Statutory
Notification of Demolition under the General Development Order	80.00	80.00	S	Statutory
Notification of Telecommunication Development Under The General Development Order	385.00	385.00	S	Statutory

#### u) Confirmation of Compliance with planning condition attached to Planning Permission

Application or removal or variation of a condition following grant of planning permission	195.00	195.00	S	Statutory
Per Condition for a householder application	28.00	28.00	S	Statutory
Per condition for all other types of application	97.00	97.00	S	Statutory



## Planning Development Control

### B) Planning Application Fees

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### v) Requests for Non Material Amendments

Householder	28.00	28.00	S	Statutory
Others	195.00	195.00	S	Statutory

#### w) Hazardous Substances Consent

Applications For Removal Of Conditions And Continuation Of An Existing Consent	200.00	200.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded	250.00	250.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded	400.00	400.00	S	Statutory

### D) Planning Miscellaneous Fees

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### a) Photocopying Charges For Current Applications

01) A4 - First Sheet	3.00	3.50	S	Discretionary
02) A4 - Each Subsequent Sheet	0.80	1.00	S	Discretionary
03) A3 - First Sheet	4.00	4.50	S	Discretionary
04) A3 - Each Subsequent Sheet	1.00	1.20	S	Discretionary
05) A2 - First Sheet	6.70	7.50	S	Discretionary
06) A2 - Each Subsequent Sheet	2.80	3.00	S	Discretionary
07) A1 - First Sheet	7.00	7.50	S	Discretionary
08) A1 - Each Subsequent Sheet	3.80	4.00	S	Discretionary
09) A0 - First Sheet	10.00	10.50	S	Discretionary
10) A0 - Each Subsequent Sheet	5.00	5.50	S	Discretionary

#### b) Service Fees

Planning Decision Notice and copies of TPO's (Each)	18.00	20.00	S	Discretionary
---	-------	-------	---	---------------

Page 55 of 76

## Planning Development Control

### C) Planning Miscellaneous Fees

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### c) Publicity Schedule Of Planning Proposals

By email	0.00	0.00	S	Discretionary
Paper Copy	100.00	105.00	S	Discretionary

## Street Scene

### Abandoned Vehicles

#### Abandoned Vehicles

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Collection Fee

Collection And Disposal From Private Property 120.00 120.00 O Discretionary

### Miscellaneous

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley 75.00 75.00 S Discretionary

## Cemeteries

### Interment

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Adult Grave

Adult Grave 24 Hour Burial for one only (5 foot)	1,800.00	1,830.00	O	Discretionary
Adult Grave For 1 Interment	1,300.00	1,326.00	O	Discretionary
Adult Grave For 1 Interment - Casket	1,450.00	1,479.00	O	Discretionary
Adult Grave For 2 Interments	1,350.00	1,377.00	O	Discretionary
Adult Grave For 2 Interments - Casket	1,530.00	1,560.00	O	Discretionary
Brick Vault (Inter only)	450.00	460.00	O	Discretionary

#### Advance Purchase

Purchase in advance of adjacent plot at time of burial only	3,500.00	3,500.00	O	Discretionary
---	----------	----------	---	---------------

Cremated Remains	450.00	460.00	E	Discretionary
------------------	--------	--------	---	---------------

#### Child Grave

Child Grave For 1 Interment	390.00	400.00	O	Discretionary
Child Grave For 2 Interment	390.00	400.00	O	Discretionary
Child Internment within 24 hours	507.00	517.00	O	Discretionary
Child plot within 24 hours	585.00	596.00	O	Discretionary
Stillborn Grave	325.00	325.00	E	Discretionary

#### Non Residents/Parishioners Charge

Treble Fees For Residents out of Borough			O	Discretionary
--	--	--	---	---------------

### Memorial Garden

2016/17 Charge    2017/18 Charge    VAT    Statutory?

## Fees and Charges

Printed Date: 19/01/2017

Last modified: 19/01/2017

## Cemeteries

### Memorial Garden

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Ashford

Plot Fee - Cremated remains	850.00	867.00	E	Discretionary
-----------------------------	--------	--------	---	---------------

### Other

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Exclusive Right - Purchase of

Burial in a Vault	1,900.00	1,938.00	E	Discretionary
Child Grave	450.00	460.00	E	Discretionary
Cremated Remains	730.00	744.00	E	Discretionary
Earthen Grave	1,750.00	1,750.00	E	Discretionary
Earthen Grave within 24 hours	2,100.00	2,142.00	E	Discretionary
Issue of duplicate deed of grant	90.00	92.00	E	Discretionary

#### Exhumation

Exhumation of ashes	1,500.00	1,530.00	E	Discretionary
Exhumation of body (Price on Application)			E	Discretionary

### Miscellaneous Fees

Registration Of Assignment	120.00	122.00	O	Discretionary
----------------------------	--------	--------	---	---------------

### Right to Erect Memorial Bench

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Memorial Bench

Supply & Installation of Memorial Bench	1,300.00	1,300.00	S	Discretionary
---	----------	----------	---	---------------

### Right to Erect Memorial Plaque

2016/17 Charge 2017/18 Charge VAT Statutory?

## Cemeteries

### Right to Erect Memorial Plaque

#### Memorial Tower Plaque

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
10 Yrs	300.00	306.00	E	Discretionary
15 Yrs	450.00	459.00	E	Discretionary
25 Yrs	600.00	612.00	E	Discretionary

### Right to Erect Monument

#### 1. Traditional Graves

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Erection of a Wooden Cross (after 12 months)	340.00	346.00	S	Discretionary
Headstone	340.00	346.00	E	Discretionary
Headstones And Kerbstones	494.00	503.00	E	Discretionary
Kerbs Only	328.00	334.00	E	Discretionary
Monument Over 91.5cm (3')	900.00	918.00	E	Discretionary
Vase Or Tablet	230.00	234.00	E	Discretionary

#### 2. Lawn Gardens

Additional Inscription	175.00	178.00	E	Discretionary
------------------------	--------	--------	---	---------------

#### 3. Garden Of Remembrance Tablet

Garden Of Remembrance Tablet	180.00	183.00	E	Discretionary
------------------------------	--------	--------	---	---------------

### Use Of Chapel

#### Location

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
Ashford And Staines	250.00	255.00	O	Discretionary

## Grounds Maintenance

### Spelthorne In Bloom

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Spelthorne In Bloom

a) Hanging Basket - Winter	35.00	36.00	<input type="radio"/>	Discretionary
b) Window Box - Winter	54.00	55.50	<input type="radio"/>	Discretionary
c) Hanging Basket - Summer	56.00	57.50	<input type="radio"/>	Discretionary
d) Window Box - Summer	88.00	90.00	<input type="radio"/>	Discretionary

## Refuse Collection

### Domestic

#### Bins for New Developments

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
140L	60.00	60.00	S	Discretionary
240L	60.00	60.00	S	Discretionary
660L	250.00	250.00	S	Discretionary
Large - 1100L	300.00	300.00	S	Discretionary

### Service Fees

Annual Charge for 240ltr Green Waste Bin	50.00	52.00	O	Discretionary
Annual Charge for 660ltr Green Waste Bin	130.00	138.00	O	Discretionary
Annual Charge for Green Waste Sack	35.00	36.00	O	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	170.00	170.00	O	Discretionary
Provision of a waste skip - on private land	250.00	250.00	S	Discretionary
Replacement AWC Bin	60.00	60.00	O	Discretionary
Sale of 240ltr Green Waste Bin to new scheme members	25.00	25.00	O	Discretionary

### Non - Domestic

#### Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) Rubbish 240ltr bin	11.00	11.00	O	Discretionary
b) Rubbish 660ltr bin	11.00	12.00	O	Discretionary
c) Rubbish - Large 1100ltr bin	11.00	13.00	O	Discretionary
d) Recycling 240ltr bin	3.00	3.00	O	Discretionary
e) Recycling 660ltr bin	3.00	4.00	O	Discretionary
f) Recycling - Large 1100ltr bin	3.00	5.00	O	Discretionary
g) Food Waste - up to 240ltr bin	3.00	3.00	O	Discretionary



## SAT

### Spelride Accessible Transport (S A T)

2016/17 Charge	2017/18 Charge	VAT	Statutory?
----------------	----------------	-----	------------

#### Membership

Annual	20.00	20.00	O	Discretionary
--------	-------	-------	---	---------------

#### Spelride

Per Single Trip	4.00	4.00	Z	Discretionary
Return Trip	7.00	7.00	Z	Discretionary

## Staines Market

### Markets

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Staines High Street

Ad Hoc Rentals (Price on Application)			S	Discretionary
Casual Pitch (Friday)	45.00	45.00	S	Discretionary
Casual Pitch (Saturday)	50.00	50.00	S	Discretionary
Causal Pitch (Wednesday)	45.00	45.00	S	Discretionary
Permanent Pitch (Friday)	40.00	40.00	S	Discretionary
Permanent Pitch (Saturday)	45.00	45.00	S	Discretionary
Permanent Pitch (Wednesday)	40.00	40.00	S	Discretionary

## Sustainability

### Allotments

#### Allotments

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Rental

Gate Key Deposit	20.00	20.00	<input type="radio"/>	Discretionary
With Piped Water (Per 25.29Sq Meter Per Annum)	13.50	14.00	<input type="radio"/>	Discretionary
Without Piped Water (Per 25.29Sq Meter Per Annum)	10.40	11.00	<input type="radio"/>	Discretionary

## Car Parks

### Ashford Multi-Storey

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Parking Fees

a) Up to 30Mins	0.40	0.40	S	Discretionary
b) Up to 2Hrs	1.00	1.00	S	Discretionary
c) Over 2Hrs	1.30	1.30	S	Discretionary

#### Season Tickets

b) Quarterly	35.00	35.00	S	Discretionary
c) Six Months	67.00	67.00	S	Discretionary
d) Annual	130.00	130.00	S	Discretionary

#### Season Tickets (Ashford Chamber Of Commerce)

a) 12 Months - Member	20.00	20.00	S	Discretionary
b) 12 Months - Employee	30.00	30.00	S	Discretionary
c) 12 Months - Additional Employee	100.00	100.00	S	Discretionary

### Dumsey Meadow,Abbey Drive,The Broadway Laleham

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Pay And Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

### Dumsey Meadow,Laleham

2016/17 Charge    2017/18 Charge    VAT    Statutory?

## Car Parks

### Dumsey Meadow,Laleham

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Business Season Tickets

a) 3 Months	60.00	60.00	S	Discretionary
b) 6 Months	80.00	80.00	S	Discretionary
c) 12 Months	100.00	100.00	S	Discretionary

#### Residents Season Tickets

a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

### Fimsleigh Car Park

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Blue Badge Holder Concession

a) 3 Months	26.00	26.00	S	Discretionary
b) 6 months	51.50	51.50	S	Discretionary
c) 9 Months	77.00	77.00	S	Discretionary
d) 12 Months	103.00	103.00	S	Discretionary

### Laleham Park/Thameside Car Parks

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Pay And Display April to September

1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
4 Hours	4.00	4.00	S	Discretionary
Over 4 hours	10.00	10.00	S	Discretionary

## Car Parks

### Laleham Park/Thameside Car Parks

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Pay and Display October to March

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 hours	5.00	5.00	S	Discretionary

### Lammas Park

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Pay And Display April to September

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
1 Hour	0.50	0.50	S	Discretionary
2 Hours	2.00	2.00	S	Discretionary
3 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	7.00	7.00	S	Discretionary

#### Pay And Display October to March

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
1 Hour	0.50	0.50	S	Discretionary
2 Hours	1.60	1.60	S	Discretionary
4 Hours	3.00	3.00	S	Discretionary
Over 4 Hours	5.00	5.00	S	Discretionary

### Manor Park

2016/17 Charge 2017/18 Charge VAT Statutory?

#### Pay and Display

	2016/17 Charge	2017/18 Charge	VAT	Statutory?
a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 hours	1.50	1.50	S	Discretionary

## Car Parks

### Manor Park

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Permits - Business

a) 3 Months	60.00	60.00	S	Discretionary
b) 6 months	80.00	80.00	S	Discretionary
c) 12 months	100.00	100.00	S	Discretionary

#### Permits - Residents

a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

### Orchard Meadow, Green Street, Walled Garden, Thames Street, Old Bathing Station

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Business Season Tickets

a) 3 Months	60.00	60.00	S	Discretionary
b) 6 Months	80.00	80.00	S	Discretionary
c) 12 Months	100.00	100.00	S	Discretionary

#### Pay And Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1 - 2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary

#### Residents Season Tickets

a) 3 Months	30.00	30.00	S	Discretionary
b) 6 Months	40.00	40.00	S	Discretionary
c) 12 Months	50.00	50.00	S	Discretionary

## Fees and Charges

Printed Date: 19/01/2017

Last modified: 19/01/2017

## Car Parks

### Other

2016/17 Charge 2017/18 Charge VAT Statutory?

### Other

Film Concessions (£12-£100 per vehicle per day)			S	Discretionary
Lost Or Replacement Tickets & Entry/Exit Cards	14.00	14.00	S	Discretionary
Visitor Permits (Pack of 10)	20.00	20.00	S	Discretionary

## Penalties

2016/17 Charge 2017/18 Charge VAT Statutory?

### Dispensation

Waived For Charities And Voluntary Org	12.00	12.00	S	Discretionary
--	-------	-------	---	---------------

### Penalty Bands

Full Band 1	70.00	70.00	S	Discretionary
Full Band 2	50.00	50.00	S	Discretionary
Mitigated Band 1	35.00	35.00	S	Discretionary
Mitigated Band 2	25.00	25.00	S	Discretionary

### Suspensions

Suspensions - reserved parking	30.00	30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day		12.00	S	Discretionary

## Shepperton Village Hall

2016/17 Charge 2017/18 Charge VAT Statutory?

### Pay and Display

a) 1st Hour	0.00	0.00	S	Discretionary
b) 1-2 Hours	1.10	1.10	S	Discretionary
c) Over 2 Hours	1.50	1.50	S	Discretionary



## Car Parks

### Staines Long-Stay - Monday to Sunday 8am to 7pm

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Pay And Display

a) Up To 1 Hour	1.20	1.20	S	Discretionary
b) Up To 2 Hours	2.20	2.20	S	Discretionary
c) Up To 3 Hours	2.70	2.70	S	Discretionary
d) Up to 4 Hours		3.70	S	Discretionary
e) Up To 5 Hours	3.50	7.00	S	Discretionary
f) Over 5 Hours	7.20	12.20	S	Discretionary

### Staines Long-Stay - Monday to Sunday Evening Charge

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Pay And Display

Bridge Street    7pm to 12 midnight	1.00	1.20	S	Discretionary
Sunday Charge	2.00	2.00	S	Discretionary

### Staines Pay and Display

2016/17 Charge    2017/18 Charge    VAT    Statutory?

Page 13

## Car Parks

### Staines Pay and Display

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Contract Parking

a) up to 1 Month	69.00	69.00	S	Discretionary
b) up to 2 Months	138.00	138.00	S	Discretionary
c) up to 3 Months	207.00	207.00	S	Discretionary
d) up to 4 Months	276.00	276.00	S	Discretionary
e) up to 5 Months	346.00	346.00	S	Discretionary
f) up to 6 Months	415.00	415.00	S	Discretionary
g) up to 7 Months	484.00	484.00	S	Discretionary
h) up to 8 Months	555.00	555.00	S	Discretionary
i) up to 9 Months	622.00	622.00	S	Discretionary
j) up to 10 Months	691.00	691.00	S	Discretionary
k) up to 11 Months	760.00	760.00	S	Discretionary
l) up to 12 Months	829.00	829.00	S	Discretionary

#### Season Tickets - Kingston Road - Railway Users

a) 1 Month	80.00	80.00	S	Discretionary
b) 3 Months	210.00	210.00	S	Discretionary
c) 12 Months	780.00	780.00	S	Discretionary

#### Season Tickets - Staines (working in Staines)

a) Quarterly	205.00	205.00	S	Discretionary
b) Six Months	380.00	380.00	S	Discretionary
c) Annual	715.00	715.00	S	Discretionary

### Staines Short-Stay

2016/17 Charge    2017/18 Charge    VAT    Statutory?

## Car Parks

### Staines Short-Stay

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Pay And Display

a) Up To 1 Hour	1.20	1.20	S	Discretionary
b) Up To 2 Hours	2.20	2.20	S	Discretionary
c) Up To 3 Hours	2.70	2.70	S	Discretionary
d) Up To 4 Hours	3.70	3.70	S	Discretionary
e) Up To 5 Hours	7.00	7.00	S	Discretionary
f) Over 5 Hours	12.00	12.20	S	Discretionary
g) 7pm to 12 midnight (Riverside Surface only)	1.00	1.20	S	Discretionary

## Parks Strategy

### All Recreation Grounds

2016/17 Charge    2017/18 Charge    VAT    Statutory?

#### Filming Rights

Still Photography Per Hour (Price on Application)			S	Discretionary
TV Or Films (Per Day Or Part Of) (Price on Application)			S	Discretionary

#### Fitness & Personal Training Fees & Licences

Details of fees & charges available at <a href="http://www.spelthorne.gov.uk/fitnesstrainingfees">www.spelthorne.gov.uk/fitnesstrainingfees</a>			S	Discretionary
---	--	--	---	---------------

#### Football

Adult Pitch Block bookings (when booking 10 weeks or more)	78.00	78.00	E	Discretionary
Individual Bookings	90.00	98.00	S	Discretionary
Junior Game no pavilion	31.00	39.00	S	Discretionary
Junior Game with pavilion	46.50	52.00	S	Discretionary
Junior pitch block booking no pavilion (when booking 10 weeks or more)	27.00	27.00	E	Discretionary
Junior pitch block bookings with pavilion (when booking 10 weeks or more)	37.00	37.00	E	Discretionary

#### Funfairs

Daily Hire Charge	650.00	660.00	E	Discretionary
Deposit Against Damage	1,330.00	1,330.00	O	Discretionary

#### Tennis (Price on Application)

Hire of court for private coaching (per hour per court)			S	Discretionary
---	--	--	---	---------------

#### Usage of Parks

Hire of park for non-charity events	450.00	470.00	E	Discretionary
-------------------------------------	--------	--------	---	---------------

## Public Conveniences

### Public Conveniences

2016/17 Charge

2017/18 Charge

VAT Statutory?

#### Usage Fee

Automatic Public Conveniences

0.20

0.20

Discretionary



Appendix B	<u>Page</u>	<u>Income</u> <u>15/16</u>	<u>Budget</u> <u>16/17</u>	<u>Income</u> <u>16/17 YTD</u>	<u>Budget</u> <u>17/18</u>	<u>Difference between</u> <u>17/18 and 16/17</u>
<b><u>Corporate Governance</u></b>						
Land Charges	1	206,734	225,000	140,323	205,000	(20,000)
Legal Fees	2	11,828	8,200	4,780	9,000	800
<b><u>Environmental Health/Bdg Cont</u></b>						
Contaminated Land Enquiries & Environmental Protection Schedule 1 Part B Premises	3	1,554	1,100	-	1,100	-
Pollution - Scrap Metal Dealers	3	520	-	335	-	-
Food Safety	4	2,123	3,000	1,001	3,000	-
Health and Safety	5	7,229	9,000	3,338	9,000	-
Licensing - Animals	6	-	-	-	-	-
Licensing - Highways - Street Trading	6	5,831	3,500	2,051	3,500	-
Licensing - HMO Licensing Scheme	7	4,030	2,000	1,492	2,000	-
Licensing - Housing	7-8	4,190	10,000	3,790	10,000	-
Licensing - Housing Act Notices	8-9	-	-	-	-	-
Licensing - Street Numbering & Re-Numbering	9	3,942	2,000	3,500	3,000	1,000
Licensing - Retail	9-10	67,251	75,400	57,989	75,400	-
Public Health - Health and Safety	11	3,857	3,900	1,845	3,900	-
Rodent & Pest Control	12-13	5,515	5,000	2,570	5,000	-
Taxi Licensing - Hackney & Private Hire	14-16	78,946	77,000	63,451	79,000	2,000
<b><u>Ind Living</u></b>						
Fordbridge Centre	17	9,762	8,300	7,700	8,300	-
Greeno Centre	17	8,477	9,000	7,212	9,000	-
Older Peoples Services	18	25,918	25,000	15,931	25,000	-
Staines Community Centre	18-19	2,324	3,300	552	-	(3,300)
Meals On Wheels	20	147,422	151,600	97,152	151,600	-
Span	21	217,697	220,000	209,615	220,000	-
<b><u>Leisure</u></b>						
Shepperton Hall	22	29,780	30,000	20,378	30,000	-

Appendix B	<u>Page</u>	<u>Income 15/16</u>	<u>Budget 16/17</u>	<u>Income 16/17 YTD</u>	<u>Budget 17/18</u>	<u>Difference between 17/18 and 16/17</u>
<b><u>Planning/Housing</u></b>						
A) Pre-Application Charges	23-24	67,192	28,000	33,518	28,000	-
C) Planning Miscellaneous Fees	24-25	1,912	2,500	1,040	2,500	-
<b><u>Street Scene</u></b>						
Abandoned Vehicles	26	-	-	-	-	-
Cemeteries	27-29	329,842	332,400	163,139	335,000	2,600
Spelthorne In Bloom	30	32,994	31,000	6,900	31,000	-
Refuse Collection - Domestic - Bins for New Developments	31	53,219	40,000	20,764	40,000	-
Refuse Collection - Domestic - Green Waste Bins	31	461,415	455,000	509,739	490,000	35,000
Refuse Collection - Domestic - Bulky Items	31	25,266	8,200	21,517	8,200	-
Refuse Collection - Non Domestic	31	98,887	95,000	102,209	102,000	7,000
SAT - Membership	32	1,509	-	1,182	1,000	1,000
SAT - Spelride	32	68,667	72,700	52,111	72,700	-
Staines Market	33	288,114	315,000	181,839	250,000	(65,000)
<b><u>Sustainability</u></b>						
Allotments	34	28,630	36,000	34,025	37,000	1,000
<b><u>Car Parks</u></b>						
Ashford Multi-Storey - Pay & Display	35	29,658	33,000	17,259	33,000	-
Ashford Multi-Storey - Season Tickets	35	3,844	5,000	2,600	5,000	-
						1,000
Dumsey Meadow,Abbey Drive,The Broadway Laleham	35-36	7,012	5,500	4,328	6,500	-
Elmsleigh Car Park - Blue Badge Holder Concession	36	2,375	2,000	748	2,000	-
Laleham Park/Thameside Car Parks - Pay & Display	36-37	13,338	13,200	15,648	13,200	-
Lammas Park - Pay & Display	37	27,679	30,000	30,798	30,000	-
Manor Park - Pay & Display	37-38	2,326	6,000	3,077	4,000	(2,000)
						2,200
Orchard Meadow,Green Street,Walled Garden,Thames Street,Old Bathing Station - Pay & Display	38	31,207	27,800	23,800	30,000	



<b>Appendix B</b>	<b>Page</b>	<b><u>Income</u></b> <b><u>15/16</u></b>	<b><u>Budget</u></b> <b><u>16/17</u></b>	<b><u>Income</u></b> <b><u>16/17 YTD</u></b>	<b><u>Budget</u></b> <b><u>17/18</u></b>	<b><u>Difference between</u></b> <b><u>17/18 and 16/17</u></b>
Penalties	39	197,341	125,000	121,056	125,000	-
Shepperton Village Hall - Pay & Display	39	3,057	3,800	1,943	3,800	-
Staines Long-Stay - Pay & Display	40	278,888	231,000	192,341	413,000	182,000
Staines - Contract Parking	41	53,953	57,400	39,757	57,400	-
Staines - Season Tickets - Kingston Road	41	70,361	70,000	68,602	70,000	-
Season Tickets - Staines	41	175,232	122,600	85,619	131,100	8,500
Staines Short-Stay - Pay & Display	42	948,362	1,001,000	612,442	995,000	(6,000)
Filming Rights	43	2,750	3,000	750	3,000	-
Fitness & Personal Training	43	-	5,000	-	5,000	-
Football & Mini Pitches	43	5,099	7,300	1,558	2,300	(5,000)
Funfairs	43	3,900	4,000	3,900	4,000	-
Tennis	43	-	-	-	-	-
Usage of Parks	43	-	-	-	-	-
<b>Public Conveniences</b>	44	-	-	-	-	-
		<b>4,158,956</b>	<b>4,040,700</b>	<b>2,999,209</b>	<b>4,183,500</b>	<b>142,800</b>

This page is intentionally left blank

**Cabinet****25 January 2017**

<b>Title</b>	Treasury Management Strategy Statement 2017/18		
<b>Purpose of the report</b>	To make a recommendation to Council on a Key Decision		
<b>Report Author</b>	Ryan Maslen		
<b>Cabinet Member</b>	Councillor Howard Williams	<b>Confidential</b>	No
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<b>Cabinet are asked to recommend that Council approves the proposed Treasury Management Strategy for 2017/18 as set out in this report.</b>		
<b>Reason for Recommendation</b>	<b>The Treasury Management strategy is fundamental to developing the financial sustainability of the Council.</b>		

**1. Key issues**

- 1.1 The Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition (the CIPFA Code) requires the Council to approve a treasury management strategy before the start of each financial year.
- 1.2 In addition, the Department for Communities and Local Government (CLG) issued revised Guidance on Local Authority Investments in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.
- 1.3 This report fulfils the Council's legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the CLG Guidance.
- 1.4 The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.
- 1.5 In accordance with the CLG Guidance, the Council could be asked in future to approve a revised Treasury Management Strategy Statement should the assumptions on which this report is based change significantly. Such circumstances would include, for example, a large unexpected change in interest rates, or in the Council's capital programme or in the level of its investment balance.

## **External Context**

- 1.6 The major external influence on the Council's treasury management strategy for 2017/18 will be the UK's progress in negotiating a smooth exit from the European Union. Financial markets, wrong-footed by the referendum outcome, have since been weighed down by uncertainty over whether leaving the Union also means leaving the single market. Negotiations are expected to start once the UK formally triggers exit in early 2017 and last for at least two years. Uncertainty over future economic prospects will therefore remain throughout 2017/18.
- 1.7 The fall and continuing weakness in sterling and the near doubling in the price of oil in 2016 have combined to drive inflation expectations higher. The Bank of England is forecasting that Consumer Price Inflation will breach its 2% target in 2017, the first time since late 2013, but the Bank is expected to look through inflation overshoots over the course of 2017 when setting interest rates so as to avoid derailing the economy.
- 1.8 Initial post-referendum economic data showed that the feared collapse in business and consumer confidence had not immediately led to lower GDP growth. However, the prospect of a leaving the single market has dented business confidence and resulted in a delay in new business investment and, unless counteracted by higher public spending or retail sales, will weaken economic growth in 2017/18.
- 1.9 Looking overseas, with the US economy and its labour market showing steady improvement, the market has priced in a high probability of the Federal Reserve increasing interest rates in December 2016. The Eurozone meanwhile has continued to struggle with very low inflation and lack of momentum in growth, and the European Central Bank has left the door open for further quantitative easing.
- 1.10 The impact of political risk on financial markets remains significant over the next year. With challenges such as immigration, the rise of populist, anti-establishment parties and negative interest rates resulting in savers being paid nothing for their frugal efforts or even penalised for them, the outcomes of Italy's referendum on its constitution (December 2016), the French presidential and general elections (April – June 2017) and the German federal elections (August – October 2017) have the potential for upsets.

## **Credit Outlook**

- 1.11 Markets have expressed concern over the financial viability of a number of European banks recently. Sluggish economies and continuing fines for pre-crisis behaviour have weighed on bank profits, and any future slowdown will exacerbate concerns in this regard.
- 1.12 Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and USA, while Australia and Canada are progressing with their own plans. The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however continue to fall.

## Interest Rate Forecast

- 1.13 The Council's treasury adviser Arlingclose's central case is for UK Bank Rate to remain at 0.25% during 2017/18. The Bank of England has, however, highlighted that excessive levels of inflation will not be tolerated for sustained periods. Given this view and the current inflation outlook, further falls in the Bank Rate look less likely. Negative Bank Rate is currently perceived by some policymakers to be counterproductive but, although a low probability, cannot be entirely ruled out in the medium term, particularly if the UK enters recession as a result of concerns over leaving the European Union.

Gilt yields have risen sharply, but remain at low levels. The Arlingclose central case is for yields to decline when the government triggers Article 50. Long-term economic fundamentals remain weak, and the quantitative easing (QE) stimulus provided by central banks globally has only delayed the fallout from the build-up of public and private sector debt. The Bank of England has defended QE as a monetary policy tool, and further QE in support of the UK economy in 2017/18 remains a possibility, to keep long-term interest rates low.

## Local Context

- 1.14 On 31<sup>st</sup> December 2016, the Council currently held £418.3m of borrowing and £38.8m of investments. This is broken down further in the table below.

	31/12/2016 Actual Portfolio £m	31/12/2016 Average Rate %
<b>External Borrowing:</b>		
Public Works Loan Board	(405.8)	1.3
Local Authorities (short term)	(12.5)	0.3
<b>Total Gross External Debt</b>	<b>(418.3)</b>	<b>1.2</b>
<b>Long Term Investments:</b>		
Pooled Fund Investments	17.5	5.5
Fixed Term Loan – Housing Association	2.0	3.6
Funding Circle	0.3	5.0
<b>Short Term Cash-flow Investments:</b>		
Money Market Funds	11.0	0.3
Fixed Term Bank Deposit	3.0	0.9
Bank 120 day notice account	5.0	0.8
<b>Total Investments</b>	<b>38.8</b>	<b>3.3</b>
<b>Net (borrowing) / investments</b>	<b>(379.5)</b>	

- 1.15 Funding Circle is a peer-to-peer lending platform which provides an alternative borrowing mechanism for small businesses. This investment was made in April 2015 and is being viewed as a diversification tool within the

investment portfolio and also an economic development opportunity enabling the Council to support local businesses where demand exists.

## **2. Options analysis and proposal**

### **Borrowing Strategy**

- 2.1 The Council currently holds £418.3m of loans. The Council was debt free before this financial year, when the decision to make strategic acquisitions based on the opportunities available was taken. With the headroom within the 2016/17 capital programme for further purchases if deemed appropriate, it is expected that total borrowing may increase by up to an additional £60m in the near future. The Council may also have to borrow on a short term basis to fund any VAT elements of further purchases, which are recovered from HMRC.
- 2.2 The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 2.3 Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.
- 2.4 Borrowing to date has focused on utilising fixed rate funding options from the Public Works Loan Board (PWLB), giving the Council certainty over its future obligations.
- 2.5 In 2017/18 the Council will work closely with Arlingclose to look at alternative funding options that are available for any future purchases, and build a debt portfolio using a number of sources. With short-term interest rates currently much lower than long-term rates, one option is to borrow using short-term loans or use internal resources.
- 2.6 The Council may borrow short-term loans to cover any unplanned cash flow shortages that may occur, and may also look at arranging forward starting loans during 2017/18, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
- 2.7 The benefits of all options will be monitored closely against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2017/18 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- 2.8 The approved sources of long-term and short-term borrowing are:
  - Public Works Loan Board (PWLB) and any successor body
  - any institution approved for investments (see below)
  - any other bank or building society authorised to operate in the UK
  - UK public and private sector pension funds (except Surrey Pension Fund)
  - Capital market bond investors

UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

- 2.9 In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- operating and finance leases
  - hire purchase
  - Private Finance Initiative
  - sale and leaseback
- 2.10 Municipal Bond Agency: UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a joint and several guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to Council.
- 2.11 Short-term and Variable Rate loans: These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.
- 2.12 Debt Rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

### **Investment Strategy**

- 2.13 The Council hold significant levels of invested funds, representing income received in advance of expenditure plus balances and reserves held. Total long term investments increased to £19.8m during 2016/17 and these levels are expected to be maintained during 2017/18, unless significant additional capital receipts are received and it is agreed that these will be invested. Throughout the financial year total Council investments are higher, due to the short term cash-flow requirements of the Council, which are monitored closely and maintained at appropriate levels.
- 2.14 Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

- 2.15 If the UK enters into a recession in 2017/18, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.
- 2.16 The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits (per counterparty) and the time limits shown.

The cash limits shown have been agreed in conjunction with our treasury advisors, to enable the Council to have sufficient flexibility within the strategy being set to manage funds appropriately as they are received. This can sometimes include holding funds in advance of need in relation to making strategic acquisitions.

<b>Credit Rating</b>	<b>Banks Unsecured</b>	<b>Banks Secured</b>	<b>Government</b>	<b>Corporates</b>	<b>Registered Providers</b>
UK Govt	n/a	n/a	£ Unlimited 50 years	n/a	n/a
AAA	£5m 5 years	£5m 20 years	£5m 50 years	£5m 20 years	£5m 20 years
AA+	£5m 5 years	£5m 10 years	£5m 25 years	£5m 10 years	£5m 10 years
AA	£5m 4 years	£5m 5 years	£5m 15 years	£5m 5 years	£5m 10 years
AA-	£5m 3 years	£5m 4 years	£5m 10 years	£5m 4 years	£5m 10 years
A+	£5m 2 years	£5m 3 years	£5m 5 years	£5m 3 years	£5m 5 years
A	£5m 13 months	£5m 2 years	£5m 5 years	£5m 2 years	£5m 5 years
A-	£5m 6 months	£5m 13 months	£5m 5 years	£5m 13 months	£5m 5 years
BBB+	£5m 100 days	£5m 6 months	£5m 2 years	£5m 6 months	£5m 2 years
None	£2m 6 months	n/a	£5m 25 years	£1m 5 years	£1m 5 years
Pooled funds	£5m per fund at point of investment				

This table must be read in conjunction with the notes below.

- 2.17 Credit Rating: Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.



- 2.18 Banks Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.
- 2.19 Banks Secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
- 2.20 Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.
- 2.21 Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.
- 2.22 Registered Providers: Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain the likelihood of receiving government support if needed.
- 2.23 Pooled Funds: Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.
- 2.24 Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- 2.25 Risk Assessment and Credit Ratings: Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
  - any existing investments that can be recalled or sold at no cost will be, and
  - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 2.26 Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”) so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.
- 2.27 The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
- 2.28 When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.
- 2.29 Specified Investments: The CLG Guidance defines specified investments as those:
- denominated in pound sterling,
  - due to be repaid within 12 months of arrangement,
  - not defined as capital expenditure by legislation, and
  - invested with one of:
    - the UK Government,
    - a UK local authority, parish council or community council, or
    - a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

- 2.30 Non-Specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any

that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in the table below.

	<b>Cash Limit</b>
Total long-term investments	£40m
Total investments without credit ratings or rated below A-	£5m
Total investments (except pooled funds) with institutions domiciled in foreign countries rated below AA+	£5m
<b>Total non-specified investments</b>	<b>£50m</b>

- 2.31 Investment Limits: The maximum that will be lent to any one organisation (other than the UK Government) will be £5 million, to mitigate the risk in the case of a single default. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as shown below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

	<b>Cash limit</b>
Any single organisation, except the UK Central Government	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same management	£5m per manager at point of investment
Negotiable instruments held in a broker's nominee account	£30m per broker
Foreign countries	£5m per country
Registered Providers	£10m in total
Unsecured investments with Building Societies	£20m in total
Loans to unrated corporates	£5m in total
Money Market Funds	£50m in total

## Treasury Management Indicators

- 2.32 Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed will be:

	2017/18	2018/19	2019/20
Upper limit on fixed interest rate exposure	100%	100%	100%
Upper limit on variable interest rate exposure	50%	50%	50%

- 2.33 Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classified as variable rate.

- 2.34 Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. We calculate this as the amount of fixed rate borrowing we can have maturing in each period as a percentage of total projected borrowing that is at a fixed rate. The calculation takes fixed rate to be whether the borrowing was taken out at a fixed rate for a fixed period of time, regardless of that length of time. The upper and lower limits on the maturity structure of fixed rate borrowing are proposed as:

	Upper	Lower
Under 12 Months	10%	0%
1 – 2 Years	15%	0%
3 – 5 Years	20%	0%
6 – 10 Years	25%	0%
10 – 20 Years	50%	0%
20 – 30 Years	75%	0%
30 – 40 Years	90%	0%
40 – 50 Years	100%	0%

- 2.35 Time periods start on the first day of each financial year. The maturity of borrowing is the earliest date on which the lender can demand repayment (in the case of PWLB this will be the maturity date).
- 2.36 This indicator allows us to have the above percentage of borrowing maturing in each time period shown, taking into account our current debt profile and providing an allowance for new borrowing, whilst having consideration to the capital programme.
- 2.37 Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

	2017/18	2018/19	2019/20
Limit on principal invested beyond year end	£40m	£40m	£40m

### Other Items

- 2.38 There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.
- 2.39 **Policy on Use of Financial Derivatives:** Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).
- The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.
- Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.
- 2.40 **Investment Training:** The needs of the Council's treasury management staff for training in investment management are assessed as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.
- Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.
- 2.41 **Investment Advisers:** The Council has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues. The quality of the service provided is closely monitored by officers based on the needs of the Council at that point in time.
- 2.42 **Investment of Money Borrowed in Advance of Need:** The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may

change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of £550 million. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure.

### 3. Financial implications

- 3.1 The budget for investment income in 2017/18 is £900k, based on the existing investment portfolio. This is a reduction on the previous financial year, but if capital receipts from the disposal of Council assets do materialise this figure will increase significantly, if it is decided these sums are to be invested. The alternative approach would be to utilise this funding for further strategic acquisitions. A full cost benefit analysis will be completed to determine the most advantageous approach if the Council finds itself in this position.
- 3.2 The budget for debt interest paid in 2017/18 is £8.3m. This reflects the costs we are now committed to pay following the three strategic acquisition completed during 2016/17 to date, where fixed rate finance was taken from the PWLB. If there are further purchases completed, it is likely that these will be debt financed and therefore additional costs incurred. However these purchases are reliant on the opportunities that become available, if any, and therefore are not budgeted for in advance.

### 4. Other considerations

- 4.1 The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer, having consulted the Cabinet Member for Finance, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

<b>Alternative</b>	<b>Impact on income and expenditure</b>	<b>Impact on risk management</b>
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium

		term, but long term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain

## 5. Timetable for implementation

5.1 Treasury management is an ongoing activity and normally there is no specific timetable for implementation.

**Background papers: None**

**Appendices: None**

This page is intentionally left blank