

## **POLICY COMMITTEE**

**Tuesday, 30<sup>th</sup> November 2021 at 6.30pm**  
**Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton**

**Committee Members:** The Chairman (Councillor Foster) and Councillors Barrett, Heseltine, Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Ogden, Place, Rose and Wheeler.

Substitutes: Conservatives – Councillors Handley, Moorby and Whitaker; Independents – Councillors Pighills, Shuttleworth and Solloway; Labour – Councillor Mercer; Green – Brown.

**Please note the following advice in advance of the meeting:**

The Government temporarily removed the legal requirement for local authorities to hold meetings in person during the Covid-19 pandemic. All local authorities were given new powers to enable meetings to take place virtually. The Council's powers to hold remote meetings expired on 7 May 2021.

Whilst the return to face to face meetings provides significant challenges, the Council has undertaken a great deal of work to ensure that face to face meetings are delivered in a COVID safe environment.

Due to social distancing measures, spaces for public attendance are limited and so registration is essential to secure a place.

Everyone who attends this meeting will be required to wear a face covering, unless exempt.

Council staff, elected members and members of the public are urged to take advantage of the national 'next step safely' campaign and access a free, rapid lateral flow test in advance of the meeting:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/> Please note that whilst this is advised, it is not a requirement for entry to the meeting.

Anyone displaying Covid-19 symptoms is asked not to attend.

For more information email [committees@cravenc.gov.uk](mailto:committees@cravenc.gov.uk)

# AGENDA

**Exclusion of the Public** – In accordance with the Council’s Access to Information Procedure Rules, Members are recommended to exclude the public from the meeting during consideration of an exempt minute of the 19<sup>th</sup> October Policy Committee, Appendix B of item \$8 and Appendix A of item \$13 on the grounds that it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 (relates to the financial or business affairs of any person including the Authority holding that information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and substitutes** – To receive any apologies for absence and notification of substitutes.
2. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 19<sup>th</sup> October 2021 (there is also an exempt minute which is not for publication).
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Declarations should be in the form of: a “**disclosable pecuniary interest**” under Appendix A to the Council’s Code of Conduct, or “**other interests**” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Revenue Budget Monitoring Report - Quarter 2 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To advise Members of the revenue budget position of the Council, based on the quarter 1 review of income and expenditure to the end of September 2021.

6. **Quarter 2 Capital Programme Monitoring Report - 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council’s capital programme position based on the quarter 2 review of income and expenditure to the end of September 2021.

7. **Performance Monitoring Update – Quarter 2 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present performance highlights for quarter 2 of the financial year 2021/22 in accordance with arrangements set out in the Council’s Performance Management Framework.

- \$8. Fees and Charges 2022/2023** – Report of the Chief Finance Officer. Attached. (Appendix B to the report is considered exempt and not for publication.)

Purpose of Report – To present the fees and charges for the 2022/23 financial year.

- 9. Treasury Management Mid-Year Review Report** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To update Members on the treasury activity undertaken in the first six months of the year on the compliance with the Council’s approved Treasury Management Policy/Strategy.

- 10. Confirmation of the Council Tax Base – 2022/2023** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To approve the Council Tax Base for the 2022/23 financial year.

- 11. Climate Emergency Progress** – Report of the Chief Executive. Attached.

Purpose of Report – To present a six months light touch update on actions taken to address the climate emergency, as agreed by Council in February 2020.

- 12. Waste Education Officer** – Report of the Director of Services. Attached.

Purpose of Report – To present costings and proposed job description for a two-year fixed-term Waste Education Officer, to lead on the Council’s waste education programme.

- \$13. Local Government and Social Care Ombudsman: Further Report** – Report of the Chief Executive. Attached. (The appendix to the report is considered exempt and not for publication.)

Purpose of Report – To consider a draft Further Report sent by the Local Government and Social Care Ombudsman, following the Council’s response to the Public Interest Report issued by the Ombudsman on the 25<sup>th</sup> March.

- 14. Minutes of the Craven Spatial Planning Sub-Committee** – Minutes of meetings held on: 18<sup>th</sup> August 2020; 22 September 2020; 10<sup>th</sup> November 2020; 8<sup>th</sup> February 2021; and 19<sup>th</sup> April 2021.

Purpose of Report – To consider a recommendation regarding the Joint Venture Company.

- 15. Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.

- 16. Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

- 17. Date and Time of Next Meeting** – Tuesday, 18<sup>th</sup> January 2022.

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22 November 2021

## POLICY COMMITTEE

19 October 2021

**Present** – The Chairman, Councillor Foster and Councillors Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Rose, Solloway (substitute for Heseltine) and Whitaker (substitute for Ogden).

**Officers** – Chief Executive, Director of Services, Chief Finance Officer (S.151 Officer), Solicitor to the Council and Monitoring Officer, Strategic Manager for Planning and Regeneration, Exchequer and Performance Manager and Senior Democratic Services Officer.

**Apologies for Absence and Substitutes** – Apologies for absence were received from Councillors Barrett, Heseltine, Ogden, Place, and Wheeler.

### Confirmation of Minutes –

**Resolved** – The minutes of the Policy Committee meeting held on 14<sup>th</sup> September 2021 were confirmed as a correct record.

### Declarations of Interest –

There were no declarations of interest.

**Start:** 6.30pm

**Finish:** 8.44pm

### Minutes for Report

#### POL.1150 REVENUE BUDGET MONITORING REPORT – QUARTER 1 2021/2022

The Chief Finance Officer submitted a report advising Members of the revenue budget position of the Council based on the quarter 1 review of income and expenditure to the end of June 2021.

The following information was appended to the report:

- Revenue budget by service department
- Green and amber items on the income and savings plan

The report particularly highlighted the impact of the Covid-19 pandemic on major income streams, such as car parking and leisure services. Although these appeared to be recovering in quarter one, it would take some time for them to recover further and close monitoring throughout the year was required.

During the debate, Members discussed the loss of permanent staff and reliance on agency staff, in part a consequence of local government reorganisation (LGR). The Chief Finance Officer indicated that this was a natural side-effect of LGR and that the next quarterly report would be supplemented with further data on this issue.

With regards to balances not used by the end of March 2023, the Chief Finance Officer stated that these would be absorbed into the new unitary authority and/or used for existing projects.

**Resolved** – (1) That, the revenue budget monitoring position as at 30<sup>th</sup> June 2021, is noted.

(2) That, the latest savings position as outlined in Appendix B to the report now submitted, is noted.

(3) That, the continued uncertainty that the ongoing pandemic has on the Council, its operation and financial projections are noted.

(4) That, the comments about the potential operation of a Business Rates Pool for the 2022/23 financial year are noted and supported.

POL.1151

### **CAPITAL PROGRAMME MONITORING REPORT – QUARTER 1 2021/2022**

The Chief Finance Officer (s151 Officer) submitted a report which informed the Committee about the Council's Capital Programme position, based on the Quarter 1 review of income and expenditure to the end of June 2021.

In February 2021, the Council had agreed a 2021/22 capital programme of £2,230k but in September 2021 the Policy Committee approved £9,380k from the 2020/21 programme be carried forward giving a revised programme of £11,610k.

As the financial position had stabilised with Government grant and cash-flow support, careful financial management and income streams starting to recover it had not been necessary to recommend the removal or deferral of projects and a more detailed assessment would be included in the quarter 2 monitoring report.

A copy of the capital programme detailed analysis was appended to the report for Members' information.

**Resolved** – (1) That, the capital budget position of the 2021/22 capital programme as at 30<sup>th</sup> June 2021 is noted.

(2) That, the 2021/22 capital programme and the proposed funding for the projects agreed at quarter 1 is noted.

POL.1152

### **PERFORMANCE MONITORING REPORT – QUARTER 1 2021/2022**

The Chief Finance Officer submitted a report presenting performance highlights for quarter 1 of the financial year 2021/22 in accordance with arrangements set out in the Council's Performance Management Framework. Members were informed of progress and details of current performance against the Council Plan and priority indicators.

Despite continuing challenges resulting from the pandemic response and the planning for the forthcoming local government reorganisation, the majority of Council Plan actions were progressing as planned. Although this was an early stage in the financial year, the majority of services were within budget, representing an improvement on quarter 4 2020/21. Services returned updates for 17 actions; 11 of those actions were progressing as planned (rated 'green') and no actions were rated 'red'. The remainder of actions were rated 'amber' and details were set out in the Chief Finance Officer's report.

**Resolved** - (1) That, the performance highlights described in the report are noted.

POL.1153

### **REVIEW OF THE LOCAL INFORMATION REQUIREMENTS FOR PLANNING APPLICATIONS**

The Director of Services submitted a report informing Members about the purpose of the planning validation process and sought authority to consult on revisions to local information requirements for planning applications.

In addition to national mandatory requirements, local planning authorities had the option to produce local lists. The Council have, since 2013 had such a local list, jointly prepared with other North Yorkshire local planning authorities. However, that joint list had not met Craven's local requirements and in 2019 further revisions were consulted on, and introduced in 2019. In 2020 a further revision was undertaken but without consultation.

The stakeholder survey of planning agents revealed disquiet about the 2020 revisions and were seen by some as disproportionate to the proposed development. Given that over two years had passed since a consultation had taken place it was now necessary under the planning regulations to review the 'local list'.

The Government recommended a process for adopting a local list for the different type of applications which a local planning authority determined and this was set out in the Director of Services' report together with various appendices including a revised list which would be subject to a six weeks' period of consultation. A report summarising the consultation responses and recommendations for the local list of requirements would be submitted to a future meeting of this Committee.

**Resolved** – (1) That, the proposed Local Information Requirements for planning applications as set out in this report be published for consultations with internal and external consultees, agents who regularly submit applications and Town/Parish Councils is approved.

(2) That, a report be brought back to a future meeting of the Policy Committee summarising responses received and setting out a final Local List for adoption.

POL.1154

### **PLANNING DECISION MAKING PROCEDURES**

The Director of Services submitted a report seeking to establish a Member Sounding Board to advise officers on the changes to decision making procedures as part of a package of measures required to address under performance in the Council's Planning Service.

At the Planning Committee on 27<sup>th</sup> September 2021, two reports were presented with the aim of aiding discussion on future improvements to the Planning Service. Following a wide ranging discussion on various themes, Members concluded that they would welcome closer engagement with pre-application enquiries including on large scale proposals. They acknowledged that site visits on the same day as the Planning Committee provided little opportunity to address matters arising from the visit and that Ward Members needed the ability to refer applications to the Planning Committee.

The next stage was to establish a Member Sounding Board with the primary aim of improving the delivery of an efficient Planning Service. Proposals from the sounding board would be sent to both the Planning Improvement Board and the Planning Committee with any changes to policy or the Council's Constitution being submitted to the Policy Committee after consultation with Audit and Governance Committee and also Standards Committee, as necessary.

Following the work on procedural changes, the Sound Board would look how Members could be involved in the pre-application stage as well as reviewing the Planning Good Practice Guide.

**Resolved** – (1) That, establishment of a Member sounding board to review a range of procedures that will improve the performance of the planning service is approved.

(2) That, the composition of the sounding board shall comprise of one Member from each Group, plus the Chair of Planning Committee and the Chair of the Planning Improvement Board.

(3) That, officers report to the Planning Improvement Board and the Planning Committee on the conclusions of the sounding board work stream.

POL.1155

### **WASTE EDUCATION PROGRAMME**

The Director of Services submitted a report presenting a proposed waste education programme for the Craven District in order to tackle the need to further reduce waste, prevent the contamination of recycling bins together with improving recycling rates as the current performance was having environmental and financial impacts.

Consideration had also been given to the employment of a fixed-term Waste Education Officer to run a Waste Education Programme. Whilst this would have the highest impact on both residual waste volumes and contamination rates, it would be an expensive option and unlikely the cost would be entirely recovered from any savings generated.

The Lead Member for Greener Craven didn't agree with the Director of Services' conclusion not to employ a Waste Education Officer as educating the public was a key element in getting them to reduce residual waste and stop the contamination of recyclables as that would contribute to the Council Plan climate emergency priority of 'low carbon waste'.

Members debated the issue at length, and it was

**Resolved** – (1) That, the proposed programme of activity detailed in Appendix 1 to the report now submitted is noted.

(2) That, Members are minded for Craven District Council to employ a fixed term waste education officer to run the waste education programme and that a report is brought back to this Committee at its next meeting on the 30<sup>th</sup> November 2021 including detailed costings and job description.

POL.1156

**REVISED CRAVEN STATEMENT OF COMMUNITY INVOLVEMENT  
(SCI) FOR PLANNING**

The Strategic Manager for Planning and Regeneration submitted a report presenting a draft Statement of Community Involvement (SCI) for Planning which sets out how Craven District Council intended to involve the community and stakeholders throughout the preparation of spatial planning documents (including the Craven Local Plan) and during the consideration of planning applications that related to the area of Craven outside the Yorkshire Dales National Park. The statement set out what would be consulted upon, who would be consulted and when and how the Council would consult.

**Resolved** – (1) That, the draft revised SCI 2021 as set out in Appendix A to the report now submitted is approved.

(2) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to publish for consultation, the draft revised SCI as set out in Appendix A to the report now submitted, for a four weeks' period, running from Monday 25<sup>th</sup> October 2021 until Monday 22<sup>nd</sup> November 2021.

\$POL.1157

**LOCAL GROWTH DEAL: HIGHWAY IMPROVEMENTS – ENGINE  
SHED LANE LINK ROAD**

[A separate minute has been prepared for this item for those persons entitled to have the information]

**Minutes for Decision**

POL.1158

**PARKING SERVICES STRATEGY REFRESH**

## AGENDA ITEM 2

The CIO and Head of Assets and Commercial Services submitted a report setting out a revised parking strategy covering the period 2021-2026 to reflect both recent changes to the economic climate and changes to service delivery, as well as in anticipation to the transport industry and trends.

The strategy aimed to provide a platform for determining future demand and potential supply of car parking provision for all types of vehicles without detriment to the environment or economic vitality and viability of the geographically area that made up the District.

Since the previous strategy was introduced, several upgrades to parking services had been made. Two rapid electric vehicle charge points (EVCP) had been installed on Skipton High Street car park in conjunction with Osprey and had proved very popular with Osprey confirming that the High Street car park was the third best performing site in their portfolio. The Council was working with Osprey to provide further EVCP rapid and fast charges in Ashfield car park, Settle and Coach Street car park in Skipton.

**RECOMMENDED** – That, the refreshed Parking Strategy for 2021-2026 as now submitted is approved.

*(Darren Maycock, CIO and Head of Assets and Commercial Services)*

POL.1159

### **CONSERVATION AREA APPRAISALS**

The Director of Services submitted a report setting out the proposal to finalise the draft Conservation Area Appraisals and seeking the resources to deliver the project before May 2022. Conservation Areas existed to manage and protect the special architectural and historic interests of a place, typically covering the older parts of towns and villages and, as such, form an essential part of the consideration of planning applications and the development of local plans.

The Craven Conservation Areas Project 2016 was undertaken by the Council, Historic England and Alan Baxter Limited as part of the development of the Local Plan. The project looked at 16 current conservation areas as detailed in the report prioritised because these were likely to face the greatest development pressures. Three other areas namely Settle, Giggleswick and Skipton were reviewed in 2008 and were considered up to date. The project also identified three potential new conservation areas in the settlements of Glusburn, High Bentham and Low Bentham.

The steps required to finalise the draft Conservation Appraisals in advance of local government reorganisation, were set out in the report now submitted. With the continued involvement of Alan Baxter Limited and Historic England an additional budget of £38,000 was required for the 2021/22 financial year.

**RECOMMENDED** – (1) That, the steps required to finalise the draft Conservation Area Appraisals are noted.

(2) That a one-off supplementary revenue estimate of £38,000 to finalise the draft Conservation Area Appraisals is approved.

**Any other items** – There were no late items of business to consider.

**Date and Time of Next Meeting** – Tuesday, 30 November 2021 at 6.30pm.

Chairman



## Policy Committee – 30<sup>th</sup> November 2021



### REVENUE BUDGET MONITORING REPORT - QUARTER 2 (2021/2022)

Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 2 review of income and expenditure to the end of September 2021.

#### 2. Recommendations That members note the following;

- 2.1 the revenue budget monitoring position as at 30<sup>th</sup> September 2021.
- 2.2 the latest savings position (as outlined in Appendix B).
- 2.3 the continued uncertainty that the ongoing Pandemic has on the council, its operations and financial projections.

#### 3. Report

- 3.1 On 2<sup>nd</sup> February 2021 the Council approved its Net Revenue Budget at £7,132,749 for 2021/22. This was subsequently increased by 2020/21 revenue budget slippage of £27,191 and growth bid items approved as part of the budget setting process of £77,348, giving a revised Net Revenue Budget £7,237,349.

#### 3.2 Quarter 2 Financial Performance – Revenue Budget

The Council's financial position continues to be affected by the impacts of the Covid-19 pandemic. Some of the major income streams (such as car parking and leisure – that were significantly affected last financial year) appear to be recovering, albeit slowly by quarter 2, however it will continue to take some time for them to recover further and this will require close monitoring throughout the year. Previous decisions made by the Policy Committee have given the council more flexibility to deal with these issues during this financial year re: the carry forward of some government COVID support grant.

Based on the Q2 monitoring exercise, the Council's performance against service budgets is a forecasted overspend of £78k for the full financial year, prior to the consideration of a number of potential mitigation measures.

This figure needs to be considered in light of the council's approved medium term financial position and the fact that when the budget was originally approved in Feb 2021 that it had a 'structural deficit' for 2020/21 in the region of £209,000, which was to be covered by a number of identified savings, referred to as 'amber' savings. Additional commentary on this is provided in section 3.25 of this report. There are also a number of other budget issues that require further explanation so that a better understanding can be gained of the overall budget position for the current financial year – this is also provided in section 3.25 of this report.

This figures currently being used remain heavily caveated due to the uncertain times that the council continues to operate within – the Pandemic continues to provide many challenges and the council continues to assess the potential implications of the recent decision by central government re: local government restructure in North Yorkshire.

Based upon the figures contained in Appendix A, the Net Cost of Services is showing an overall forecast overspend of £69k, whilst the corporate costs are forecast to have a small overspend of £9k deficit, resulting overall in a £78k deficit.

The latest monitoring position is set out as Appendix A, reported by service. Additional information on the detailed budget figures is provided in the following paragraphs.

### 3.3 Service Related Costs

Services are currently showing a projected net variance of a £5k surplus. Details of the variances are set out in Appendices A. As well as the themes set out above, significant service variances are set out below.

3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 39% of Budgeted Revenue Expenditure. First quarter performance shows net overspends in staffing costs of £103k. This consists of salary cost underspends of £115k being offset by spending on Agency staff of £218k.

3.5 The Council aims to minimise the use of agency staff, but it is sometimes unavoidable to ensure services are delivered. The amount spent on agency staff is 10% less compared to the same period last year. Further detail of this can be found in Appendix C.

3.6 Some staffing savings have been achieved through the successful application of the Modern Apprentice scheme throughout the council.

### 3.7 Environmental Services and Housing: (Appendix A)

- The projected overspend for waste management service unit is £34k, this is due to a projected £3k overspend on vehicle fleet costs, 5k overspend in equipment costs, £5k overspend in computer costs, 1k in subscriptions

and £28k covid related expenditure. This has been partially offset by the sale of an asset £7.5k.

- The projected underspend for trade waste is £22k. This is due to a surplus in container hire income at 38k and salary savings (£5k) due to secondment of staff to CN. This has been partially offset by a projected overspend on fleet costs at £15k, and equipment costs (purchase of containers) at £7k.
- Garden Waste Income is forecasting, £30k ahead of target for 21/22.

### 3.8 Leisure Services: (Appendix A)

Excluding those that are employee related, the following sets out the significant variances;

- Projected income for Craven Pool & Fitness Centre is down by £187k due to the effects of the pandemic (2 months closure at start of the year).
- There is also a projection for loss of income with the Café for £25k. There is also an overspend for salaries of £44k.

### 3.9 Assets and Commercial Services: (Appendix A)

- Salary costs in the Service Unit is forecasting £30k higher than budgeted due to an estimation of salary levels.
- The Car Parking income is currently forecasting to achieve target.

### 3.10 Planning and Building Control Services: (Appendix A)

Salary costs in Development Control is forecasting £218k higher than budgeted due to investment in additional external service support and additional staffing, to improve performance in the Planning Service.

### 3.11 Corporate

At the end of the Quarter 2 the Corporate Costs (outside the Net Cost of Service) are currently showing an adverse variance of £9k – this is all attributed to the revised forecast for investment income.

3.12 Projected financial performance at the end of Q2 is summarised in Appendix A

### 3.13 Income & Savings Plan

It is assumed that the Green Savings from 20/21 will be carried forward and equal £68k. Amber savings originally estimated for 21/22 is £209k, most of these amber savings' items are making good progress in 21/22. The staffing restructures in both Business Support and Finance have resulted in in year savings, some of which are currently offsetting deficits in other areas of staffing expenditure. This will be updated further at the Q3 report. It is reasonable to assume at this stage that overall, the amber savings target of £209k will be met.

### 3.14 Main Risk Areas

The 2021/22 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings targets that have been built into the budget. Income streams are monitored on a monthly basis. Realisable yet challenging

income estimates were included within the 2021/22 budget. At Q2, income from fees and charges is forecast to be down on the budgeted levels, however, government support is anticipated to help the council to manage some of the the losses – and will be reflected in future monitoring reports.

- 3.15 Budget monitoring clinics are held throughout the year.
- 3.16 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.
- 3.17 As part of the monitoring of income streams members have previously requested more detailed analysis of Car Parking Income. This information has been provided to members as a background document.
- 3.18 Government Budget and Spending Review
- 3.19 The Government announced its Autumn Budget and associated Spending Review at the end of October. This contained a number of policy decisions that will have an implication of local authority budgets for next year (and the medium term).
- 3.20 The immediate implications of the Governments spending plans will become clearer when the provisional local government finance settlement is released – this will be at some point in December 2021. Once this information is available, the council will be in a more informed position to finalise the draft budget position for 2022/23 and bring before the committee in February 2022.
- 3.21 Financial Position
- 3.22 As reported to the last meeting of this committee, The Council continued to hold a General Fund unallocated balance of £995k at 1 April 2021. It is possible that support from general balances may be required over the medium term as part of the response to current financial pressures – this will become clearer as we move into the 2022/23 budget process. Clearly, the implications of local government re-organisation in North Yorkshire will also need to be carefully considered for 2022/23.
- 3.23 It remains the Council's policy is to maintain the General Fund Balance at a prudent level.
- 3.24 As agreed by Policy Committee in September, the council's earmarked reserves are being reviewed as part of the final accounts / closedown process for 2020/21. An update on this will be provided as part of a future monitoring report, once final accounts process is complete.
- 3.25 As mentioned earlier in the report, the projected budget variance that is being reported for the service budgets / corporate costs is only one part of the council's overall financial position for the year. To get a fuller picture, a number of other issues need to be considered – which are illustrated in the following table;

	£000	Additional Information
Forecast Budget Variance (Appendix A)	78	Relates to service budgets / corporate costs as shown in Appendix A
Add back 'Amber Savings'	209	When the budget was set, there was a need to save an additional £209k to balance the overall budget. The savings against the service budgets are already included in the Forecast Budget Variance (above) so need to be adjusted here to show the proper overall financial position.
Estimated Income from Government Sales, Fees and Charges Grant	(250)	The council has submitted a claim to the Govt to cover Q1 losses relating to the Covid 19 Pandemic. The figure assumed here is thought to be a prudent estimate based upon that claim. Members will note from the data in Appendix A that the council has been significantly impacted by the loss of leisure income – the claim will help compensate the council for that.
Planning Service Improvement Plan – to be funded from Planning Reserve	(150)	Members will recall the planning improvement plan that was agreed at the beginning of the year. The figures in Appendix A show that additional budget has been allocated to the planning service as a result. Some (or all) of this additional funding will be met from the Planning reserve – as a working assumption for now, an allocation of £150k has been used.
<b>Estimated Overall Position for 2021/22</b>	<b>(113)</b>	This represents the overall forecast to the figures included in the council's medium term financial strategy for 2021/22.

#### 4. Financial and Value for Money Implications

4.1 All financial implications are contained in the body of the report.

## 5. Legal implications

- 5.1 S151 of the Local Government Act 1972 requires that the council makes adequate arrangements of the administration of its financial affairs. The Council set a balanced budget for 2021/22, and is required to annually.

## 6. Contribution to Council Priorities

- 6.1 The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

## 7. Risk Management

- 7.1 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to continue to develop / revise its plans to ensure that it continues to have a sustainable MTFP.

### 7.2 **Chief Finance Officer (s151 Officer) Statement**

No additional comments to those already included within the report.

### 7.3 **Monitoring Officer Statement**

The Council is required under section 151, Local Government Act 1972 to make arrangements for the proper administration of its financial affairs.

## 8. **Equality Impact Assessment**

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

## 9. Consultations with Others

- 9.1 None

## 10. Access to Information : Background Documents

- 10.1 Car Parking Income Analysis

**11. Appendices**

Appendix A – Revenue Budget – by Service Department

Appendix B – Green and Amber items on the Income & Savings plan

Appendix C – Agency Staff usage at Q2 21/22.

**12. Author of the Report**

James Hordern, Finance Manager,

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*Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.*

Craven District Council

Summary By Service - Net Cost of Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22				
Actual	Net Cost of Services	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(11,816)	Licensing Services	(36,585)	0	(36,585)	(14,788)	21,797
682,070	Environmental Health & Housing Services	770,162	0	770,162	760,430	(9,731)
1,780,907	Waste Management Services	1,438,222	77,414	1,515,636	1,467,296	(48,340)
(776,447)	Bereavement Services	(488,393)	0	(488,393)	(482,374)	6,020
21,117	Planning & Building Control Services	362,235	0	362,235	510,165	147,930
682,506	Economic Development	407,655	0	407,655	372,674	(34,980)
274,977	Cultural Services (incl. Museum & Town Hall)	178,362	22,590	200,952	196,014	(4,938)
182,568	Leisure Services	30,770	0	30,770	260,685	229,916
(147,357)	Assets & Commercial Services	(355,505)	0	(355,505)	(299,620)	55,885
160,047	Legal Services	129,374	0	129,374	94,071	(35,302)
285,118	Member Services	305,057	0	305,057	301,770	(3,287)
152,468	Election Services	160,831	0	160,831	160,121	(710)
1,342,191	Chief Execs & Business Support	1,389,835	4,601	1,394,436	1,221,886	(172,549)
1,030,480	Financial Management	989,361	0	989,361	960,993	(28,368)
531,851	ICT & Transformation	556,542	0	556,542	501,787	(54,755)
<b>6,190,680</b>	<b>Craven District Council : NCOS</b>	<b>5,837,921</b>	<b>104,605</b>	<b>5,942,526</b>	<b>6,011,113</b>	<b>68,587</b>

2020/21		2021/22				
Actual	Corporate Costs	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(186,387)	Investment Income (6760)	(115,000)	0	(115,000)	(106,000)	9,000
255,177	Interest Payable (6770)	255,710	0	255,710	255,710	0
88,005	MRP for Capital Financing (8530)	88,000	0	88,000	88,000	0
616,695	Revenue Contributions to Capital Outlay (8535)	428,000	0	428,000	428,000	0
0	Capital Financing (Costs of borrowing)					
	Growth Bids not yet apportioned to service	563,113	0	563,113	563,113	0
	Paybill inflation not yet allocated					
75,000	Corporate Contingency	75,000	0	75,000	75,000	0
<b>7,039,171</b>	<b>Total Revenue Budget 2021/22</b>	<b>7,132,744</b>	<b>104,605</b>	<b>7,237,349</b>	<b>7,314,936</b>	<b>77,587</b>



Craven District Council

Section 1 - Licensing Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 20/21)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
12,085	Hackney Carriages	R226	(4,490)	0	(4,490)	15,480	19,970
(23,901)	Liquor Licensing	R227	(32,095)	0	(32,095)	(30,268)	1,828
<b>(11,816)</b>	<b>Total Licensing Services</b>		<b>(36,585)</b>	<b>0</b>	<b>(36,585)</b>	<b>(14,788)</b>	<b>21,797</b>

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
323,113	Environmental Health	R220	400,978	0	400,978	422,010	21,032
0	Flooding 2015/16	R228	0	0	0	0	0
0	Housing Enabling	R338	70,319	0	70,319	44,807	(25,512)
5	Homeless Prevention Support Service	R339	763	0	763	689	(74)
43,558	Aireview House	R342	30,138	0	30,138	37,653	7,515
223,054	Homelessness	R343	244,182	0	244,182	255,602	11,420
68,654	Private Sector	R344	(2,404)	0	(2,404)	(27,937)	(25,534)
23,688	Housing (Service Unit)	R347	26,185	0	26,185	27,608	1,422
<b>682,070</b>	<b>Total Environmental Health &amp; Housing Services</b>		<b>770,162</b>	<b>0</b>	<b>770,162</b>	<b>760,430</b>	<b>(9,731)</b>

Craven District Council

Section 3 - Waste Management Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
895,904	Refuse Domestic	R200	693,871	26,298	720,169	749,528	29,359
(379,921)	Refuse Commercial	R201	(278,573)	0	(278,573)	(301,009)	(22,436)
418,148	Street Cleansing	R202	388,324	0	388,324	371,454	(16,871)
483,962	Recycling	R203	375,432	26,298	401,730	326,545	(75,186)
105,444	Cleaner Neighbourhoods	R204	60,375	0	60,375	77,824	17,449
62,205	Mechanics Workshop	R209	41,981	0	41,981	58,974	16,993
388,272	Waste Management (Service Unit)	R211	287,468	24,818	312,286	346,521	34,234
(193,108)	Garden Waste Service	R213	(130,657)	0	(130,657)	(162,539)	(31,883)
<b>1,780,907</b>	<b>Total Waste Management</b>		<b>1,438,222</b>	<b>77,414</b>	<b>1,515,636</b>	<b>1,467,296</b>	<b>(48,340)</b>

Craven District Council

Section 4 - Bereavement Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(742,506)	Bereavement Services	R190	(478,421)	0	(478,421)	(475,288)	3,134
(32,078)	Skipton Cemetery	R191	(12,218)	0	(12,218)	(9,914)	2,304
(5,400)	Ingleton Cemetery	R192	(5,454)	0	(5,454)	(5,454)	0
2,451	Closed Churchyard St Andrews (Kildwick)	R193	5,700	0	5,700	5,700	0
1,086	Closed Churchyard St Marys (Ingleton)	R194	1,000	0	1,000	1,194	194
0	Closed Churchyard St Margarets (Bentham)	R195	1,000	0	1,000	1,388	388
<b>(776,447)</b>	<b>Total Bereavement Services</b>		<b>(488,393)</b>	<b>0</b>	<b>(488,393)</b>	<b>(482,374)</b>	<b>6,020</b>

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
0	Historic Buildings	R250	4,000	0	4,000	4,000	0
21,117	Building Control (Non Fee Earning)	R251	35,959	0	35,959	14,331	(21,628)
0	Building Control ( Fee Earning)	R252	(29,372)	0	(29,372)	(41,992)	(12,620)
0	Local Plan	R253	249,602	0	249,602	215,812	(33,790)
0	Local Land Charges	R254	(96,955)	0	(96,955)	(98,947)	(1,992)
0	Development Control	R255	199,001	0	199,001	416,961	217,959
0	Planning (Service Unit)	R270	0	0	0	0	0
<b>21,117</b>	<b>Total Planning &amp; Building Control Services</b>		<b>362,235</b>	<b>0</b>	<b>362,235</b>	<b>510,165</b>	<b>147,930</b>

Craven District Council

Section 6 - Economic Development

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
77,080	Great Places	R307	77,080	0	77,080	28,938	(48,142)
31,800	Attraction Trade & Tourists	R310	21,800	0	21,800	23,900	2,100
165,618	Industrial Development	R311	59,140	0	59,140	59,140	0
38,322	Settle TIC	R315	28,223	0	28,223	35,194	6,971
207,212	New Homes Bonus Projects	R316	53,000	0	53,000	53,000	0
162,474	Economic Development (Service Unit)	R330	168,412	0	168,412	172,502	4,091
0	Growth Deal - Skipton Station Regeneration	R317	0	0	0	0	0
28,872	Growth Deal - Support Work R318	R318	0	0	0	0	0
(38,126)	Total Skipton Heritage Action Zone *	R319	0	0	0	0	0
(4,419)	Total Reopening High Street Safely *	R324	0	0	0	0	0
<b>682,506</b>	<b>Total Economic Development</b>		<b>407,655</b>	<b>0</b>	<b>407,655</b>	<b>372,674</b>	<b>(34,980)</b>

\* Expenditure incurred in year will be funded by external support so forecast a Net Nil for the year.

Craven District Council

Section 7 - Cultural Services (incl. Museum & Town Hall)

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
37,787	Arts Development	R300	39,903	6,700	46,603	37,530	(9,073)
151,282	Museum	R301	136,006	15,890	151,896	136,876	(15,020)
0	Museum Development Project - Development Phase	R304	0	0	0	0	0
79,445	Museum Development Project - Delivery Phase	R308	(280)	0	(280)	(348)	(68)
0	Rural Culture: Creating a Hub for Craven	R309	2,733	0	2,733	21,955	19,223
0	York & NY Dance Hub	R322	0	0	0	0	0
12,104	Rural Steps Project	R323	0	0	0	0	0
(6,944)	Museum – Indispensable	R450	0	0	0	0	0
1,303	Museum - Craven at War: The Home Front Legacy	R456	0	0	0	0	0
<b>274,977</b>	<b>Total Cultural Services (incl. Museum &amp; Town Hall)</b>		<b>178,362</b>	<b>22,590</b>	<b>200,952</b>	<b>196,014</b>	<b>(4,938)</b>

Craven District Council

Section 8 - Leisure Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
103,965	Craven Pool & Fitness Centre	D105	29,366	0	29,366	242,264	212,899
85,458	Revive Café	D106	646	0	646	25,086	24,440
(6,854)	Healthy Lifestyles	D107	758	0	758	(6,665)	(7,423)
<b>182,568</b>	<b>Total Leisure Services</b>		<b>30,770</b>	<b>0</b>	<b>30,770</b>	<b>260,685</b>	<b>229,916</b>



Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
27,385	Misc Property (Incl Ind Estates)	R103	21,846	0	21,846	20,688	(1,158)
37,340	Bus Station	R104	22,628	0	22,628	22,628	0
(29,321)	Private Garages	R346	(19,092)	0	(19,092)	(36,592)	(17,500)
(16,691)	Skipton Depot	R115	62,134	0	62,134	99,787	37,653
(36,535)	Settle Depot	R117	70	0	70	70	0
300,095	Belle View Square	R125	270,868	0	270,868	272,868	2,000
363,025	Assets & Projects (Service Unit)	R212	368,683	0	368,683	406,116	37,432
139,180	Amenity Areas (Incl Aireville Park)	R100	113,060	0	113,060	114,560	1,500
(102,431)	Estates	R425	(89,629)	0	(89,629)	(89,629)	0
(35,579)	Shared Ownership Scheme	R427	(19,688)	0	(19,688)	(40,497)	(20,809)
60,294	Joint Venture Partnership	R428	0	0	0	3,689	3,689
(947,812)	Car Parks	R130-151	(1,168,394)	0	(1,168,394)	(1,172,317)	(3,923)
110,385	Public Conveniences	R160-181	82,009	0	82,009	99,009	17,000
<b>(147,357)</b>	<b>Total Assets &amp; Commercial Services</b>		<b>(355,505)</b>	<b>0</b>	<b>(355,505)</b>	<b>(299,620)</b>	<b>55,885</b>

Craven District Council

Section 10 - Legal Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
160,047	Total Legal Services	R361	129,374	0	129,374	94,071	(35,302)

Craven District Council

Section 10 - Member Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
101,917	Democratic Services	R362	99,956	0	99,956	96,194	(3,762)
183,200	Democratic Representation	R410	205,101	0	205,101	205,576	475
<b>285,118</b>	<b>Total Member Services</b>		<b>305,057</b>	<b>0</b>	<b>305,057</b>	<b>301,770</b>	<b>(3,287)</b>

Craven District Council

Section 11 - Election Services

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
102,727	Elections	R411	87,593	0	87,593	86,210	(1,383)
49,741	Electoral Registration	R412	73,238	0	73,238	73,911	674
<b>152,468</b>	<b>Total Election Services</b>		<b>160,831</b>	<b>0</b>	<b>160,831</b>	<b>160,121</b>	<b>(710)</b>

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
522,305	CLT	R350	492,992	0	492,992	485,378	(7,614)
144,359	Business Support	R375	205,392	0	205,392	90,150	(115,241)
153,662	Human Resources	R370	156,221	0	156,221	163,187	6,966
21,381	Health and safety	R373	34,115	0	34,115	20,275	(13,840)
28,338	Tour De Yorkshire	R306	0	0	0	4,103	4,103
206,754	Partnerships & Communications	R355	196,620	4,601	201,221	193,249	(7,972)
4,387	Sporting Events	R356	1,174	0	1,174	(0)	(1,174)
41,540	Craven Crime Reduction	R348	40,045	0	40,045	40,627	582
0	Safer & Stronger Communities	R349	0	0	0	0	0
219,464	Customer Services	R383	263,276	0	263,276	224,918	(38,358)
<b>1,342,191</b>	<b>Total Chief Execs &amp; Business Support</b>		<b>1,389,835</b>	<b>4,601</b>	<b>1,394,436</b>	<b>1,221,886</b>	<b>(172,549)</b>

Craven District Council

Section 12 - Financial Management

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
474,930	Financial Services	R381	505,822	0	505,822	509,286	3,464
(12,624)	Corporate Management	R420	258,538	0	258,538	283,150	24,612
91,775	Unapportion Overheads	R422	(18,500)	0	(18,500)	(18,500)	0
476,399	Revenues & Benefits	R384 & R432-5	243,501	0	243,501	187,057	(56,444)
<b>1,030,480</b>	<b>Total Corporate Head (Financial Management)</b>		<b>989,361</b>	<b>0</b>	<b>989,361</b>	<b>960,993</b>	<b>(28,368)</b>

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 30/09/2021 (Quarter 2 - 2021/22)

2020/21		2021/22					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
42,460	Street Naming & Numbering /GIS	R101	44,187	0	44,187	35,187	(9,000)
489,391	ICT & Transformation	R400	512,355	0	512,355	466,600	(45,755)
<b>531,851</b>	<b>Total Director of Services</b>		<b>556,542</b>	<b>0</b>	<b>556,542</b>	<b>501,787</b>	<b>(54,755)</b>

**Craven District Council Income & Savings Plan**

Income & Savings Action Plan 2021/22 - 2022/23 Sept 21

Reporting Spreadsheet

Key:

- Green Income / Savings achieved - low risk
- Amber Income / Savings in progress- further work required - medium risk

Income Generation/Cost Savings Ideas			RAG	Realism	Priority	2019/20	2020/21	2021/22	2022/23	Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description												
11		Back scan documents so can reduce building and retrieval costs	Amber	M	M	0	10,000	10,000	10,000	N	Y	Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tennent identified.	Paul Ellis	Darren Maycock
12	PrSe	Develop Land for Shared Ownership or Market Rent Housing	Amber	H	H	26,400	26,400	30,000	48,400	Y	N	Complete 1 in Giggleswick, 2 Sutton, 3 Glusburn. Expected 2019/20 4 Glusburn 3 Sutton Expected 2020/21 10 Skipton	Paul Ellis	Tracy Mc Luckie
13	PrSe	Income from the space in BVS to be let out.	Amber	M	H	0	50,000	0	50,000	N	Y	Income only - no estimation of costs associated yet.	Paul Ellis	Darren Maycock
		Finance Services staffing structure	Amber	M	H	0	0	20,000	20,000	N	N	Rationalise the Finance/perfromance Strucure	Richard Weigh	Rob Atkins
		Business Support Structure	Amber	M	H	0	0	46,500	46,500	N	N	Rationalise the Structure and look at shared roles	Paul Shevlin	Sharon Hudson
14	EnSe	Commercial waste - attract 50 new accounts. Resigned all existing accounts. AND ensure new model is continuing to work for Craven	Amber	M	H	0	100,000	100,000	100,000	N	N		Paul Ellis	Tracy Mc Luckie
15	EnSe	Developers to pay for new bins on housing developments.	Amber	M	H	0	2,000	2,000	2,000	N	N	Local plan, once adopted can have a sublemenatry arrangement, that specifies developers pay for the bins.	Paul Ellis	Tracy Mc Luckie
<b>TOTAL AMBER SAVINGS</b>						<b>26,400</b>	<b>188,400</b>	<b>208,500</b>	<b>276,900</b>					
16	IT	IT – Contract up for renewal. Transfer of Mittel to virgin media – savings.	Green	H	H	2,000	5,000	5,000	5,000	N	N	Contract now re-negotiated, part year savings in 19/20, full year effect from 20/21 onwards	Paul Ellis	Darren Maycock
17	IT	IT – Contract up for renewal. NYNET – savings.	Green	H	H	0	8,000	8,000	8,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
18	ReBe	Revs and Bens Northgate System Annual Licence Renewal 3 year £15k annual reduction & no RPI increase	Green	H	H	0	15,000	15,000	15,000	N	N	Contract negotiated to relasie savings from 20/21	Paul Ellis	Darren Maycock
19	CuSe	Customer Services – Post has been deleted from structure and looking at if possible to reduce one more post. Currently target for calls is 90% but looking to reduce it to 85%. Hub – community safety officer currently in position full time but looking to see if this is required and whether this can be reduced.	Green	M	M	0	40,000	40,000	40,000	N	N	Complete in 19/20. 2 posts deleted from the structure for 20/21. CSO - was planning to review but the Comm. Safety Hub is progressing so loath to reduce the resource. Leave until we see how the HUB progesses - HUB based at CDC? Hub resources. Stat duty to provide HUB	Paul Shevlin	Sharon Hudson
20		Financial Management - Revise Minimum Revenue Provision Policy to later the % for older debt.	Green	H	H	0	108,000	0	0	Y	N	Complete in 19/20. The MRP Policy was revised to change the claucluation for the provision of older debt. This resulted in a significant redcution in the MRP originally calculated as part of the 20/21 budget.	Richard Weigh	James Hordern
<b>TOTAL GREEN SAVINGS</b>						<b>2,000</b>	<b>176,000</b>	<b>68,000</b>	<b>68,000</b>					
<b>TOTAL ALL SAVINGS</b>						<b>83,400</b>	<b>490,500</b>	<b>427,600</b>	<b>496,000</b>					



**Agency Budget Analysis of Services;**

Agency Actual Outturn 2020/21 £	Service	Agency Actual as at Q2 2021/22 £	Agency Revised Budget as at Q2 2021/22 £	Agency Variance End Sept 21 -ve/+(ve) £	Reason for Agency Appointment
34,972	Refuse Collection-Domestic	6,212	2,500	3,712	
27,059	Refuse Collection-Commercial	406	-	406	
742	Street Cleansing	1,784	-	1,784	
17,461	Recycling	754	-	754	
17,206	Waste Management	36,207	-	36,207	covering Waste Management operational roles, including COVID related costs incurred
43,613	Assets & Commercial Services (S/Unit)	-	-	-	
14,588	Garden Waste Service	1,527	-	1,527	
9,405	Hackney Carriages	-	-	-	
9,405	Licencing	-	-	-	
83,970	Local Development Framework	35,685	-	35,685	Planning Policy cover
130,828	Development Control	48,099	5,750	42,349	Cover of Planning Officers and to clear back log of applications
45,239	Head of Planning & Building Control	47,288	-	47,288	Cover of Planning Officers and to clear back log of applications
32,945	Legal Services	33,448	-	33,448	Covering Legal Services Manager
1,060	Financial Services	8,309	-	8,309	Clearing Build up of Procurement, performance and risk administration
2,000	Revenue and Benefits Services	11,602	5,000	6,602	
1,875	Information Technology Services	-	-	-	
472,368		231,321	13,250	218,071	

## Policy Committee – 30<sup>th</sup> November 2021

### Q2 CAPITAL PROGRAMME MONITORING REPORT – 2021/2022



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1 To inform Members of the Council's Capital Programme position, based on the Quarter 2 review of income and expenditure to the end of September 2021.

#### 2. Recommendations

- 2.1 Members note the Capital Budget position of the 2021/22 Capital Programme as at the 30<sup>th</sup> September 2021.
- 2.2 Members note the 2021/22 Capital Programme and the proposed funding – for the projects agreed at Q2.

#### 3. Report:

- 3.1 The Council agreed the 2021/22 Capital Programme of £2,230k on 2<sup>nd</sup> February 2021. On 14<sup>th</sup> September 2021 the Policy Committee approved for the Capital Programme to include £9,380k of carry forward from the 2020/21 Programme. Giving a revised programme of £11,610k.

#### 3.2 Quarter 1 Financial Performance

A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 30<sup>th</sup> September expenditure on the programme was £2,212k.

**Table 1: Planned Capital Programme Performance**

	Revised Programme 2021/22 £	Expenditure at Q2 2021/22 £	Forecasted Outturn 2021/22 £
Council Properties	9,973,005	1,723,502	10,395,271
ICT	92,767	35,615	71,067
Private Sector Hsg & Empty Homes	834,329	153,999	834,329
Recreation & Leisure	45,031	9,025	45,031
Town/Village Plans	40,308		40,308
Vehicles	624,823	290,017	624,823
<b>Total Capital Programme Costs</b>	<b>11,610,264</b>	<b>2,212,158</b>	<b>12,010,829</b>

- 3.3 At present, there is a forecasted variance in project expenditure of £401k, these relate to the Growth Deal - Highways Improvements project, £6k, Decarbonising Craven £57k, Langcliffe Quarry Development £71k and Museum improvements £287k, but this is to be mainly funded externally through grant receipts and other external sources. There is also a project regarding the Financial Management system, which has reduced the forecast by £22k.
- 3.4 Continued review and update of the projects are carried out on a quarterly basis.
- 3.5 As the financial position has stabilised, with government grant and cash-flow support, careful financial management and income streams beginning to recover, it has not been necessary to recommend the removal or deferral of projects agreed in the 2021/22 Capital Programme. Though it is likely that some will may be delayed in the current year, depending on the nature of the project. A more detailed assessment of this will be made at Q3.
- 3.6 Capital Programme Financing
- 3.7 Resources available to fund the Capital Programme together with a forecast of future receipts and programme costs are shown in Table 2.
- 3.8 As part of the 2021/22 budget setting process it was planned to make contributions to earmarked reserves which are available to support the Capital Programme and other projects. The latest Medium-Term Financial Plan assumes that these contributions will need to continue.

**Table 2: Capital Resources Available & Utilised to Fund 2021/22 Programme**

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>Forecast</b>	<b>Indicative</b>	<b>Indicative</b>	<b>Indicative</b>
Capital Receipts at Start of Year (CRR)	2,187	1,884	1,784	1,534
In Year resources - (Capital Grants/receipts received)	1,255	680	557	557
Use of in Year Capital grants	1,256	680	557	557
Use of Commuted Sums/S106	1,378	244	250	
Use of Capital Receipts	302	100	250	-
Total Use of Capital Resources	2,936	1,024	1,057	557
Contribution From NHB Reserve	65	140	-	-
Contribution From Enabling Efficiencies Reserve	10	0	0	0
Contribution From Vehicles Reserve	625	595	405	390
Contribution from IT Reserve	61	90	40	30
Contribution from Buildings Reserve	350	147	-	-
Underwrite the Capital relating to Skipton Depot Project and JV Development Projects	5,176	-	-	-
Potential utilisation of Borrowing for Shared Ownership and CDC Developments	2,788	-	-	-
Total Use of Reserves/Borrowing	9,075	972	445	420
Forecasted Capital expenditure in year	12,011	1,996	1,502	977
Capital Receipts at end of Year (CRR)	1,884	1,784	1,534	1,534

- 3.10 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2021/22, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.
- 3.11 The “Underwrite the Capital Funding” line represents the amounts allocated for the redevelopment of the Engine Shed Lane Depot and Costs associated with the Development of CDC Assets. It is assumed there will be some external funding for projects and the balances will be funded by CDC. If external funding is secured, the amount funded by the Council will reduce accordingly.

#### **4. Financial and Value for Money Implications**

- 4.1 At the start of 2021/22 the Council had available £2,187k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants/claims of £1,255k to fund part of the programme. All financial implications are contained in the body of the report.

#### **5. Legal implications**

- 5.1 S.151 of the Local Government Act requires the council makes appropriate arrangements for the administration of its financial affairs.

#### **6. Contribution to Council Priorities**

- 6.1 Capital investment in appropriate projects contributes directly to most corporate priorities.

#### **7. Risk Management**

- 7.1 There are risks inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved, it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

#### **7.2 Chief Finance Officer (s151 Officer) Statement**

It is vital that the council maintains an affordable and sustainable capital programme. The report shows how the total programme will be funded. Where borrowing has been assumed, a revenue budget provision has been identified to support the ongoing costs.

#### **7.3 Monitoring Officer Statement**

The Council is required under section 151, Local Government Act 1972 to make arrangements for the proper administration of its financial affairs.

#### **8. Equality Impact Assessment**

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

**9. Consultations with Others**

9.1 None

**10. Access to Information : Background Documents**

10.1 None

**11. Appendices**

Appendix A – Capital programme detailed analysis

**12. Author of the Report**

James Hordern, Finance Manager

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*Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.*

## Capital Programme 2021/22

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	Total Programme 2021/22 £	Expenditure at Q2 2021/22 £	Remaining Budget 2021/22 £	Forecasted Outturn 2021/22 £	Q2 comments
Assets & Commercial Services	Parking payment machine replacement	Helen Townsend	6009			23,946	23,946	630	23,316	23,946	Remaining changes planned for completion by end of Q4
Assets & Commercial Services	SECTION 106 SHARED OWNERSHIP ACQUISITIONS	Jenny Kerfoot	6026	1,135,020	-	243,835	1,378,855	247,380	1,131,475	1,378,855	No properties purchased this quarter, 2 properties at Gargrave, 2 properties at Bentham and 4 properties at Glusburn all due to complete in Q1 2021/22
Assets & Commercial Services	Shared ownership development	Jenny Kerfoot	6026			2,787,850	2,787,850	939,413	1,848,437	2,787,850	Properties at Banks Way and Duke Street are nearing completion, due end November and construction has started at North Parade with completion due September 2022
Assets & Commercial Services	Museum-Major Improvements	David Smurthwaite	6032				-	286,865	(286,865)	286,865	
Property Services	Skipton Depot Project	Hazel Smith	6036			2,434,538	2,434,538	49,999	2,384,539	2,434,538	Principle Contractor on site with ground works well under way and piling works due to commence wk com. 15/11/21. Current completion date stands at July 2022.
Bereavement Services	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044			13,000	13,000	-	13,000	13,000	
Property Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050			74,880	74,880		74,880	74,880	Developing designs, currently dealing with access issues that may arise due to the potential development
Bereavement Services	Exit Drive at Waltonwrays	Clair Cooper	6052			28,000	28,000	-	28,000	28,000	Project current at tender stage - due to be implemented 2022
Bereavement Services	Re-Roof the Book of Remembrance Chapel	Clair Cooper	6054		-	14,000	14,000	-	14,000	14,000	Project part of the Decarbonising Craven project. Work commenced Nov 21 - due to complete Dec 21.
Property Services	JV Development Projects - Craven Share	Rachel Sewell	6057			2,741,739	2,741,739		2,741,739	2,741,739	Potentially able to use external funding to complete access works at Airedale Avenue and looking at options for Horse Close
Property Services	Langcliffe Quarry Development	Hazel Smith	6059		(71,284)	-	-	76,734	(76,734)	71,284	Construction works well underway for phase 1 works (currently funded scheme) with completion currently scheduled for April 2022.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129			25,000	25,000		25,000	25,000	
Waste Management	Vehicle Lift Project	Hazel Smith	6136			20,000	20,000	-	20,000	20,000	Contained within the bigger project of the ESL development
Assets & Commercial Services	Decarbonising Skipton: Green Future for Public Buildings	Rachel Sewell	6142				-	95,980	(95,980)	57,141	
Economic Development	Growth Deal - Highways Improvements	Sharon Sunter	6146			-	-	5,972	(5,972)	5,972	
Economic Development	Ingleton Village Plan	Sharon Sunter	6138			40,308	40,308		40,308	40,308	
Craven Leisure	Dosing System Renewal	Hazel Smith	6158		-	2,531	2,531	2,708	(177)	2,531	Project complete and closed
Craven Leisure	Poolside Grates	Hazel Smith	6159		-	10,000	10,000	6,317	3,683	10,000	Project complete and closed. PO/invoice coded incorrectly (to R105). Virement to capital requested 16/11/21
ICT & Transformation Services	Payroll System improvements	James Hordern	6200			3,650	3,650		3,650	3,650	Phase 1 of the project is complete. Phase 2 and the roll out of Self service modules will be completed by the end of 21/22.
ICT & Transformation Services	InCab Communications & Web Portal Systems	Darren Maycock	6276			15,817	15,817	-	15,817	15,817	
Property Services	Integrated Asset Management System	Darren Maycock	6277	-		11,600	11,600	-	11,600	11,600	
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	320,000	-	274,823	594,823	290,017	304,806	594,823	Expenditure to date (£290k): 7.5t Compaction Vehicle, Street Sweeper, 26t Refuse Collection Vehicle. Q3/Q4 planned expenditure (£303k): 18t Narrow Access Refuse Collection Vehicle, Environmental Health Water Sampling Van, 7.5t Compaction Vehicle.
Assets & Commercial Services	Electric Vehicle Charging Points in Outlying Car Parks	Rachel Sewell		123,028	(92,271)		123,028		123,028	123,028	

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2021/22 £	External Contributions 2020/21 £	2020/21 Slippage/ B/fwd into 2021/22 £	Total Programme 2021/22 £	Expenditure at Q2 2021/22 £	Remaining Budget 2021/22 £	Forecasted Outturn 2021/22 £	Q2 comments
Assets & Commercial Services	Multi-Play Equipment replacement	Rachel Sewell		7,500			7,500		7,500	7,500	
Assets & Commercial Services	Otley Street Centre, Skipton	Rachel Sewell	6060				-	1,004	(1,004)	1,004	
Assets & Commercial Services	Skipton Crematorium extension	Rachel Sewell	6053	47,345	(20,000)		47,345	468	46,877	47,345	
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305			30,000	30,000	-	30,000	30,000	
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock	6280	10,000		-	10,000	13,500	(3,500)	10,000	
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	30,000		-	30,000	22,115	7,885	30,000	
Assets & Commercial Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX			4,000	4,000		4,000	4,000	Remaining changes planned for completion by end of Q4
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	557,000	(557,000)	277,329	834,329	153,999	680,331	834,329	Within Q1 and Q2 2021/22 progress has been impacted by our contractors having reduced staff due to COVID infections/isolation, escalation of prices and shortages of materials. This has resulted in contractors being unable to start works promptly and it is taking longer to complete works. However, during Q1&2 we received 46 new referrals from North Yorkshire County Council and 4 referrals for Energy Efficiency Grants. This is a 26% increase compared the average for the same period 2020/21. During Q1 & Q2 we completed 18 grants and paid 5 interim payments valued at £130,848. We were also required to cancel 9 enquiries (of which 6 were due to worsening health and clients passing away). We completed a further 13 2020/21 Accruals cases valued @ £124,593. Our current caseload is 78 which comprises of 40 enquiries pending scheme approval and tendering with an estimated value of £532,000, 20 Approvals pending start of works valued at £212,150 and a further 18 cases where works have commenced with an outstanding value of £ 170,307. The impact of our service has been that during Q1 and Q2 we have assisted 31 people by adapting 16 bathrooms, installing 3 wash/dry toilets, 1 ramp, 2 boilers, 2 stair lifts and carried out internal and external modifications to improve access in/out and around the home and at 8 properties, built 1 extension to create a bedroom and toilet facility and provided alternative accommodation for 2 households whilst extensive works were carried out at their home.
Property Services	Town Hall Remedial Works - Skipton Town Hall Frontage Works	Rachel Sewell	6061		-	55,000	55,000	19,058	35,942	55,000	
Assets & Commercial Services	Development of CDC Land	Rachel Sewell			-	226,824	226,824		226,824	226,824	
Financial management	Agresso Upgrade	James Hordern			-	21,700	21,700		21,700	-	It is anticipated that with LGR, finance systems will be reviewed. The current system will be maintained for the remainder of the tenure.
<b>Total Capital Programme 2021/22</b>				<b>2,229,893</b>	<b>(740,555)</b>	<b>9,380,371</b>	<b>11,610,264</b>	<b>2,212,158</b>	<b>9,398,105</b>	<b>12,010,829</b>	

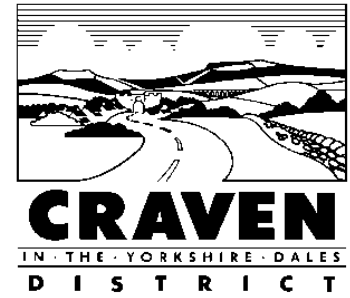


**Policy Committee – 30 November 2021**

**Quarter 2 Performance Monitoring Update**

**Report of the Chief Finance Officer**

**Lead Member – Councillor Patrick Mulligan,  
Financial Resilience**



**Ward(s) affected: All**

**1. Purpose of Report**

1.1 To present performance highlights for Q2 of the financial year 2021/22 in accordance with arrangements set out in the Council’s Performance Management Framework

**2. Recommendations – Members are recommended to:**

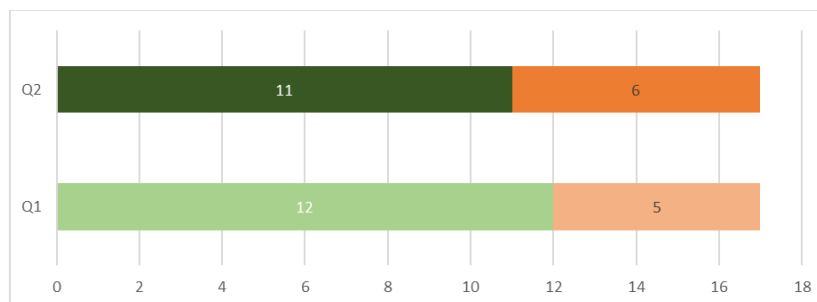
2.1 Note and comment on performance highlights described in the report

**3. Report**

3.1 This report provides a quarterly summary of the Council’s performance against agreed actions, indicators and targets.

3.2 A majority of Council Plan actions are still progressing as planned. Services returned updates for 17 actions. 12 of these actions were rated ‘Green’. No actions were rated ‘Red’.

3.3 Our position in respect of Council Plan progress has not changed significantly since Quarter 1 2021/22.



*Chart: Council plan progress by RAG rating, Q1 2021/22 and Q2 2021/22*

3.4 The 5 actions rated ‘Amber’ are listed below:

- We are working to stimulate demand for further broadband installations, however pace has not been as quick as we would like and it would appear

unlikely that we will meet the 2022 target for **universal access to high-quality broadband**.

- The high level of fly tipping is impacting on our **cleaner neighbourhoods** targets. However, it has now reduced significantly for 2 consecutive quarters and all other cleaner neighbourhoods measures are on track.
- Our **Risk Management** activity requires some improvement; we have a plan in place to address this.
- A substantial improvement will still be required to achieve a **50% recycling rate**.
- We have not started a **Waste Education Programme**. We have presented an options paper and as a result a paper describing the preferred option will be presented to November Policy Committee for approval.

3.5 Service performance highlights are listed in the report under ‘Quarter 4 Performance Summaries’.

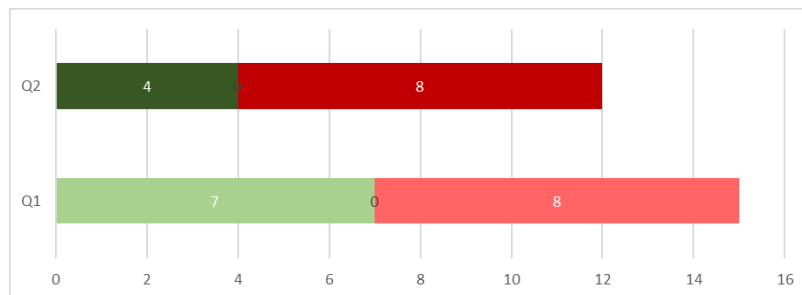


Chart: Service Performance KPIs by RAG rating, Q1 2021/22 and Q2 2021/22

3.7 Sickness absence rates remain low across the Council. The rate of timely PDR completion remains, and is now below target for a majority of services. The HR team have reminded all staff with management responsibilities of the need to complete a timely PDR for their direct reports; this has also been shared via Core Brief and via SLT meetings. An improvement is expected in Q3.

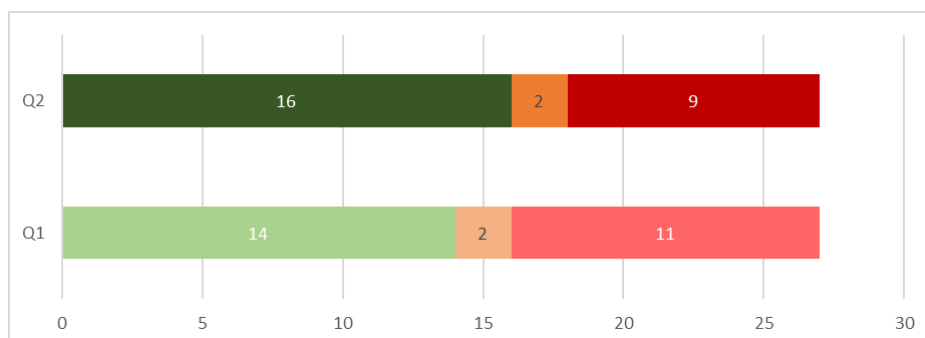


Chart: 'People' KPIs by RAG rating, Q1 2021/22 and Q2 2021/22

- 3.8 As most services have continued to recover towards pre-pandemic levels, and this is an early stage in the financial year, the majority of services are now within budget. There remain challenges for the Planning department, where expenditure is high due to efforts to address performance issues, and Craven Leisure, due to a deficit in the earlier part of the year before attendances, memberships and other income had started to recover.

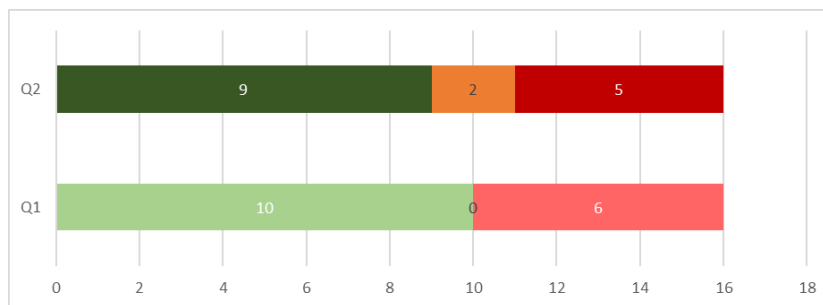


Chart: 'Finance' KPIs by RAG rating, Q1 2020/21 and Q2 2021/22

#### **4. Financial and Value for Money Implications**

- 4.1 No financial or value for money implications apart from those already identified within the specific projects that form a part of this programme of activity.

#### **5. Legal Implications**

- 5.1 No legal implications.

#### **6. Contribution to Council Priorities**

- 6.1 This report describes our progress towards addressing all 4 priorities in the Council Plan.

#### **6.2 Impact on the declared Climate Emergency**

This report describes quarterly progress against Climate Emergency actions where those actions have been assigned to a specific service

#### **7. Risk Management**

- 7.1 The Council's Risk Registers form part of the Performance Management Framework.

Note that there is specific activity underway to improve the Council's approach to Risk Management. This is covered by a separate Action Plan.

**7.2 Chief Finance Officer (s151 Officer) Statement**

A Chief Finance Officer statement is not required for this report.

**7.3 Monitoring Officer Statement**

A Monitoring Officer statement is not required for this report.

**8. Equality Impact Analysis**

- 8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

**9. Consultations with Others**

- 9.1 Service Managers

**10. Background Documents**

- 10.1 None

**11. Appendices**

- Performance Overview Q2 2021-22

**12. Author of the Report**

Name Rob Atkins, Exchequer & Performance Manager  
Telephone: 01756 706464  
E-mail: RAtkins@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



## **Craven District Council**

### Performance Overview

Quarter 2 2021/22 (July-September)

**Contact:** Rob Atkins, Performance & Exchequer Manager  
[ratkins@cravenc.gov.uk](mailto:ratkins@cravenc.gov.uk)

# Quarter 2 2021/22 Performance Overview

## Council Plan

5 actions not on track; a plan is in place:

- High Speed Broadband
- Fly Tipping
- Risk Management
- Recycling Rates
- Waste Education Programme



## Service Performance

**Q2 Performance (Key areas for improvement)**

- Time to process new benefit claims
- Payments with an Official Order
- Planning timescales
- Waste volumes/Recycling rates



**Q2 Performance (Direction of travel)**

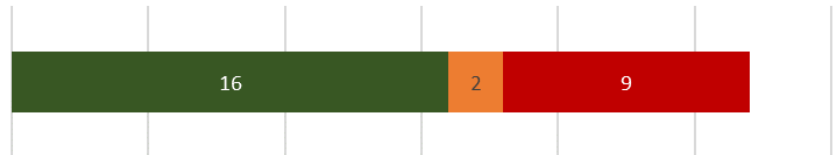
This chart shows that number of Service indicators where performance has improved (Green), declined (Red), or remained roughly the same (Amber)



## People

**Q2 Performance**

- Sickness absence rates have remained low in Q2 2021/21
- A majority of PDRs have not yet been completed (expected Q3)



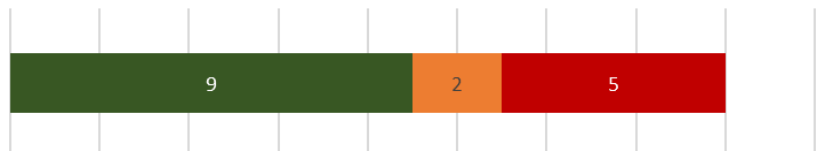
**Q2 Direction of Travel**

More indicators have decreased than increased during this quarter. This is mainly due to low PDR completion rates.



## Finance

A majority of services are within budget.



## Bereavement Services - Quarter Two Performance Summary

The use of the Crematorium continued to operate at relatively normal (i.e. pre-pandemic) levels during Quarter 2 2021, with sufficient capacity available on a normal operating timetable though we are still seeing a slightly higher level of cremation due mainly to the continuing closure of Oakworth Crematorium. Oakworth Crematorium is due to reopen in early 2022.

### Council Plan Progress

- There are no specific actions relating to Bereavement Services in the Council Plan

### Service Performance

<p><b>No. Cremations held (per quarter)</b></p> <p><b>315</b></p> <p>↓ down 1% on prev. Q    ↑ up 2% on Q2 2020</p>	<p><b>Ave. Normal Crematorium Capacity used</b></p> <p><b>56%</b></p> <p>↓ down 7% pts on prev. Q    ↓ down 32% pts on Q2 2020</p>
<p><b>No. Burials</b></p> <p><b>26</b></p>	<p><b>Compliments and complaints</b></p> <p><b>8 compliments / 0 complaints</b></p>

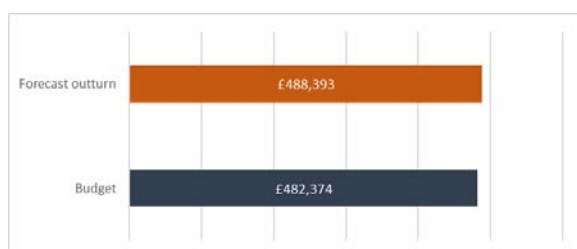
### People

<p><b>% PDRs completed on time</b></p> <p><b>83%</b></p> <p>17%pts below target    ● No change on prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0.7 days</b></p> <p>7.2 days below target    ● ↑ up 0.7 days on Q1 2021</p>
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### Finance

#### Forecast Net Expenditure against Budget

Forecast net expenditure is £6,020 above budget



### Internal Audit

No outstanding recommendations.

### Contract Management

3 contracts over £10k, total value £64k p.a.

2 contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. **1 contract** (music system for the Crematorium chapel) has expired and a new contract is being negotiated.

### Risk Management

5 risks on the risk register are monitored by Bereavement Services, all rated 'Green' – however some actions identified to further reduce risk.

### Climate Emergency Strategic Plan

The team have developed rules and regulations to try to reduce plastic waste within the cemetery/crematorium – this needs to be authorised and rolled out (e.g. discourage the use of plastic coverings on flowers/no balloons, lanterns)

- Project started late October to introduce solar panels on the Book of Remembrance Chapel as well as insulating the roof (and reroofing the building) as part of the Decarbonising Craven project.

Plans prepared to install a heat recovery system within the crematorium, again as part of the Decarbonising Craven project. This is currently awaiting planning permission.

## Craven Leisure - Quarter Two Performance Summary

The last quarter for the Leisure services has been the busiest since re-opening following the pandemic. As restrictions eased on the 19th July the school holidays started and this has had a big impact on all areas of the service.

All programmed activities were re-introduced back onto the facility programme, Group exercise class numbers were increased, the gym returned to free flow access and the swimming lesson programme increased lessons and class participation. Revive café resumed normal service indoors and outdoors. Although some Covid-19 safety measures remained in place like pre bookings on lane swimming, numbers did increase on every activity. Swimming lessons at the start of July stood at 613 and at the end of September we have 719 giving us a total increase of 106 additional swimmers enrolled onto the school programme during the period.

### Council Plan Progress

- We have continued work to **reduce health and wellbeing inequalities** despite the challenges resulting from Covid-19, including delivering some sessions over the Internet during this period and return to safe, socially distanced activity at the earliest opportunity.

### Service Performance

#### Ave. Number of Members

**1856**

↑ 12% increase on prev. Q ↓ 2% down on Q2 2020

#### Net No. New Members

**314**

↑ 604% increase on prev. Q

#### Casual Swimming Attendance

**24835**

↑ 21896 up on prev. Q ↑ 17525 up on Q2 2020

#### Fitness & Studio Attendance

**7875**

↑ 5643 higher than prev. Q ↑ 7335 up on Q2 2020

### People

#### % PDRs completed on time

**0%**

100%pts below target ↓ no change on prev. Q

#### Ave. days absent through sickness

**3.6 days**

4.5 days below target ↑ 1.4 days higher than Q1 2021

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is **£229,916** above budget



### Internal Audit

No outstanding recommendations.

### Contract Management

3 contracts over £10k, total value £78k p.a. Two contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. One contract (Food and Beverage Supplies) has expired and is **overdue**.

### Risk Management

7 risks on the risk register are monitored by Leisure Services. All risks have sufficient control measures in place.

### Climate Emergency Strategic Plan

- Following the success of the 'Decarbonising Skipton' bid, we will install renewable energy generation at Craven Leisure including a solar roof and the use of ground source heat pumps for pool heating.



## Cultural Services - Quarter Two Performance Summary

The Town Hall successfully reopened on the 21<sup>st</sup> June. We took a cautious approach to this, guided by Audience Agency data and other research across the cultural sector in relation to audience confidence and ongoing Covid-19 situation. We therefore reopened with pre-bookable, timed and number restricted museum & gallery combined visit slots x5 per day, and distanced seating for Concert Hall performances throughout June, July and August, eventually lifting the capacity restriction and need to pre-book for the Museum & Gallery at the beginning of September. Visitor feedback continues to be very positive.

### Council Plan Progress

- The redevelopment of the **Town Hall** is complete and the building is fully reopened.
- We are on track with our plans to **stream live events into our rural communities**.
- Our work to **support the delivery of external festivals** has continued, including successfully supporting the 2021 Puppet Festival as a flagship partner.
- Work to establish a **Cultural Apprenticeship scheme** has not yet started

### Service Performance

#### Museum Attendances

**5717**

🕒 New indicator

#### Performance and Event Attendances

**1471**

🕒 New indicator

### People

#### % PDRs completed on time

**0%**

100%pts below target

#### Ave. days absent through sickness

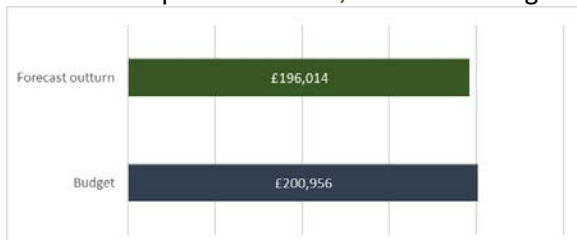
**0.6 days**

7.9 days below target

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is £4,938 below budget



### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

3 contracts over £10k, total value £120k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

4 risks on the risk register are monitored by Cultural Services. 1 of these risks is a Corporate Risk (Craven Museum & Art Gallery). 1 risk is rated 'Amber' (Events Safety). A plan is in place to reduce exposure to this risk.

### Climate Emergency Strategic Plan

The main town hall and museum redevelopment project including significant energy-saving measure (e.g. heat recovery, PIR insulation, high efficiency LED lighting).

We have recently made further steps toward addressing energy saving by having solar panels installed on the roof of the Town Hall and are currently having sheep's wool insulation installed in our Concert Hall loft space. We continue to use Vegware compostable products in our bar and purchase mixers in recyclable glass bottles instead of plastic. We use recycled and recyclable packaging in our shop and source from local suppliers wherever possible, in line with the Council's procurement strategy, both in the bar (northern bloc, north bar etc.) and in our shop (various local artists and makers).

## Customer Services - Quarter Two Performance Summary

Following a mini restructure in Q3 2020, the Customer Service Team Leader is now shared with the Business Support Service. The two teams are working together more closely so that during busy periods of time in Customer Services, Business Support staff can provide reception cover (when open) and likewise during busy times for Business Support members of the Customer Service team can help with admin support.

This arrangement has continued to be successful during Q1 and Q2 2021. Note that due to the full re-opening of reception, as well as some changes to and training of staff, our call answering rates are not quite as strong as they were in Q4 2020, though they remain above our target rate.

### Council Plan Progress

No specific Council Plan actions

### Service Performance

**% Calls Answered**

**91.6%**

↑ 1.6% above target    ↓ 0.2 %pts since Q1 2021

**Emails received to 'Contact Us'**

**1541**

↓ 23% decrease compared to Q1 2021

### People

**% PDRs completed on time**

**88%**

12%pts below target    13%pts up on Q1 2021

**Ave. days absent through sickness**

**4.1 days**

7.2 days below target    ↑ 2.8 days up on Q1 2021

### Finance

**Forecast Net Expenditure against Budget**

Forecast expenditure is £38,358 below budget



### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

Customer Services manage 6 contracts, with a total annual value of £72k. These contracts are managed in accordance with the Contract Procedure Rules.

### Risk Management

3 risks on the risk register are monitored by Customer Services, all with sufficient mitigation in place.

### Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

## Economic Development - Quarter Two Performance Summary

The team have continued to focus on progressing the implementation of externally funded schemes, which includes the upgrade of Engine Shed Lane and Ings Lane; development of the Langcliffe Quarry Enterprise Centre and associated business support programme; the Skipton Heritage Action Zone (HAZ) programme and supporting North Yorkshire County Council with the development of the Skipton Transforming Cities Fund schemes.

### Council Plan Progress

#### Updates:

- Recruited to the role Rural Business Development Officer, who will be responsible for delivering the business support element of the Langcliffe Quarry Enterprise Centre project.
- Prepared preliminary designs to improve the physical environment along Coach Street, Victoria Street, Victoria Square and Hallam's Yard in Skipton. Public consultation on the proposals will be carried out in November 2021

#### Council Plan progress:

- The initial project to produce a **masterplan for the Skipton Railway Station area** was successfully completed and the initial plan is available.
- A connect Langcliffe Quarry to the local hyperfast broadband connection has been identified with the network provider.
- **Development and improvement of employment sites** in South Skipton/Engine Shed Lane and Langcliffe Quarry is progressing as planned.
- Development of further employment sites in Bentham, Ingleton, Settle and Threshfield has not yet started and may be reviewed due to Local Government Reorganisation.

#### New Business Starts

**39**

↓ 33% decrease on Q1 2021

#### Claimant Count

**2180**

↑ 27% increase since Q1 2021

### People

#### % PDRs completed on time

**38%**

62%pts below target No change on Q1 2021

#### Ave. days absent through sickness

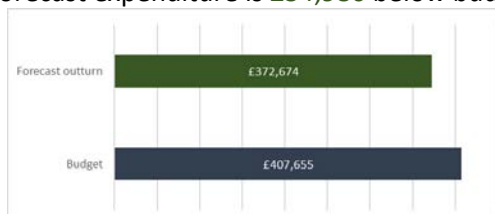
**0 days**

8.5 days below target

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is £34,980 below budget



### Internal Audit

No outstanding Internal Audit requirements.

### Contract Management

No ongoing contracts (some contracts for works, procured in compliance with Contract Procedure Rules).

### Risk Management

No entries in Risk Register monitored by Economic Development

### Climate Emergency Strategic Plan

The Economic Development team lead on a wide range of activities impacting the Climate Emergency Strategic Plan. Progress on these activities is described in detail in the 6-month plan update.

## Environmental Health - Quarter Two Performance Summary

Additional resources for the cleaner neighbourhoods team are beginning to have an impact. Whilst still currently above target, the total number of fly-tipping incidents has reduced by more than 30% for the second successive quarter, and the numbers of other types of incident are low.

### Council Plan Progress

● **Cleaner Neighbourhoods:** The number of dog fouling and littering incidents remains low. The number of fly-tipping incidents is still higher than target though it has decrease significantly month-on-month since Q4 2020.

### Service Performance

<p><b>Fly Tipping Incidents</b></p> <p style="font-size: 24pt; color: red;"><b>25</b></p> <p>↑ 15 above target ↓ 11 (31%) fewer than Q1 2021</p>	<p><b>Littering Incidents</b></p> <p style="font-size: 24pt; color: black;"><b>13</b></p> <p>↓ 3 fewer than Q1 2021</p>
<p><b>Dog Fouling Incidents</b></p> <p style="font-size: 24pt; color: black;"><b>4</b></p> <p>↓ 2 fewer than prev. Q</p>	

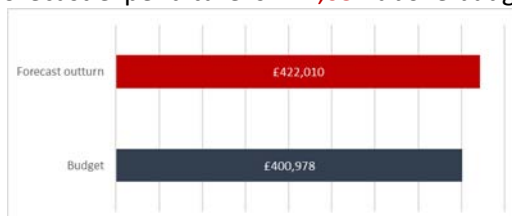
### People

<p><b>% PDRs completed on time</b></p> <p style="font-size: 24pt; color: red;"><b>79%</b></p> <p>21%pts below target ↑ 72%pts up on prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p style="font-size: 24pt; color: green;"><b>4.7 days</b></p> <p>3.3 days below target ↑ 3.8 day increase on Q1 2021</p>
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### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is £21,032 above budget



### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

1 contract with a value above £10k, procured in accordance with Contract Procedure Rules.

### Risk Management

4 risks in the Council's operational risk registers. All risks have sufficient control measures in place.

### Climate Emergency Strategic Plan

No specific actions relating to Climate Emergency Plan.

## Financial Management - Quarter Two Performance Summary

Most actions and indicators are on track despite increased demands from the covid-19 recovery programme. In particular, the Council has been successful in setting out a balanced budget despite the challenges of Covid-19 and impending Local Government Reorganisation, however a national shortage of audit resource means that the accounts are unlikely to be fully audited and signed off until late in Q3.

Payment of invoices continues to be timely and above the national standard. Despite a slight improvement the percentage of payments following an official order continues to be well below target.

### Council Plan Progress

- The Council's **financial plans remain robust**. A 2021/22 balanced budget has been agreed pending audit.
- The Council **continues to explore and exploit opportunities presented by grant funding and devolution**. A range of grants have been taken up. CDC jointly commissioned KPMG to explore devolution options.
- The team continues to support Members and Officers to understand the **financial impact of decision-making**.
- The team has promoted **understanding of the balance of risk and award**, however a recent Internal Audit report has identified some weaknesses in our Risk Management processes; an improvement plan is in place.

### Service Performance

% Invoices paid within 30 days

**96%**

↑ On target    ↓ 1%pt below Q2 2021

% payments with an official order

**21%**

29%pts below target    ↑ 4%pts increase

### People

% PDRs completed on time

**0%**

100%pts below target    no change on Q1 2021

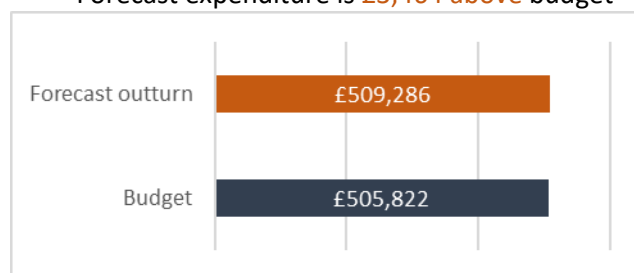
Ave. days absent through sickness

**1.5 days**

7 days below target    ↑ 1.5 days increase on Q1 2021

### Finance

**Forecast Net Expenditure against Budget**  
Forecast expenditure is **£3,464 above** budget



### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

10 contracts over £10k, total value £195k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

17 risks on the risk register are monitored by Financial Management. 3 of these are Corporate Risks. 2 risks are rated 'Amber' (Insurance, and Payroll Capacity). Plans are in place to reduce exposure to these risks.

### Climate Emergency Strategic Plan

- **On Track – Low Carbon Procurement** – A question on supplier action to reduce Carbon is included in the Council's revised procurement policies. The Council is engaged in a regional LEP exercise to improve sustainable procurement.
- **Not yet started – Low Carbon Investments** – This will require a review of options, not yet resourced due to other immediate priorities (particularly the covid-19 response).

## Housing Needs Services - Quarter Two Performance Summary

### Council Plan Progress

**Not updated for Q2 2021/22**

### Service Performance

**No. Supported at Pinder House this quarter**

**No. supported through Supported Lettings**

The Council has entered into a contract with Horton Housing to provide supported accommodation for rough sleepers, which will run until the 30th June 2022. Horton will provide 10 units of supported housing at Pinder House, and in addition four new units of move on accommodation have been completed at Highfield Terrace in Skipton, and are due to be occupied in Q3. Horton also provide a supported lettings service (funded by MHCLG grant) to those rough sleepers who have moved onto their own tenancies. MHCLG have also approved 12 months funding for a Dual Diagnosis Nurse who will work this client group on tackling mental health and drug and alcohol issues. This role will be carried out by a new partner, Spectrum, who are a primary care provider working across North Yorkshire. The first round of recruitment was unsuccessful however the post will be readvertised shortly. In partnership with North Yorkshire County Council, the Council is also delivering a homeless prevention support service which provides assistance to any resident in Craven experiencing difficulties in their housing situation, with the aim of achieving positive outcomes and developing or sustaining a person's capacity to live independently within the community, thus preventing loss of their home or tenancy.

### People

Contracted services – no staff managed directly.

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is £30,763 under budget



### Internal Audit

No specific requirements.

### Contract Management

4 contracts over £10k, total value £337k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

No specific risks identified in the Risk Register.

### Climate Emergency Strategic Plan

● **On Track – Residential energy efficiency** – Our joint 'LAD2' and 'LAD3' Greener Homes bids with Better Homes Yorkshire were successful. This will provide further insulation and energy efficiency retrofit to residents on low incomes. In particular, we are working in partnership with Yorkshire Housing to ensure that socially rented homes across the District are retrofitted wherever it is possible to use this grant funding to ensure that the work is economically viable.

We have also decided to renew our innovative contract with Stannah for DFG stairlifts, which reuses components in new installations, saving both costs and carbon.

## Parking Services - Quarter Two Performance Summary

Overall income for August has surpassed the income for the same period in the 20/21 financial year. Cavendish car park which was being used as a dedicated Covid testing centre but released back to the Council for general use again mid-May, it however continues to provide temporary testing facilities. The car park is at approx. 95% of the income generated in August 20/21 but this is expected to increase in due course as testing falls away.

Permit income continues to be low as a result of continued home/flexible working and we expect this to remain the case in the short-term.

Pay and Display card payments maintain a relative even split with cash with August showing 52% of all P&D transactions being made by card and year to date 49%. We have also found that 4 further village sites will be financially viable, pending confirmation of award from the government ORCS scheme.

### Council Plan Progress

- Our EV charging point installation supports the Council Plan action 'Enabling the use of Electric Transport in Craven.'

### Service Performance

<p><b>Pay &amp; Display Income</b></p> <p><b>£483,020</b></p> <p>↑ £122,745 up on Q1 2021    ↑ £57,263 up on Q2 2020</p>	<p><b>Permit Income</b></p> <p><b>£19,397</b></p> <p>↑ £1,571 on Q2 2021</p>
<p><b>Faults Raised</b></p> <p><b>14</b></p> <p>↓ 4 lower than Q1 2021    ↓ 7 lower than Q2 2020</p>	<p><b>% Payments made by Card vs Cash</b></p> <p><b>48.7%</b></p> <p>(Q2 2021)</p>

### People

No directly employed staff (enforcement is via shared service contract)

### Finance

**Forecast Net Income against Budget**

Forecast income is £3,923 above budget



### Internal Audit

No outstanding recommendations.

### Contract Management

Enforcement services delivered via a significant shared service contract with Harrogate Borough Council. 3 other contracts in place, either via framework or open competitive tender.

### Risk Management

No specific risks on the Council's Risk Registers

### Climate Emergency Strategic Plan

- Our EV charging point installation programme is now fully funded. The programme is well underway and, in partnership with the Yorkshire Dales National Park Authority, we will have delivered a network with at least 2 public charging sockets available at every town, larger village and major tourist centre in the District by mid-2022.

## Planning - Quarter Two Performance Summary

Recent performance has declined due to annual leave and long term sick leave in the Development Management Team. Three contract planners have been appointed to assist in improving performance and it is hoped that the team be back to a full complement by Christmas.

In addition to this, we have been working hard to resolve older cases so that we can improve the service, and all of the older cases will

### Council Plan Progress

● The **Local Plan** was successfully adopted. We have started preparing for the next iteration, with a review to be completed by 2025. We are working on Supplementary Planning Documents and Monitoring Papers which support the Local Plan and its implementation.

### Service Performance

#### Major applications processed within timescale

**50%**

10%pts below target ↓ 25% down on Q1 2021  
(8 of 4 applications determined within timescale)

#### Minor applications processed within timescale

**42%**

23%pts below target ↓ no change on Q1 2021  
(27 of 64 applications determined within timescale)

#### Other applications processed within timescale

**61%**

19%pts below target ↓ 8%pts down on Q1 2021  
(70 of 114 applications determined within timescale)

### People

#### % PDRs completed on time

**75%**

25%pts below target ↑ 27%pts up on Q1 2021

#### Ave. days absent through sickness

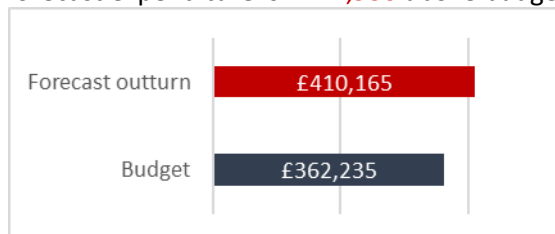
**3.1 days**

5.9 days below target no change on Q1 2021

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is **£147,930** above budget



### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

No current contracts on the Contract Register.

### Risk Management

3 risks on the Risk Register are owned by Planning. 1 risk is currently rated **Amber** (Performance below Government targets). An appropriate plan is in place to address this.

### Climate Emergency Strategic Plan

The Planning Policy team lead on a range of activities impacting the Climate Emergency Strategic Plan. Progress on these activities is described in detail in the Climate Emergency Strategic Plan.



## Revenues and Benefits - Quarter Two Performance Summary

Our work within the team has been affected considerably by the pandemic; we have administered business grants, Test & Trace Support payments and we are now working with NYCC to deliver the Household Support Fund.

Gradually the workload is returning to normal although recovery continues to be very slightly affected (difficulty in getting court time). Benefit caseloads are now returning to more 'normal' (pre-pandemic) levels and the time taken to deal with new claims has also improving in recent months.

### Council Plan Progress

No specific council plan actions

### Service Performance

**Time to process Change of Circumstances**

**3.6 days**

3.4 days below target ↓ 2.5 days decrease

**Time to process new claims**

**30.4 days\***

9.4 days\* above target ↑ 1.2 days\* increase

**No. Council Tax Support Claims**

**2779**

**Tax and Rates collected**

**56.0%** of Council Tax collected

**51.0%** of Non Domestic Rates collected

### People

**% PDRs completed on time**

**47%**

53%pts below target no change on prev. Q

**Ave. days absent through sickness**

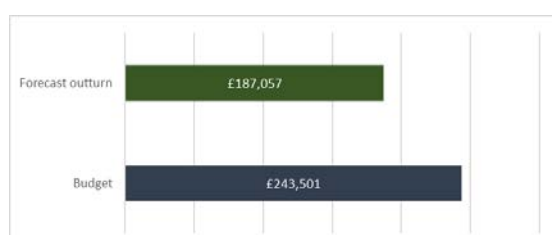
**0.1 days**

8.4 days below target no change on Q1 2021

### Finance

**Forecast Net Expenditure against Budget**

Forecast expenditure is £54,444 below budget



### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

No external contracts over £10k.

### Risk Management

4 risks on the risk register are monitored by Revenues and Benefits. All 4 risks have appropriate mitigation in place.

### Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

## Waste Management - Quarter Two Performance Summary

The team are successfully managing a transitional period as we redevelop the Engine Shed Lane depot site, and are operating well from the temporary location.

We are also ensuring that our fleet remains fit for purpose for the future, and have purchased some smaller more efficient vehicles with electric components in line with our vehicle replacement programme and the climate emergency strategic plan. These smaller vehicles will also ensure safer operation on narrow lanes and streets.

Recycling rates have continued to recover during Q2 2021 and are now at the highest levels since before the pandemic though still somewhat short of our 50% target. In common with most other authorities we have seen a continuing increase in waste volumes; we have now recruited to several vacancies that should allow us to progress with our Waste Education Programme.

### Council Plan Progress

- We are not currently making sufficient progress towards achieving a **50% recycling rate**.
- Our opportunities for delivering a **Waste Education Programme** are now being assessed. A paper describing a role to lead on this programme is being presented to Policy Committee on 30<sup>th</sup> November.

### Service Performance

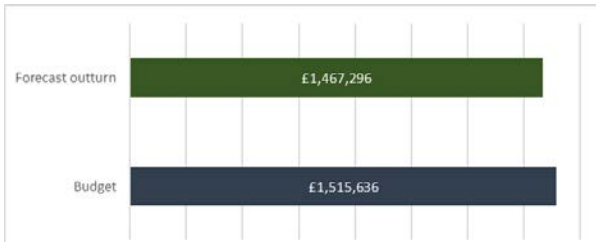
<p><b>Residual waste – average volume per household</b></p> <p><b>120.3kg</b></p> <p>25.3kg above target ↓ 5.1kg decrease on Q4 2020</p>	<p><b>% Waste recycled</b></p> <p><b>42.3%</b></p> <p>7.7%pts below target ↑ 1.3% increase on prev q.</p>
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### People

<p><b>% PDRs completed on time</b></p> <p><b>4%</b></p> <p>96%pts below target ↑ 2%pts increase on Q1 2021</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>6.8 days</b></p> <p>1.7 days below target ↑ 4.3 days increase on Q1 2021</p>
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### Finance

### Internal Audit

<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is £48,340 under budget</p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Forecast outturn</td> <td>£1,467,296</td> </tr> <tr> <td>Budget</td> <td>£1,515,636</td> </tr> </tbody> </table>	Category	Value	Forecast outturn	£1,467,296	Budget	£1,515,636	<p>No outstanding Internal Audit recommendations.</p>
Category	Value						
Forecast outturn	£1,467,296						
Budget	£1,515,636						
	<p><b>Contract Management</b></p> <p>6 contracts over £10k, total value £1.03m p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. Contracts for fuel and vehicle spares have <b>expired</b>; a new procurement exercise is <b>overdue</b></p>						

### Risk Management

6 risks on the Risk Register are owned by Waste Management. All risks currently have appropriate mitigation.

### Climate Emergency Strategic Plan

- On Track** – 3 actions in place to improve the fuel efficiency of the Waste Management fleet ( ● **Route Optimisation**, ● **Electric Components** and ● **Smaller Compaction Vehicles**). All 3 actions are being progressed.
- Options now being assessed for a **Waste Management Education Programme**

## Central Services – Key Performance Indicators

Assets & Commercial Services		Business Support Services	
People		People	
% PDRs completed on time <b>8%</b> 92%pts below target no change on prev. Q	Ave. days absent through sickness <b>0.1 days</b> 8.4 days below target	% PDRs completed on time <b>100%</b> On target No change on prev. Q	Ave. days absent through sickness <b>1.3 days</b> 7.2 days below target
Finance		Finance	
Forecast Net Expenditure against Budget Forecast expenditure is <b>£59,808</b> above budget		Forecast Net Expenditure against Budget Forecast expenditure is <b>£115,241</b> below budget	
Legal Services		Human Resources	
People		People	
% PDRs completed on time <b>100%</b> on target 100%pts up on prev. Q	Ave. days absent through sickness <b>0 days</b> 8.5 days below target No change	% PDRs completed on time <b>100%</b> on target 50%pts up on prev. Q	Ave. days absent through sickness <b>0 days</b> 8.5 days below target No change
Finance		Finance	
Forecast Net Expenditure against Budget Forecast expenditure is <b>£35,302</b> below budget		Forecast Net Expenditure against Budget Forecast expenditure is <b>£6,966</b> over budget	

## Policy Committee – 30<sup>th</sup> November 2021

### Fees & Charges 2022/23 Report



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. Purpose of Report

1.1 To Present the Fees & Charges for the 2022/23 financial year.

#### 2. Recommendations

2.1 That Members approve the discretionary fees and charges that are subject to Policy Committee approval (as set out in Appendix A)

2.2 That Members approve the Exempt Item, discretionary fees and charges that are subject to Policy Committee approval (as set out in Appendix B)

2.3 Members note the discretionary fees and charges that are subject to delegated approval (as set out in Appendix C)

#### 3. Report: Fees & Charges for Approval

3.1 The Council's Fees and Charges Policy 2015 provides that discretionary fees and charges for a number of core areas will be presented to Policy Committee for approval, with the remainder being approved under delegated authority by the Council's Corporate Leadership Team in consultation with the relevant Lead Member.

3.2 The Council's Licensing Committee will continue to be responsible for approving fees and charges in relation to Licensing & Hackney Carriages.

3.3 In line with the Policy, the following fees and charges for 2022/23 are presented for Member Approval, see Appendix A for detailed schedules.

Fee / Charge	Charging Policy	Proposal
Car Parking	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>▪ Given the current situation it is proposed that there is no increase to the Car Parking Fees and Charges for 22/23.</li> <li>▪ See Appendix A1 for detailed schedule.</li> </ul>
Burial and Cremation fees – subject to Member Approval	Fair charging / Commercial	<ul style="list-style-type: none"> <li>▪ Varying increases proposed most within a range of 1.9% to 14.9%.</li> <li>▪ Notable increases include; <ul style="list-style-type: none"> <li>~ 4.0% increase in the Same Day (£834) and 3.2% for a Saturday (£2,075).</li> <li>~ 4.2% Held Over (£797) Cremation Fees for a weekday and weekend.</li> <li>~ 14.9% increase in additional bronze plaque on a bench £87 to £100 (Approved by Delegated Authority)</li> <li>~ 11.1% increase in cost of a commemorative bench £1,080 to £1,200 (Approved by Delegated Authority)</li> </ul> </li> <li>▪ There are a couple of charges removed for 22/23; <ul style="list-style-type: none"> <li>~ Airedale Memorial (Lease of Memorial)</li> </ul> </li> <li>▪ See Appendix A2 for detailed schedule of all the Fees and Charges subject to Member Approval.</li> </ul>
Trade Waste Collection Charges	Commercial <i>With a recognition of local competitors and the need to remain competitive.</i>	<ul style="list-style-type: none"> <li>▪ Since the change to the charging model, to a by weight charge in 2019/20, it has been determined that the Fees and Charges proposed shall be exempt from publication.</li> <li>▪ See exempt Appendix B the detailed schedule of charges</li> </ul>
Waste Management - Garden Waste Collection Service	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>▪ It is proposed that the fee will remain at £36.00.</li> <li>▪ This equates to £1.71 per collection.</li> <li>▪ See Appendix A3 for detailed schedule of Member approval items.</li> </ul>
Environmental Health - New Application: Caravan site fit and proper person	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>▪ An additional change is being introduced for the processing of a new application: Caravan site fit and proper person. The charge is to be £232.27</li> <li>▪ See Appendix A4 for detailed schedule of new charges in 22/23 for Member approval items.</li> </ul>

3.4 For information a full list of all fees and Charges for 2022/23 is presented to Policy Committee in Appendix C. This will also be presented as part of the 2022/23 Budget Setting report in February 2022.

3.5 From January 2018 the Statutory Fees & Charges for Planning Applications in England was increased nationally. The new charges are as detailed in The Town and Country Planning (fees for applications, deemed applications, requests and site visits) (England) Regulations 2012, as amended. These revised Fees & Charges are shown in Appendix D.

3.6 The Fees & Charges that are subject to delegated approval (shown in appendix C) will be set in consultation with Lead members. The majority of the fees and charges shown in Appendix C currently show no (or little) increase for 2022/23. Given the impact of the Pandemic on the demand for services and the upcoming local government restructure, it is considered preferable to keep fees and charges at their current level wherever possible – however given current uncertainties about many costs factors such as fuel / utility / material and labour costs this will

need to be kept under review through the upcoming budget process. If some increases are subsequently required these will be done in consultation with lead members and reported through the members information bulletin.

#### **4. Financial and Value for Money Implications**

- 4.1 Impacts of the proposed increases or decreases to the fees and charges will be included in the relevant Budgets, where appropriate, as part of the Budget Setting Process.

#### **5. Legal implications**

There is a variety of legislation enabling the Council to apply charges for the services covered by this report. Legislative powers in relation to charging for discretionary services are primarily contained within the Local Government Act 2003.

#### **6. Contribution to Council Priorities**

Income generation is essential to a cost-effective Council. It also contributes to all of the Council's Priorities, notably Financial Sustainability.

#### **7. Risk Management**

- 7.1 There is a significant risk to the 2022/23 Revenue Budget if the proposed fees are not approved. In that event, further savings will have to be identified to balance the budget.

There is also a risk of the non-achievement of fees once set, which could lead to a shortfall in the relevant departments budget. Care is needed not to set unachievable rates of fees and charges and make the target realistic.

Credit Risk could also be a factor, although provision is made for some bad debts it is important that affordability is considered when fees and charges are set.

The pandemic is having a significant impact on fees and charges income in 2021/22 and this is a consideration when setting fees for 2022/23.

#### **7.2 Chief Finance Officer (s151 Officer) Statement**

No additional comments to those already included within the report.

#### **7.3 Monitoring Officer Statement**

A Monitoring Officer statement is not required for this report.

## **8. Equality Impact Assessment**

The individual service areas are responsible for the consideration of any equality impact that may arise as a consequence of changes to fees and charges. This should assess the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

## **9. Consultations with Others**

- Lead Members
- Corporate Leadership Team
- Service Managers

## **10. Access to Information : Background Documents**

Fees and Charges Policy (*Approved; Policy Committee – 3<sup>rd</sup> November 2015*)

## **11. Appendices**

Appendix A(1-4) – Proposed Fees & Charges 2022/23 – Subject to Member Approval

Appendix B – **NOT FOR PUBLICATON**: Commercial Waste Fees & Charges 2022/23

Appendix C – Proposed Fees & Charges 2021/22– Delegated Authority Schedule

Appendix D – English Planning App Fees (2018)

## **12. Author of the Report**

James Hordern, Finance Manager

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E-mail: [jhordern@cravenc.gov.uk](mailto:jhordern@cravenc.gov.uk)

*Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.*

CAR PARKING 2022/2023 FEES AND CHARGES									
DISCRETIONARY CHARGES									
LEAD MEMBER: COUNCILLOR MULLIGAN									
All subject to Member Approval									
CAR PARKING									
	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	CHARGE 2022/23 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2022/23	Sunday % increase 2022/23	
<b>Car Parking Fees</b>									
<b>Aireville Pool/Park Car Park - Skipton - Car &amp; Motor Cycle</b> (Charges apply Monday to Sunday 9am - 7pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 1 hour	0.60	0.60	Standard	0%	0%	0.60	0.60	Standard	0%
1 to 2 hours	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%
2 to 3 hours	2.20	2.20	Standard	0%	0%	2.20	2.20	Standard	0%
3 to 4 hours	3.20	3.20	Standard	0%	0%	3.20	3.20	Standard	0%
Over 4 Hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%
<b>Skipton - Town Hall Car Park -</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%
<b>Skipton - High Street Car Park - Coach Parking</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
1 to 2 hours	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%
3 to 4 hours	9.00	9.00	Standard	0%	0%	9.00	9.00	Standard	0%
Up to 9 hours	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%
<b>Skipton - Bunkers Hill - Car and Motor Cycle</b> Max Stay 4 hours Mon to Sat. (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	0%	0%	N/a	4.50	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
<b>Skipton - Waller Hill - Car &amp; Motor Cycle</b> Max Stay 2 hours. (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
<b>Skipton - Coach Street - Car and Motor Cycle</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	0%	0%	£5.00	£5.00	Standard	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	0%	0%	£15.00	£15.00	Standard	0%
<b>Skipton - Cavendish Street - Car and Motor Cycle</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%



CAR PARKING 2022/2023 FEES AND CHARGES									
DISCRETIONARY CHARGES									
LEAD MEMBER: COUNCILLOR MULLIGAN									
All subject to Member Approval									
CAR PARKING									
	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	CHARGE 2022/23 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2022/23	Sunday % increase 2022/23	
<b>Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 1 hour	1.10	1.10	Standard	0%	0%	1.10	1.10	Standard	0%
1 to 2 hours	2.00	2.00	Standard	0%	0%	2.00	2.00	Standard	0%
2 to 3 hours	2.60	2.60	Standard	0%	0%	2.60	2.60	Standard	0%
3 to 4 hours	3.20	3.20	Standard	0%	0%	3.20	3.20	Standard	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%
Weekly Ticket- Ashfield Only (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%
<b>Settle - Whitefriars only - Coach Parking</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun	Standard		Mon - Sat	Sun	Standard		
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a
1 to 2 hours	Fees suspended					Fees suspended			
2 to 3 hours	Fees suspended					Fees suspended			
3 to 4 hours	Fees suspended					Fees suspended			
Over 4 Hours	Fees suspended					Fees suspended			
<b>Settle - Greenfoot - Car and Motor Cycle</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 1 hour	0.90	0.90	Standard	0%	0%	0.90	0.90	Standard	0%
1 to 2 hours	1.70	1.70	Standard	0%	0%	1.70	1.70	Standard	0%
2 to 3 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
3 to 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
Over 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%
<b>Ingleton - Community Centre/Backgate - Car and Motor Cycle</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun			Mon - Sat	Sun			
0 to 30 minutes (max. stay)	0.20	0.20	Standard	0%	0%	0.20	0.20	Standard	0%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	0%	1.00	1.00	Standard	0%
1 to 2 hours	1.80	1.80	Standard	0%	0%	1.80	1.80	Standard	0%
2 to 3 hours	2.40	2.40	Standard	0%	0%	2.40	2.40	Standard	0%
3 to 4 hours	2.90	2.90	Standard	0%	0%	2.90	2.90	Standard	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	0%	0%			Standard	0%
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%
<b>Ingleton - Community Centre/Backgate - Coach Parking</b> (Charges apply Monday to Sunday 9am to 6pm)									
	Mon - Sat	Sun	Standard		Mon - Sat	Sun	Standard		
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a
1 to 2 hours	Fees suspended					Fees suspended			
2 to 3 hours	Fees suspended					Fees suspended			
3 to 4 hours	Fees suspended					Fees suspended			
Over 4 Hours	Fees suspended					Fees suspended			

CAR PARKING 2022/2023 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	CHARGE 2022/23 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2022/23	Sunday % increase 2022/23		
<b>Parking Permits</b>										
Short Stay (12 months) (not High St, Waller, Bunkers Hill Skipton or Whitefriars, Settle) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident and non-residents)	70.00	N/a	Standard	0%	0%	70.00	N/a	Standard	0%	0%
Medium Stay (12 month) - (not High St, Waller or Bunkers Hill Skipton) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident and non-residents)	120.00	N/a	Standard	0%	0%	120.00	N/a	Standard	0%	0%
Long Stay (12 month) (not High St, Waller, Bunkers Hill Skipton or Whitefriars, Settle) (2 hr stay permitted on High St, Skipton or Whitefriars, Settle Nov – Mar) (available to resident, non-residents and businesses)	335.00	N/a	Standard	0%	0%	335.00	N/a	Standard	0%	0%
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	155.00	N/a	Standard	0%	0%	155.00	N/a	Standard	0%	0%
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	105.00	N/a	Standard	0%	0%	105.00	N/a	Standard	0%	0%
Skipton Business - Coach Street	335.00	N/a	Standard	0%	0%	335.00	N/a	Standard	0%	0%
Ingleton Business	150.00	N/a	Standard	0%	0%	150.00	N/a	Standard	0%	0%
CDC Staff - Cavendish/Coach	165.00	N/a	Standard	0%	0%	165.00	N/a	Standard	0%	0%
CDC Staff - Cavendish/Coach low useage permit	50.04	N/a	Standard	0%	0%	50.04	N/a	Standard	0%	0%
CDC Staff - Craven Pool	110.00	N/a	Standard	0%	0%	110.00	N/a	Standard	0%	0%
NYCC Staff	175.00	N/a	Standard	0%	0%	175.00	N/a	Standard	0%	0%
Admin Charge- Replacement Permits	15.00	N/a	Standard	0%	0%	15.00	N/a	Standard	0%	0%

### Blue Badge Holders

Blue Badge holders are entitled for an additional hour for every hour paid for and an extra 30 minutes in pop and shop spaces.

### Support for Local Events

The Council has for a number of years supported a number of local events by allowing events to take place on its pay and display car parks, use of car parks as coach drop off/pick up points and/or allowing free parking in support of the events.

A licence for the use of the car park area by the event organiser will be required at a cost per licence of £35.83 (proposed fee for 2017/18)

The following events are supported by the Council by the suspension of car parking fees and charges as started in the table below.

#### SUSPENSION OF PARKING CHARGES

Event	Area Covered By Suspension	Dates
Skipton Waterways Festival	Section of Coach Street car park adjacent to Canal Basin	May day bank holiday weekend from 6.00pm Thu to 8.00am Mon
Skipton Puppet Festival	Section of Coach Street car park adjacent to Canal Basin	Event held every two years at the end Sept/early Oct.
Skipton, Christmas Markets	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off/pick up	Every 1st, 2nd and 3rd Sun in Dec 6.00pm Sat to 8.00am Mon
Aire Valley Transport Group event	Top section of Coach Street car park adjacent to Gargrave Road, for coach drop off / pick up	Event held early October 8.00am Sun to 5.00pm Mon
Settle, Christmas lights switch on	Parking charges suspended on Low Greenfoot car park.	Last Sat in Nov. Noon Sat to 8.00am Sun
1940's weekend	Community Centre car park, Ingleton. Pop and shop area adj to PC's and section on opposite side of	1st weekend in July 4pm Fri to 4pm Sun
Ingleton Gala	Sections of Community Centre car park, if adverse weather conditions	Middle Saturday in July 8.00am Sat to 6.00pm Sat
Folk Weekend, Ingleton	Use of coach bays in Community Centre car park	Last weekend in September 1pm on Friday to 6pm on Sunday

### Observation and Grace Periods

The observation and grace period is 5 minutes from the vehicle first being observed that is not displaying a pay and display ticket and 10 minutes after the paid for parking period has ended.

**2022/2023 - FEES AND CHARGES**

N.B. This is a schedule of all the Fees and Charges both Delegated Authority and Member Approval.

LEAD MEMBER: COUNCILLOR LIS

**BEREAVEMENT SERVICES**

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Cremation Fees</b>								
Cremation Fees - Held Over	member approval	Exempt	765.00	765.00	3.1%	797.00	797.00	4.2%
Cremation Fees - Same Day	member approval	Exempt	802.00	802.00	3.0%	834.00	834.00	4.0%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	463.00	463.00	0.0%	463.00	463.00	0.0%
Early morning cremation service - 9.10 am - held over only	member approval	Exempt	600.00	600.00	0.0%	600.00	600.00	0.0%
Cremation - NVF up to 1 month old	member approval	Exempt	168.00	168.00	0.0%	168.00	168.00	0.0%
Cremation - 1 month - under 5 years old	member approval	Exempt	275.00	275.00	0.0%	275.00	275.00	0.0%
Cremation - 5 years - under 16 years old	member approval	Exempt	431.00	431.00	0.0%	431.00	431.00	0.0%
Cremation - 16 years old - under 18 years old - Held over	member approval	Exempt	742.00	742.00	0.0%	742.00	742.00	0.0%
Cremation - 16 years old - under 18 years old - Same Day	member approval	Exempt	779.00	779.00	0.0%	779.00	779.00	0.0%
Late Afternoon Service 3 p.m - additional charge	member approval	Exempt	78.00	78.00	0.0%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	Exempt	150.00	150.00	0.0%	150.00	150.00	0.0%
Cremation of adult organs	member approval	Exempt	55.00	55.00	0.0%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	Exempt	1471.00	1530.00	4.0%	1594.00	1594.00	4.2%
Cremation Fees - Saturday - same day	member approval	Exempt	2011.00	2011.00	3.0%	2075.00	2075.00	3.2%
Copy of Professional Tribute	member approval	Standard	48.33	58.00	n/a	48.33	58.00	n/a
Download copy of tribute	member approval	Standard	12.50	15.00	n/a	12.50	15.00	n/a
Over running funeral service	member approval	Exempt	125.00	125.00	0.0%	125.00	125.00	0.0%
Scatter of cremated remains from another crematoria	member approval	Exempt	115.00	115.00	0.0%	115.00	115.00	0.0%
Scatter of Cremated Remains from own Crematorium - family present	member approval	Exempt	100.00	100.00	0.0%	100.00	100.00	0.0%
Scatter of cremated remains from own crematorium - NO family present	member approval	Exempt	0.00	0.00	#DIV/0!	0.00	0.00	#DIV/0!
Scatter of Cremated Remains from own or another crematorium for saturday and evenings	member approval	Exempt	207.00	207.00	0.0%	207.00	207.00	0.0%
Moorland Above Ground Vault 30 years lease period -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	700.00	700.00	0.0%	720.00	720.00	2.9%
Moorland Inscription including Consent -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	130.00	130.00	0.0%	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	0.0%	90.00	90.00	0.0%
Purchase of Ashes Grave - Section B - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	450.00	450.00	0.0%	450.00	450.00	0.0%
Interment of cremated remains - Weekend	member approval	Exempt	368.00	368.00	0.0%	368.00	368.00	0.0%
Interment of cremated remains	member approval	Exempt	188.00	188.00	0.0%	188.00	188.00	0.0%
Interment Fee (Grave for 1 or 2)	member approval	Exempt	817.00	817.00	0.0%	842.00	842.00	3.1%
Interment Fee (Grave for 3)	member approval	Exempt	1158.00	1158.00	0.0%	1193.00	1193.00	3.0%
Interment Fee - NVF up to 3 months old	Member approval	Exempt	188.00	188.00	0.0%	188.00	188.00	0.0%
Interment Fee - 3 month old up to 5 years old	Member approval	Exempt	300.00	300.00	0.0%	300.00	300.00	0.0%
interment Fee - 5 years old up to 18 years old	Member approval	Exempt	817.00	817.00	0.0%	817.00	817.00	0.0%
Interment Fee - 5 years old up to 18 years old (NR)	Member approval	Exempt	1223.00	1223.00	0.0%	1223.00	1223.00	0.0%
Consent for a memorial - Angel's section	Member approval	Exempt	101.00	101.00	#DIV/0!	101.00	101.00	0.0%
Interment Fee for a casket exceeding 29"	Member approval	Exempt	1236.00	1236.00	0.0%	1274.00	1274.00	3.1%
Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	1223.00	1223.00	0.0%	1260.00	1260.00	3.0%
Interment Fee (Grave for 3) NR	member approval	Exempt	1737.00	1737.00	0.0%	1790.00	1790.00	3.1%
Interment Fee for a casket exceeding 29" NR	Member approval	Exempt	1800.00	1854.00	0.0%	1911.00	1911.00	3.1%

**BEREAVEMENT SERVICES**

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
Weekend Interment Fee (Grave for 1 or 2)	member approval	Exempt	1633.00	1633.00	0.0%	1683.00	1683.00	3.1%
Weekend Interment Fee (Grave for 3)	member approval	Exempt	2315.00	2315.00	0.0%	2386.00	2386.00	3.1%
Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt	2472.00	2472.00	0.0%	2548.00	2548.00	3.1%
Weekend Interment Fee (Grave for 1 or 2 NR)	member approval	Exempt	2447.00	2447.00	0.0%	2522.00	2522.00	3.1%
Weekend Interment Fee (Grave for 3 NR)	member approval	Exempt	3475.00	3475.00	0.0%	3582.00	3582.00	3.1%
Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	3708.00	3708.00	0.0%	3822.00	3822.00	3.1%
Purchase of burial rights - full grave - resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	1107.00	1107.00	0.0%	1107.00	1107.00	0.0%
Purchase of burial rights - full grave - non resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	2214.00	2214.00	0.0%	2214.00	2214.00	0.0%
Purchase of burial rights - half grave - resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	556.00	556.00	0.0%	556.00	556.00	0.0%
Purchase of burial rights - baby grave (NVF up to 3 month old)	member approval	Exempt	370.00	370.00	0.0%	370.00	370.00	0.0%
Purchase of burial rights - 3 month old up to 5 years old (half grave)	member approval	Exempt	556.00	556.00	0.0%	556.00	556.00	0.0%
Purchase of burial rights - 5 years old up to 18 years old (full grave)	member approval	Exempt	1107.00	1107.00	0.0%	1107.00	1107.00	0.0%
Purchase of burial rights - 5 years old up to 18 years old (full grave) - non resident	member approval	Exempt	2214.00	2214.00	0.0%	2214.00	2214.00	0.0%
Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	2214.00	2214.00	0.0%	2214.00	2214.00	0.0%
Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - non resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	4429.00	4429.00	0.0%	4429.00	4429.00	0.0%
Purchase of Burial Rights for a Vault/Bricked/Wooden Grave - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	1660.00	1660.00	0.0%	1660.00	1660.00	0.0%
Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident - Available to be purchased on a Instalment payment plan - over 12 or 6 months	Member approval	Exempt	3321.00	3321.00	0.0%	3321.00	3321.00	0.0%
Purchase of cremation remains plot - Section G	member approval	Exempt	414.00	414.00	0.0%	414.00	414.00	0.0%
Transfer of burial rights (up to 2 hrs)	member approval	Exempt	94.00	94.00	0.0%	94.00	94.00	0.0%
Transfer of burial rights (per extra hr)	member approval	Exempt	47.00	47.00	0.0%	47.00	47.00	0.0%
Transfer of burial rights to a non resident within 2 years of purchasing grave	member approval	Exempt	2214.00	2214.00	0.0%	2214.00	2214.00	0.0%
Open and Inter of constructed vault	member approval	Exempt	699.00	699.00	0.0%	720.00	720.00	3.0%
Open and Inter of constructed vault NR	member approval	Exempt	1398.00	1398.00	0.0%	1441.00	1441.00	3.1%
Additional inscription on headstone	member approval	Exempt	109.00	109.00	0.0%	109.00	109.00	0.0%
Consent to place headstone (including 1st inscription)	member approval	Exempt	221.00	221.00	0.0%	221.00	221.00	0.0%
Consent to place headstone (including 1st inscription) on a Vault / Bricked / Wooden Grave	Member approval	Exempt	331.00	331.00	0.0%	331.00	331.00	0.0%
Consent to place headstone (including 1st inscription) on a double grave	member approval	Exempt	442.00	442.00	0.0%	442.00	442.00	0.0%
Consent to place kerbs on half grave	member approval	Exempt	290.00	290.00	0.0%	290.00	290.00	0.0%
Consent to place kerbs on full grave	member approval	Exempt	440.00	440.00	0.0%	440.00	440.00	0.0%
Consent to place inscription on stone plaque or granite desktop	member approval	Exempt	101.00	101.00	0.0%	101.00	101.00	0.0%
Consent to place vase with inscription	member approval	Exempt	101.00	101.00	0.0%	101.00	101.00	0.0%

**2022/2023 - FEES AND CHARGES**

**WASTE MANAGEMENT SERVICES**

**DISCRETIONARY CHARGES**

LEAD MEMBER: COUNCILLOR LIS

		V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc v.a.t where applicable)	% increase 22/23
<b>Garden Waste</b>								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	36.00	36.00	11%	36.00	36.00	0%



# Craven District Council

## Fees & Charges

2022/23

**2022/2023 - FEES AND CHARGES**

N.B. This is a schedule of all the Fees and Charges both Delegated Authority and Member

Approval.

LEAD MEMBER: COUNCILLOR LIS

**BEREAVEMENT SERVICES**

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Cremation Fees</b>								
Chapel usage - burial at non CDC site	delegated authority	Exempt	250.00	250.00	0.0%	250.00	250.00	0.0%
Web Cam of Service	delegated authority	Standard	25.83	31.00	3.3%	25.83	32.00	3.2%
Web Cam 28 Days viewing access	delegated authority	Standard	45.00	54.00	0.0%	45.00	56.00	3.7%
DVD/Memory stick of service or copy of tribute	delegated authority	Standard	48.33	58.00	0.0%	48.33	58.00	0.0%
Single Photo	delegated authority	Standard	10.83	13.00	8.3%	10.83	13.00	0.0%
Simple Slideshow - max 25 photos	delegated authority	Standard	37.50	45.00	0.0%	38.33	46.00	2.2%
Additional Photos - upto 25	delegated authority	Standard	17.50	21.00	5.0%	17.50	21.00	0.0%
Professional Photo Tribute - max 25 photos set to music	delegated authority	Standard	58.33	70.00	0.0%	58.33	70.00	0.0%
Family supplied video checking	delegated authority	Standard	15.00	18.00	0.0%	15.83	19.00	5.6%
Storage of cremated remains per week	delegated authority	Exempt	20.00	20.00	0.0%	20.00	20.00	0.0%
Late cremation forms	delegated authority	Exempt	32.00	32.00	0.0%	32.00	32.00	0.0%
Duplicate Cremation Certificate	delegated authority	Exempt	15.00	15.00	0.0%	15.00	15.00	0.0%



**BEREAVEMENT SERVICES**

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Sales - Crematorium</b>								
Book of Remembrance - 2 line entry	delegated authority	Standard	54.17	65.00	0.0%	54.17	65.00	0.0%
Book of Remembrance - 5 line entry	delegated authority	Standard	78.33	94.00	0.0%	78.33	94.00	0.0%
Book of Remembrance - 8 line entry	delegated authority	Standard	97.50	117.00	0.0%	97.50	117.00	0.0%
Book of Remembrance - 5 line entry with floral emblem	delegated authority	Standard	128.33	154.00	0.0%	128.33	154.00	0.0%
Book of Remembrance - 8 line entry with floral emblem	delegated authority	Standard	140.83	169.00	0.0%	140.83	169.00	0.0%
Book of Remembrance - 5 line entry with badge shield crest	delegated authority	Standard	160.00	192.00	0.0%	160.00	192.00	0.0%
Book of Remembrance - 8 line entry with badge shield crest	delegated authority	Standard	166.67	200.00	0.0%	166.67	200.00	0.0%
Book of Remembrance - 5 line entry with illuminated capital	delegated authority	Standard	157.50	189.00	0.0%	157.50	189.00	0.0%
Book of Remembrance - 8 line entry with illuminated capital	delegated authority	Standard	170.83	205.00	0.0%	170.83	205.00	0.0%
Book of Remembrance - 8 line entry with full coat of arms	delegated authority	Standard	199.17	239.00	0.0%	199.17	239.00	0.0%
Memorial Card (plus cost of inscription)	delegated authority	Standard	11.67	14.00	0.0%	11.67	14.00	0.0%
Deluxe Booklet (plus cost of inscription)	delegated authority	Standard	21.67	26.00	0.0%	21.67	26.00	0.0%
Card/Booklet - 2 line entry	delegated authority	Standard	20.00	24.00	0.0%	20.00	24.00	0.0%
Card/Booklet - 5 line entry	delegated authority	Standard	33.33	40.00	0.0%	33.33	40.00	0.0%
Card/Booklet - 8 line entry	delegated authority	Standard	46.67	56.00	0.0%	46.67	56.00	0.0%
Card/Booklet - 5 line entry with floral emblem	delegated authority	Standard	102.50	123.00	0.0%	102.50	123.00	0.0%
Card/Booklet - 8 line entry with floral emblem	delegated authority	Standard	117.50	141.00	0.0%	117.50	141.00	0.0%
Card/Booklet - 5 line entry with badge shield crest	delegated authority	Standard	115.83	139.00	0.0%	115.83	139.00	0.0%
Card/Booklet - 8 line entry with badge shield crest	delegated authority	Standard	129.17	155.00	0.0%	129.17	155.00	0.0%
Card/Booklet - 5 line entry with illuminated capital	delegated authority	Standard	131.67	158.00	0.0%	131.67	158.00	0.0%
Card/Booklet - 8 line entry with illuminated capital	delegated authority	Standard	145.00	174.00	0.0%	145.00	174.00	0.0%
Card/Booklet - 8 line entry with full coat of arms	delegated authority	Standard	150.83	181.00	0.0%	150.83	181.00	0.0%
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Exempt	25.00	25.00	0.0%	25.00	25.00	0.0%
Family history search (per 15 minutes)	delegated authority	Exempt	16.00	16.00	0.0%	16.00	16.00	0.0%
Tree of Life	delegated authority	Exempt	158.00	158.00	0.0%	162.00	162.00	2.5%
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	25.00	25.00	0.0%	25.00	25.00	0.0%
Walton Gallery	delegated authority	Exempt	105.00	105.00	0.0%	108.00	108.00	2.9%
Reserve Plaque - full fee due at time of inscription	delegated authority	Exempt	25.00	25.00	0.0%	25.00	25.00	0.0%
Four Seasons stone vase and bronze plaque	delegated authority	Exempt	525.00	525.00	0.0%	535.00	535.00	1.9%
Four Season replacement / additional plaque	delegated authority	Exempt	102.00	102.00	0.0%	105.00	105.00	2.9%
Four Season re-new lease period existing plaque	delegated authority	Exempt	408.00	408.00	0.0%	408.00	408.00	0.0%
Bronze plaque on a spike for Garden of Rest 6"x4"	delegated authority	Standard	158.33	190.00	0.0%	158.33	190.00	0.0%
Replacement plaque existing lease period 6"x4"	delegated authority	Standard	95.83	115.00	0.0%	95.83	115.00	0.0%
Re-new lease period existing plaque 6"x4"	delegated authority	Standard	95.83	115.00	0.0%	95.83	115.00	0.0%
Bronze plaque on a spike for Garden of Rest 6"x6"	delegated authority	Standard	225.00	270.00	0.0%	225.00	270.00	0.0%
Replacement plaque existing lease period 6"x6"	delegated authority	Standard	130.83	157.00	0.0%	130.83	157.00	0.0%
Re-new lease period existing plaque 6"x6"	delegated authority	Standard	98.33	118.00	0.0%	98.33	118.00	0.0%
Commemorative bench with bronze plaque	delegated authority	Standard	900.00	1080.00	0.0%	1000.00	1200.00	11.1%
Additional bronze plaque on a Commemorative bench	delegated authority	Standard	72.50	87.00	0.0%	83.33	100.00	14.9%
Eller (bio cremation casket)	delegated authority	Standard	3.33	4.00	0.0%	3.33	4.00	0.0%
Polytainer	delegated authority	Standard	3.33	4.00	0.0%	3.33	4.00	0.0%
Baby urn (bio degradable)	delegated authority	Standard	8.33	10.00	0.0%	8.33	10.00	0.0%
Carleton cremation casket in solid oak with plate	delegated authority	Standard	45.83	55.00	0.0%	45.83	55.00	0.0%

**BEREAVEMENT SERVICES**

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Sales - Waltonwrays &amp; Ingleton Cemetery</b>								
Airedale Memorial (Lease of Memorial)- Available to be purchased on a Instalment payment plan - over 12 or 6 months	delegated authority	Exempt	368.00	368.00	0.0%	0.00	0.00	-100.0%
Airedale Memorial (Inscription)- Available to be purchased on a Instalment payment plan - over 12 or 6 months	delegated authority	Standard	87.50	105.00	0.0%	0.00		-100.0%
Purchase of Exclusive Rights - Airedale Memorial	delegated authority	Exempt	414.00	414.00	0.0%	414.00	414.00	0.0%
Dales Column - Lease of plaque - including inscription	delegated authority	Exempt	350.00	350.00	0.0%	350.00	350.00	0.0%
Dales Column - additional inscription	delegated authority	Exempt	150.00	150.00	0.0%	150.00	150.00	0.0%
Purchase of stone plaque 15" x 15"	delegated authority	Standard	76.67	92.00	0.0%	79.17	95.00	3.3%
Purchase of stone plaque 15" x 20"	delegated authority	Standard	80.83	97.00	0.0%	83.33	100.00	3.1%
Lettering of memorial	delegated authority	Standard	2.50	3.00	0.0%	2.50	3.00	0.0%
Cleaning Stone Plaque or Vase	delegated authority	Standard	39.17	47.00	0.0%	39.17	47.00	0.0%
Purchase of stone vase with flower insert	delegated authority	Standard	74.17	89.00	0.0%	75.83	91.00	2.2%
Preparing of grave for planting	delegated authority	Standard	52.50	63.00	0.0%	52.50	63.00	0.0%
Summer and winter flowering plants	delegated authority	Standard	112.50	135.00	0.0%	112.50	135.00	0.0%
Memorial Shoe	delegated authority	Standard	77.50	93.00	0.0%	77.50	93.00	0.0%
Vase Insert	delegated authority	Standard	6.67	8.00	0.0%	6.67	8.00	0.0%
Provision of a member of staff to undertake reading (interment of ashes - grave side)	delegated authority	Exempt	25.00	25.00	0.0%	25.00	25.00	0.0%
Exhumation of cremated remains	delegated authority	Exempt	POA	POA	N/A	POA	POA	N/A
Exhumation of (Full Burial)	delegated authority	Exempt	POA	POA	N/A	POA	POA	N/A
<b>Burial Charges - Waltonwrays &amp; Ingleton Cemetery</b>								

Waltonwrays Only Weekends Evenings and Bank Holiday charges not covered in charges will be 100% Extra or P.O.A  
Evening is classed as any time after 16:30

2022/2023 - FEES AND CHARGES							
ELECTORAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR METCALFE							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
Register of Electors - Certificates and Testations							
Letter/Certificate of Residence (charge applies per person, per property , per year of registration , per request - two copies)	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Testation of Overseas Pensions	Exempt & Outside Scope	15.00	15.00	0%	15.00	15.00	0%

ELECTORAL SERVICES							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR METCALFE							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
Sale of Register of Electors							
Sale of data copy of Register of Electors - (Statutory Fee)	Exempt & Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Sale of data copy of Register of Electors - additional charge per 1,000 names or part thereof (Statutory Fee)	Exempt & Outside Scope	1.50	1.50	0%	1.50	1.50	0%
Sale of printed copy of Register of Electors - (Statutory Fee)	Exempt & Outside Scope	10.00	10.00	0%	10.00	10.00	0%
Sale of printed copy of Register of Electors - additional charge per 1,000 names or part thereof (Statutory Fee)	Exempt & Outside Scope	5.00	5.00	0%	5.00	5.00	0%

## 2022/2023 - FEES AND CHARGES

### LEGAL SERVICES

#### DISCRETIONARY CHARGES

Charges are indicative charges for each type of work undertaken. All work will be charged on an hourly rate basis at £85 or £95 per hour depending on the fee earner undertaking the work.

#### LEAD MEMBER: COUNCILLOR

	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
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\*V.A.T. exempt status applies if part of servi

#### Conveyancing - Freehold Land/Prop

up to £5,000	Exempt	463.10	463.10	0%	463.10	463.10	0%
£5,001 - £10,000	Exempt	491.70	491.70	0%	491.70	491.70	0%
£10,001 - £25,000	Exempt	607.20	607.20	0%	607.20	607.20	0%
£25,001 - £40,000	Exempt	729.30	729.30	0%	729.30	729.30	0%
Over £40,000	Exempt	729.30	729.30	0%	729.30	729.30	0%
Auction Sales: Informal/Formal Tender	Exempt	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Non Commercial Licence Agreements	Exempt	335.50	335.50	0%	335.50	335.50	0%
Sealing Fee	Exempt	50.00	50.00	N/a	50.00	50.00	N/a

#### Commerical Leasers/Tenancy Agree

Rent up to £1,000	Exempt	421.00	421.00	0%	421.00	421.00	0%
Rent up to £5,000	Exempt	720.00	720.00	0%	720.00	720.00	0%
Rent over £5,000	Exempt	720.00 + 2.5% on excess over £5,000 without limit	720.00 + 2.5% on excess over £5,000 without limit	0%	720.00 + 2.5% on excess over £5,000 without limit	720.00 + 2.5% on excess over £5,000 without limit	0%
Commercial Supplemental Lease/Renewals	Exempt	363.00	363.00	0%	363.00	363.00	0%
Licence to Assign/Underlet/Surrender of Lease (also includes Licence for Change of Use/Alterations)	Exempt	363.00	363.00	0%	363.00	363.00	0%
Registration of Assignment (Commercial) (unless fee otherwise stated in Lease)	Exempt	63.00	63.00	0%	63.00	63.00	0%
Rent Review (subject to terms of Lease)	Exempt	147.00	147.00	0%	147.00	147.00	0%

#### Section 106 Agreements

Basic	Exempt	750.00	750.00	0%	750.00	750.00	0%
Complex	Exempt	1250.00	1250.00	0%	1250.00	1250.00	0%
Release / Variations	Exempt	750.00	750.00	0%	750.00	750.00	0%
Costs over the minimum rate to be charged at an hourly rate plus expenses and disbursements.							#DIV/0!

#### Road Closures

Legal costs	Exempt	100.00	100.00	12%	100.00	100.00	0%
Disbursements		At cost	At cost	N/a	At cost	At cost	N/a
Advertising Charge		At cost	At cost	N/a	At cost	At cost	N/a
Discretion to waive charge in relation to charitable events (proof of registration required)							

2022/23- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t )	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Hire Charges - Hourly Rates</b>							
<b>Monday – Wednesday 8am – 5pm: Rate per hour</b>							
Main Hall	Standard	25.00	30.00	0%	27.00	30.00	8%
Gallery or Backstage Room	Standard	16.00	19.20	n/a	18.00	21.60	13%
Kitchen	Standard	16.00	19.20	0%	18.00	21.60	13%
Hub	Standard	16.00	19.20	n/a	18.00	21.60	13%
Education Room	Standard	16.00	19.20	n/a	18.00	21.60	13%
Council Chamber	Standard	POA	POA	n/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	FOC	FOC	n/a	FOC	FOC	n/a
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
<b>Monday – Wednesday 5pm - midnight: Rate per hour</b>							
Main Hall	Standard	35.00	42.00	0%	37.00	44.40	6%
Gallery or Backstage Room	Standard	16.00	19.20	n/a	18.00	21.60	13%
Kitchen	Standard	16.00	19.20	0%	18.00	21.60	13%
Hub	Standard	16.00	19.20	n/a	18.00	21.60	13%
Education Room	Standard	16.00	19.20	n/a	18.00	21.60	13%
Council Chamber	Standard	POA	POA	n/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	FOC	FOC	n/a	FOC	FOC	n/a
<b>Thursday - Saturday 8am - midnight : Rate per Hour</b>							
Main Hall	Standard	35.00	42.00	0%	37.00	44.40	6%
Gallery or Backstage Room	Standard	16.00	19.20	n/a	18.00	21.60	13%
Kitchen	Standard	16.00	19.20	0%	18.00	21.60	13%
Hub	Standard	16.00	19.20	n/a	18.00	21.60	13%
Education Room	Standard	16.00	19.20	n/a	18.00	21.60	13%
Council Chamber	Standard	POA	POA	n/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	FOC	FOC	n/a	FOC	FOC	n/a
<b>Sunday or Bank Holiday: Rate per Hour</b>							
Main Hall	Standard	45.00	54.00	0%	47.00	56.40	4%
Gallery or Backstage Room	Standard	36.00	43.20	n/a	38.00	45.60	6%
Kitchen	Standard	36.00	43.20	0%	38.00	45.60	6%
Hub	Standard	36.00	43.20	n/a	38.00	45.60	6%
Education Room	Standard	36.00	43.20	n/a	38.00	45.60	6%
Council Chamber	Standard	POA	POA	n/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	FOC	FOC	n/a	FOC	FOC	n/a
<b>Hire Charges - Full Day Rates</b>							
Concert Hall Mon - Wed 9am to 5pm	Standard	192.00	230.40		205.00	246.00	7%
Concert Hall Thu - Sat 9am to 5pm	Standard	270.00	324.00		282.00	338.40	4%
Concert Hall Sun 9am to 5pm	Standard	345.00	414.00		357.00	428.40	3%
Roebuck Rooms (Backstage) Mon - Sat 9am to 5pm	Standard	124.00	148.80		137.00	164.40	10%
Roebuck Rooms (Backstage) Sun 9am to 5pm	Standard	275.00	330.00		288.00	345.60	5%
Kitchen Mon - Sat 9am to 5pm	Standard	124.00	148.80		137.00	164.40	10%
Kitchen Sun 9am to 5pm	Standard	275.00	330.00		288.00	345.60	5%
The Hub Mon - Sat 9am to 5pm	Standard	124.00	148.80		137.00	164.40	10%
The Hub Sun 9am to 5pm	Standard	275.00	330.00		288.00	345.60	5%
Full building: All rooms		Available upon request	Available upon request	n/a	Available upon request	Available upon request	n/a
<b>Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) - Hourly Rates</b>							
Concessionary hire charges are available at a reduction of 30% on core rates							
<b>Technical Support</b>							
Technician for set up/set down - 2 hours	Standard	30	36.00		32	38.40	7%
Technician additional hour/s	Standard	15	18.00		16	19.20	7%
Radio Microphone (handheld, lapel or headset)	Standard	20	24.00		20	24.00	0%
Staging (up to 30m2)	Standard	30	36.00		32	38.40	7%
Staging (up to 60m2)	Standard	60	72.00		62	74.40	3%
<b>Sundry Items</b>							
Provision of flip chart, paper and pens*	Standard	10.00	12.00	0%	10.00	12.00	0%
<b>Refreshments and Catering</b>							
Tea, Coffee and Water - per head -- per serving	Standard	1.50	1.80	-25%	2.00	2.40	0%

## 2022/2023 - FEES AND CHARGES

### Craven Museum and Gallery and Tourist Information Centres

#### ALL DISCRETIONARY CHARGES

LEAD MEMBER:

COUNCILLOR MYERS

	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Craven Museum and Gallery</b>							
Gallery Commission Sales	Standard	25% commission including V.A.T	25% commission including V.A.T	0%	25% commission including V.A.T	25% commission including V.A.T	0%
Education Visit - Per child from within Craven	Exempt	3.00	2.00	50%	3.00	2.00	0%
Education Visit - Per child from outside Craven	Exempt	5.00	3.00	67%	5.00	3.00	0%
Gallery Tours and Talks	Standard	Subject to event	Subject to event	0%	Subject to event	Subject to event	0%
Special Events and Workshops	Standard	Subject to event	Subject to event	0%	Subject to event	Subject to event	0%
<b>Museum Shop/Skipton Tourist Information Centre</b>							
Shop Sales - Gift and Souvenirs	Standard S1/Exempt - 0 Depending on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%
TIC 40" Screen Promotions - weekly charges. Discount of 10% if block booking whole year	Standard	25.00	30.00	0%	27.00	0.00	8%
TIC 40" Screen Promotions - 4 week promotion - Voluntary and Community Groups (30% discount)	Standard	17.50	21.00	0%	18.90	63.00	8%
Commission for event ticket sales	Standard	10%	10%	0%	10%	10%	0%
<b>Settle Tourist Information Centre</b>							
Shop Sales - Gift and Souvenirs	Standard or Exempt - Depending on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%

2022/2023 - FEES AND CHARGES							
INFORMATION SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (exc. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
Street Naming and Numbering							
Development - New dwelling Note - Additional charge of £82 each additional unit applies	Outside Scope	132.00	132.00	2.75%	132.00	132.00	0.00%
Change of Residential or Commercial Property Name	Outside Scope	99.00	99.00	2.75%	99.00	99.00	0.00%
Conversions Note - Additional charge of £82 per unit on street applies	Outside Scope	132.00	132.00	2.75%	132.00	132.00	0.00%
ReNaming/ReNumbering Streets Note - Additional charge of £67 per unit on street applies	Outside Scope	360.00	360.00	2.75%	360.00	360.00	0.00%
Development - New Street	Outside Scope	99.00	99.00	2.75%	99.00	99.00	0.00%
Minor Amendments	Outside Scope	50.00	50.00	2.75%	50.00	50.00	0.00%

2022/2023- FEES AND CHARGES							
INFORMATION SERVICES							
STATUTORY CHARGE							
LEAD MEMBER: COUNCILLOR METCALFE							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where	% Increase 2022/23
Data Protection							
Data Protection Act - Subject Access Request (statutory)	Outside Scope	0.00	0.00	0%	0.00	0.00	0%



## 2022/2023 - FEES AND CHARGES

### REVENUES AND BENEFITS SERVICE

#### STATUTORY/DISCRETIONARY

(Summons Costs and Housing Benefit Overpayment Costs are Discretionary)

LEAD MEMBER:  
COUNCILLOR  
BROCKBANK

	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where	% Increase 2022/23
<b>Revenues and Benefits Enforcement Costs</b>						
Liability Order Summons Costs	68.00	68.00	0%	68.00	68.00	0%
Council Tax/ Business Rates - Collection Fee - Compliance Stage	75.00	75.00	0%	75.00	75.00	0%
Council Tax/ Business Rates - Collection Fee - Enforcement Stage	235.00 +7.5% of debt over £1500	235.00 +7.5% of debt over £1500	0%	235.00 +7.5% of debt over £1500	235.00 +7.5% of debt over £1500	0%
<b>Housing Benefit Overpayments</b>						
Housing Benefit Overpayments - Admin Penalty (Civil Penalty)	10.00	10.00	0%	10.00	10.00	0%

2022/2023 - FEES AND CHARGES								
CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 22/23
<b>Activity Prices</b>								
Adult Swim	Standard	S1	4.33	5.20	0.0%	4.33	5.20	0.0%
Junior Swim (under 18 years)	Standard	S1	2.46	2.95	0.0%	2.46	2.95	0.0%
Concession Swim (60+)	Standard	S1	2.63	3.15	0.0%	2.63	3.15	0.0%
Family Swim	Standard	S1	12.33	14.80	0.0%	12.33	14.80	0.0%
Child Swimming Lesson	Exempt	0	5.10/4.75 (DD)	5.10/4.75 (DD)	0.0%	5.10/4.75 (DD)	5.10/4.75 (DD)	n/a
Adult Swimming Lesson	Exempt	S1	5.17	6.20	0.0%	5.17	6.20	0.0%
Inflatable Junior	Standard	S1	3.46	4.15	0.0%	3.46	4.15	0.0%
Inflatable Adult	Standard	S1	4.21	5.05	0.0%	4.21	5.05	0.0%
Family Fun Swim (Inflatable)	Standard	S1	14.46	17.35	0.0%	14.46	17.35	0.0%
Aqua Babes	Standard	S1	4.17	5.00	0.0%	4.17	5.00	0.0%
Aqua Tots	Standard	S1	4.17	5.00	0.0%	4.17	5.00	0.0%
1:1 Swimming (30 mins)	Standard	S1	17.50	21.00	0.0%	17.50	21.00	0.0%
Shower Only	Standard	S1	2.54	3.05	0.0%	2.54	3.05	0.0%
<b>Fitness Suite and Studio</b>								
Fitness Induction	Standard	S1	9.17	11.00	0.0%	9.17	11.00	0.0%
Fitness Induction (Under 18)	Standard	S1	5.46	6.55	0.0%	5.46	6.55	0.0%
Fitness Induction (Concession)	Standard	S1	7.46	8.95	0.0%	7.46	8.95	0.0%
Pay and Workout	Standard	S1	5.88	7.05	0.0%	5.88	7.05	0.0%
Pay and Workout (under 18 year)	Standard	S1	4.38	5.25	0.0%	4.38	5.25	0.0%
Pay and Workout (Concession)	Standard	S1	4.50	5.40	0.0%	4.50	5.40	0.0%
Personal Training (60 mins)	Standard	S1	21.88	26.25	0.0%	21.88	26.25	0.0%
ETM Classes	Standard	S1	4.96	5.95	0.0%	4.96	5.95	0.0%
Dance Studio (per hr) *	Standard	S1	24.17	29.00	0.0%	24.17	29.00	0.0%
*some block bookings of the dance studio exempt from V.A.T								
<b>Memberships (Monthly Rate)</b>								
Freedom (Month to month)	Exempt	S1	38.75	46.50	0.0%	38.75	46.50	0.0%
Swim Member	Exempt	S1	21.67	26.00	0.0%	21.67	26.00	0.0%
Access Gym Membership	Exempt	S1	22.92	27.50	0.0%	22.92	27.50	0.0%
Access Swim Membership (Min 3 months)	Exempt	S1	16.25	19.50	0.0%	16.25	19.50	0.0%
Junior Member (8-14) - No Gym	Standard	S1		0.00	N/a		0.00	n/a
Junior Member (14-17)	Exempt	S1	16.67	20.00	0.0%	16.67	20.00	0.0%
Replacement Smart Cards	Standard	S1	3.75	4.50	0.0%	3.75	4.50	0.0%
*Joining Fee - compulsory with Freedom, but discretionary w								

CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 22/23
<b>Pool Hire</b>								
Per Hour Main Pool	Standard	S1	74.17	89.00	0.0%	74.17	89.00	0.0%
Per Hour Small Pool Hire (Clubs)	Exempt	S2				0.00	0.00	
Per Hour Main Pool (Clubs) *	Exempt	0	59.00	59.00	0.0%	59.00	59.00	0.0%
Per Lane Per Hour *	Exempt	0	10.50	10.50	0.0%	10.50	10.50	0.0%
Small Pool Hire (per hr)	Standard	S1	27.08	32.50	0.0%	27.08	32.50	0.0%
* Block booking v.a.t exemption applies								
<b>Pool Parties</b>								
Small Pool Party - with inflatable lobster + food (per hr)	Standard	S1	70.00	84.00	0.0%	70.00	84.00	0.0%
Large Pool Party - Food Charge per Child	Standard	S2	4.33	5.20	0.0%	4.33	5.20	0.0%
Large Pool Party - with inflatable hire (max. 74 children)	Standard	S1	179.17	215.00	0.0%	179.17	215.00	0.0%
<b>School Swimming</b>								
Teacher per half hour	Exempt	0	9.60	0.00	0.0%	10.00	0.00	4.2%
Child per half hour	Exempt	0	0.85	0.00	0.0%	1.00	0.00	17.6%
<b>Pitch and Foot</b>								
Adult	Standard	S1	4.13	4.95	0.0%	4.13	4.95	0.0%
Child and Concession	Standard	S1	3.08	3.70	0.0%	3.08	3.70	0.0%
Club Deposit (refundable subject to conditions)	Standard	S1	4.58	5.50	0.0%	4.58	5.50	0.0%
Group x 4	Standard	S1	11.92	14.30	0.0%	11.92	14.30	0.0%
<b>Sales of Goods</b>								
Sale of Swim Suits, Goggles, and Other Items	Standard - S1/ Zero Rated	S1/ S0	Various based on RRP	Various based on RRP	N/a	Various based on RRP	Various based on RRP	N/a
Swim Certificates	Standard	S1	3.00	3.60	0.0%	3.00	3.60	0.0%
<b>Café and Vending Machine Sales</b>								
Cafe Sales	Standard	S1	Various	Various	n/a	Various	Various	n/a
Vending Products	Standard	S1	Various	Various	n/a	Various	Various	n/a
<b>GP Referral Scheme</b>								
GP Referral - monthly fee	Exempt	0	25.00	25.00	0.0%	25.00	25.00	0.0%

2022/2023 - FEES AND CHARGES							
ASSET AND FACILITIES MANAGEMENT							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (exc. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Business Tenancies , Leases and Licences</b>							
Licence to assign/sublet/change Use/Alter Premises	Exempt	155.41	155.41	5%	163.65	163.65	5%
Agreement to occupy land and property on short-term temporary basis by licence, exchange of correspondence, where rental is market rate	Exempt	42.11	42.11	5%	44.35	44.35	5%
<b>Easements</b>							
Easement (Residential or Commercial)	Exempt	134.09 to 337.55	134.09 to 337.55	2%	134.09 to 337.55	134.09 to 337.55	#VALUE!
<b>Additional Items</b>							
Preparation of Plans	Standard	44.12	52.95	2%	45.00	54.00	2%
Provision of additional sets of keys to tenants	Standard	36.00	43.20	2%	36.72	44.06	2%
<b>Allotments</b>							
Allotment plots - Granville Street	Exempt	Range from £35.40 to £70.79 depending on plot	Range from £35.40 to £70.79 depending on plot	RPI + 3% (Note RPI 1.1% @ Sept 2020)	Range from £35.40 to £70.79 depending on plot	Range from £35.40 to £70.79 depending on plot	RPI + 3% (Note RPI 1.1% @ Sept 2020)
Allotment plots - Aireville	Exempt	Range from £35.40 to £70.79 depending on plot	Range from £35.40 to £70.79 depending on plot	RPI + 3% (Note RPI 1.1% @ Sept 2020)	Range from £35.40 to £70.79 depending on plot	Range from £35.40 to £70.79 depending on plot	RPI + 3% (Note RPI 1.1% @ Sept 2020)
<b>Garages</b>							
Garage Sites - Excluding South Parade	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	#VALUE!
Garage Sites - South Parade	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI + 3%
East Castle Street Plots	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI
Garage Plots excluding East Castle Street	Standard	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI	IN LINE WITH TENANCY AGREEMENT	IN LINE WITH TENANCY AGREEMENT	RPI
<b>Public Conveniences</b>							
Skipton High Street Toilets	Outside Scope	£0.20	£0.20	0%	£0.20	£0.20	0%
<b>Rental of Council Land and Property</b>							
Fees for Parking Bay Rental	Standard /Exempt	Subject to contract	Subject to contract	N/A	Subject to contract	Subject to contract	N/A
Rental of Council Land/Property	Exempt	By negotiation for each individual site	By negotiation for each individual site	N/A	By negotiation for each individual site	By negotiation for each individual site	N/A
<b>Sale of Council Land</b>							
Charges for sales of land and property	Exempt	By negotiation but minimum charge of £300	By negotiation but minimum charge of £300	100% for minimum charge	By negotiation but minimum charge of £300	By negotiation but minimum charge of £300	100% for minimum charge
<b>Miscellaneous Charges</b>							
Roundabout Sponsorship	Standard	By negotiation	By negotiation	N/A	By negotiation	By negotiation	N/A
Skipton Bus Station departure charge to bus operators (per departure)	Standard	0.43	0.51	5%	0.45	0.54	5%
Administration charge to Parishes for administering street lighting accounts	Standard - S	55.13	Most transferred if not all to Parishes	5%	57.88	Most transferred if not all to Parishes	5%

**2021/2022 - FEES AND CHARGES**

**BUILDING CONTROL SERVICES**

**DISCRETIONARY CHARGES**

LEAD MEMBER: COUNCILLOR FOSTER

	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (ex. v.a.t)	% Increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	% Increase 22/23	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (ex. v.a.t)	% Increase 22/23
<b>SCHEDULE 1</b>																
<b>Charges for New Residential Buildings (Including Flats &amp; Maisonettes) - Applicable where the total internal</b>																
	<b>Plan Fee</b>				<b>Inspection Fee</b>				<b>Plan Fee</b>				<b>Inspection Fee</b>			
<b>Number of Dwellings</b>																
<b>From</b>																
1	237.61	47.52	285.13	2%	595.81	119.16	714.98	2%	237.61	47.52	285.13	2%	595.81	119.16	714.98	2%
2	297.91	59.58	357.49	2%	964.29	192.86	1157.15	2%	297.91	59.58	357.49	2%	964.29	192.86	1157.15	2%
3	393.04	78.61	471.64	2%	1224.68	244.94	1469.62	2%	393.04	78.61	471.64	2%	1224.68	244.94	1469.62	2%
4	486.83	97.37	584.20	2%	1415.83	283.17	1699.00	2%	486.83	97.37	584.20	2%	1415.83	283.17	1699.00	2%
5	585.98	117.20	703.18	2%	1566.35	313.27	1879.62	2%	585.98	117.20	703.18	2%	1566.35	313.27	1879.62	2%
6	690.50	138.10	828.60	2%	1760.64	352.13	2112.77	2%	690.50	138.10	828.60	2%	1760.64	352.13	2112.77	2%
7	719.53	143.91	863.43	2%	1880.78	376.16	2256.93	2%	719.53	143.91	863.43	2%	1880.78	376.16	2256.93	2%
8	748.56	149.71	898.28	2%	2192.53	438.51	2631.04	2%	748.56	149.71	898.28	2%	2192.53	438.51	2631.04	2%
9	777.15	155.43	932.57	2%	2505.17	501.03	3006.21	2%	777.15	155.43	932.57	2%	2505.17	501.03	3006.21	2%
10	783.84	156.77	940.61	2%	2846.85	569.37	3416.22	2%	783.84	156.77	940.61	2%	2846.85	569.37	3416.22	2%
11	792.33	158.47	950.80	2%	3118.42	623.68	3742.10	2%	792.33	158.47	950.80	2%	3118.42	623.68	3742.10	2%
12	799.48	159.90	959.37	2%	3387.73	677.55	4065.27	2%	799.48	159.90	959.37	2%	3387.73	677.55	4065.27	2%
13	807.07	161.41	968.49	2%	3661.07	732.21	4393.28	2%	807.07	161.41	968.49	2%	3661.07	732.21	4393.28	2%
14	813.33	162.67	975.99	2%	3884.39	776.88	4661.27	2%	813.33	162.67	975.99	2%	3884.39	776.88	4661.27	2%
15	821.81	164.36	986.17	2%	4154.60	830.92	4985.52	2%	821.81	164.36	986.17	2%	4154.60	830.92	4985.52	2%
16	829.85	165.97	995.82	2%	4424.37	884.87	5309.25	2%	829.85	165.97	995.82	2%	4424.37	884.87	5309.25	2%
17	836.99	167.40	1004.39	2%	4694.14	938.83	5632.97	2%	836.99	167.40	1004.39	2%	4694.14	938.83	5632.97	2%
18	844.15	168.83	1012.98	2%	4963.01	992.60	5955.62	2%	844.15	168.83	1012.98	2%	4963.01	992.60	5955.62	2%
19	851.73	170.35	1022.08	2%	5172.48	1034.50	6206.98	2%	851.73	170.35	1022.08	2%	5275.93	1055.19	6331.12	2%
20	859.32	171.86	1031.19	2%	5438.24	1087.65	6525.89	2%	859.32	171.86	1031.19	2%	5547.01	1109.40	6656.41	2%
21	866.48	173.30	1039.77	2%	5661.51	1132.30	6793.81	2%	866.48	173.30	1039.77	2%	5672.74	1134.55	6807.29	2%
22	874.96	174.99	1049.95	2%	5750.88	1150.18	6901.06	2%	874.96	174.99	1049.95	2%	5865.90	1173.18	7039.08	2%
23	882.56	176.51	1059.07	2%	5938.46	1187.69	7126.15	2%	882.56	176.51	1059.07	2%	6057.23	1211.45	7268.68	2%
24	889.70	177.94	1067.64	2%	6127.38	1225.48	7352.86	2%	889.70	177.94	1067.64	2%	6249.93	1249.99	7499.92	2%
25	897.29	179.46	1076.74	2%	6317.22	1263.44	7580.66	2%	897.29	179.46	1076.74	2%	6443.56	1288.71	7732.27	2%
26	904.89	180.98	1085.86	2%	6505.24	1301.05	7806.29	2%	904.89	180.98	1085.86	2%	6635.35	1327.07	7962.42	2%
27	912.03	182.41	1094.43	2%	6694.17	1338.83	8033.00	2%	912.03	182.41	1094.43	2%	6828.05	1365.61	8193.66	2%
28	919.63	183.93	1103.55	2%	6882.21	1376.44	8258.65	2%	919.63	183.93	1103.55	2%	7019.85	1403.97	8423.82	2%
29	928.11	185.62	1113.73	2%	7071.13	1414.23	8485.36	2%	928.11	185.62	1113.73	2%	7212.55	1442.51	8655.06	2%
30	935.26	187.05	1122.31	2%	7176.10	1435.22	8611.32	2%	935.26	187.05	1122.31	2%	7319.62	1463.92	8783.54	2%
31	942.85	188.57	1131.42	2%	7277.48	1455.50	8732.97	2%	942.85	188.57	1131.42	2%	7423.03	1484.61	8907.63	2%
Additional Charge for each dwelling over 31	7.59	1.52	9.11	2%	133.10	26.62	159.72	2%	7.59	1.52	9.11	2%	135.76	27.15	162.91	2%

**Explanatory Note**  
Measurement of Floor Area - New Dwellings is taken as internal floor areas. Each floor is added where there

**2021/2022 - FEES AND CHARGES**

**BUILDING CONTROL SERVICES**

**DISCRETIONARY CHARGES**

**LEAD MEMBER:**

**COUNCILLOR FOSTER**

	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	% Increase
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**SCHEDULE 2**

**Charges for Extensions to Dwellings, Loft Conversions, Replacement Windows & Doors & Garages**

	FULL PLANS SUBMISSION				BUILDING NOTICE					FULL PLANS SUBMISSION				BUILDING NOTICE				
	First Fee	Inspections Fee	Building Notice Charge		First Fee	Inspections Fee	Building Notice Charge			First Fee	Inspections Fee	Building Notice Charge		First Fee	Inspections Fee	Building Notice Charge		

**Garages and Carports**

1. Erection or extension of a detached or attached building or an extension to a dwelling which consists of a garage, carport, or both, having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room.	215.28	43.06	258.33	n/a	n/a	n/a	215.28	43.06	258.33	2%	219.58	43.92	263.50	n/a	n/a	n/a	219.58	43.92	263.50	2%
2. Where the garage extension exceeds a floor area of 40m2 but does not exceed 60m2.	311.75	62.35	374.10	n/a	n/a	n/a	311.75	62.35	374.10	2%	317.99	63.60	381.59	n/a	n/a	n/a	317.99	63.60	381.59	2%

**Extension(s) to dwellings (not shown in items 1, 2, 6 & 7)**

3. Internal floor area not exceeding 10m2	172.39	34.48	206.87	172.39	34.48	206.87	344.79	68.96	413.75	2%	175.84	35.17	211.01	175.84	35.17	211.01	351.69	70.34	422.02	2%
4. Internal floor area over 10m2 but not exceeding 40m2	172.39	34.48	206.87	312.80	62.56	375.36	485.20	97.04	582.24	2%	175.84	35.17	211.01	319.06	63.81	382.87	494.90	98.98	593.88	2%
5. Internal floor area over 40m2 but not exceeding 60m2	172.39	34.48	206.87	456.91	91.38	548.29	629.31	125.86	755.17	2%	175.84	35.17	211.01	466.05	93.21	559.26	641.89	128.38	770.27	2%

**Formation of room in roof space, including means of access thereto. For galleries please refer to Schedule 3**

6. Loft Conversion & Dormers floor area <=10m2	172.39	34.48	206.87	172.39	34.48	206.87	344.79	68.96	413.75	2%	175.84	35.17	211.01	175.84	35.17	211.01	351.69	70.34	422.02	2%
7. Loft Conversion & Dormers floor area >10m2 & <=40m2	172.39	34.48	206.87	311.75	62.35	374.10	484.15	96.83	580.98	2%	175.84	35.17	211.01	317.99	63.60	381.59	493.83	98.77	592.60	2%

**Where the total or the aggregation of the floor areas of all the extensions exceeds 60m2, the fee will be individually determined**

8. Replacement windows/doors/roof windows in a building where the total estimated cost of works does not exceed £10,000	70.76	14.15	84.91	n/a	n/a	n/a	70.76	14.15	84.91	-6%	72.18	14.44	86.61	n/a	n/a	n/a	72.18	14.44	86.61	2%
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**Where the estimated cost exceeds £10,000, our fee will be individually determined**

9. Work to improve the thermal performance of a thermal element.	79.65	15.93	95.58	n/a	n/a	n/a	79.65	15.93	95.58	2%	81.24	16.25	97.49	n/a	n/a	n/a	81.24	16.25	97.49	2%
10. Controlled domestic electrical work.	194.57	38.91	233.48	n/a	n/a	n/a	194.57	38.91	233.48	2%	198.46	39.69	238.15	n/a	n/a	n/a	198.46	39.69	238.15	2%

Measurement of Floor Area is taken as internal floor areas. Each floor is added where there is more than one storey including garages and basements, where work comprises more than one domestic extension, the total floor areas may WHEN IT IS INTENDED TO CARRY OUT ADDITIONAL ALTERATIONS TO A DWELLING AT THE SAME TIME AS ANY OF THE WORKS IN SCHEDULE 2, THEN THE CHARGE FOR THIS ADDITIONAL WORKS SHALL BE

**Additional Charges**

Copies of completion certificates, notices, approvals, letters etc	n/a	n/a	n/a	n/a	n/a	n/a	26.01	5.20	31.22	2%	n/a	n/a	n/a	n/a	n/a	n/a	26.53	5.31	31.84	2%
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**2020/2021 - FEES AND CHARGES**

**BUILDING CONTROL SERVICES**

**DISCRETIONARY CHARGES**

**LEAD MEMBER:  
COUNCILLOR  
FOSTER**

	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	CHARGE 2022/23 £ (ex. v.a.t)	V.A.T £	CHARGE 2022/23 £ (inc. v.a.t if applicable)	% Increase
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**SCHEDULE 3**

Charges for All Other Building Work not in Schedule 1 or 2

Estimated Cost of Works	FULL PLANS SUBMISSION						BUILDING NOTICE					FULL PLANS SUBMISSION						BUILDING NOTICE				
	Plan Fee		Inspection Fee		Building Notice Charge		Plan Fee		Inspection Fee			Building Notice Charge		Plan Fee		Inspection Fee		Building Notice Charge				
0 – 1000	21.89	4.38	26.27	67.87	81.44	149.31	89.76	17.95	107.71	2%	22.33	4.47	26.80	69.23	83.07	152.30	91.56	18.31	109.87	2%		
1,001 - 2,000	49.48	9.90	59.38	133.54	160.25	293.80	183.03	36.61	219.63	2%	50.47	10.09	60.56	136.22	163.46	299.67	186.69	37.34	224.02	2%		
2,001 - 5,000	72.25	14.45	86.70	190.92	229.10	420.02	263.16	52.63	315.80	2%	73.69	14.74	88.43	194.73	233.68	428.42	268.43	53.69	322.11	2%		
5,001 - 7,000	72.25	14.45	86.70	212.81	255.37	468.18	285.06	57.01	342.07	2%	73.69	14.74	88.43	217.06	260.48	477.54	290.76	58.15	348.91	2%		
7,001 - 9,000	72.25	14.45	86.70	223.76	268.51	492.27	296.01	59.20	355.21	2%	73.69	14.74	88.43	228.23	273.88	502.12	301.93	60.39	362.31	2%		
9,001 - 20,000	To Ex excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT				To Ex excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT					
20,001 -100,000	To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT				To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT		To Ex (excl. VAT) add Ex for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT					
“ For works costing over “ Estimated cost means an estimate accepted by the Local Authority and should only	“ For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate. “ Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.										“ For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate. “ Estimated cost means an estimate accepted by the Local Authority and should only include the cost of those items of work which are subject to control under the building regulations. DIY or self build costs are not acceptable therefore the estimate should be based on a reasonable cost that would be charged by a person in business to carry out the works as shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.											

**EXPLANATORY NOTES**

1. Regularisation Certificate  
Should you need to apply for a regularisation certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation fee to cover the costs of assessing your

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1. Regularisation Certificate  
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2. Exemptions/Reduction in Charges  
• Works to provide access and/or facilities for disabled people to existing dwellings and building to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons whom Section 29(1) of the National Assistance Act 1948 applied, as that Section was extended by virtue of Section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to Section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.  
• Where the plans have been either approved or rejected no initial fee is payable on resubmission for substantially the same work.

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• Where the plans have been either approved or rejected no initial fee is payable on resubmission for substantially the same work.

2022/23 - FEES AND CHARGES							
DEVELOPMENT CONTROL							
DISCRETIONARY CHARGES - NOTE STATUTORY PLANNING APPLICATION CHARGES NOT INCLUDED IN THIS LIST - SEE SEPARATE SCHEDULE							
LEAD MEMBER: COUNCILLOR FOSTER							
	V.A.T Status	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22	CHARGE 2022/23 £ (exc. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t if applicable)	% Increase 22/23
<b>Pre Planning Application Advice Charges.Threshold Charge for 1 meeting plus written advice</b>							
Category 1 - Written Advice Only	Standard	289.41	347.29	5%	289.41	347.29	0%
Category 1 - Follow up Request	Standard	144.98	173.97	5%	144.98	173.97	0%
Category 2 - Written Advice Only	Standard	578.81	694.58	5%	578.81	694.58	0%
Category 2 - Follow up Request	Standard	289.41	347.29	5%	289.41	347.29	0%
Category 3 - Written Advice Only	Standard	1157.63	1389.15	5%	1157.63	1389.15	0%
Category 3 - Follow up Request	Standard	578.81	694.58	5%	578.81	694.58	0%
Preparation of Planning Performance	Standard	1157.63	1389.15	5%	1157.63	1389.15	0%
Preparation of Planning Performance	Standard	578.81	694.58	5%	578.81	694.58	0%
A charge of 50% of the original fee will be required for any follow up meetings							
The charges exclude specialist advice such as highways, arboricultural matters, contaminated							
<b>Advice and Enquiries</b>							
Tree Applications - Pre-application meeting with tree officer - 30 min on site meeting inclusive of mileage	Standard	57.88	69.46	5%	57.88	69.46	0%
Permitted development enquiries	Outside Scope	Remove in 21/22	Remove in 21/22	n/a	Remove in 21/22	Remove in 21/22	n/a
<b>Other</b>							
Copy of Environmental Statement on a CD to accompany a planning application	Standard	9.18	11.02	5%	9.18	11.02	0%
An additional change is to bring listed building enquiries into the chargeable bracket of Category 1 Written Enquiries only. These enquiries can be complex and therefore lengthy.	Standard	289.41	347.29	n/a	289.41	347.29	n/a



2022/2023 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR						
	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t )	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Room Hire Charges</b>						
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs ( 9am to 5pm)	210.00	210.00	0%	210.00	210.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	125.00	125.00	0%	125.00	125.00	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	40.00	40.00	0%	40.00	40.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs ( 9am to 5pm)	105.00	105.00	0%	105.00	105.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	65.00	65.00	0%	65.00	65.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	20.00	20.00	0%	20.00	20.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs ( 9am to 5pm)	160.00	160.00	0%	160.00	160.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	85.00	85.00	0%	85.00	85.00	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	30.00	30.00	0%	30.00	30.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs ( 9am to 5pm)	80.00	80.00	0%	80.00	80.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	50.00	50.00	0%	50.00	50.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	20.00	20.00	0%	20.00	20.00	0%
Meeting Room Hire - Dewhirst Room - Full Day 8 hrs ( 9am to 5pm)	55.00	55.00	0%	55.00	55.00	0%
Meeting Room Hire - Dewhirst Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Dewhirst Room - Hourly Rate	15.00	15.00	0%	15.00	15.00	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs ( 9am to 5pm)	50.00	50.00	0%	50.00	50.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	30.00	30.00	0%	30.00	30.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	10.00	10.00	0%	10.00	10.00	0%

2022/2023 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR						
	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t )	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Room Hire Charges - Not for Profit, Voluntary or Charitable Organisation Charges - (30% concession on main prices)</b>						
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs ( 9am to 5pm)	147.00	147.00	0%	147.00	147.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	87.50	87.50	0%	87.50	87.50	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	28.00	28.00	0%	28.00	28.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs ( 9am to 5pm)	73.50	73.50	0%	73.50	73.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	45.50	45.50	0%	45.50	45.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs ( 9am to 5pm)	112.00	112.00	0%	112.00	112.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	59.50	59.50	0%	59.50	59.50	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs ( 9am to 5pm)	56.00	56.00	0%	56.00	56.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Dewhurst Room - Full Day 8 hrs ( 9am to 5pm)	38.50	38.50	0%	38.50	38.50	0%
Meeting Room Hire - Dewhurst Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	24.50	24.50	0%	24.50	24.50	0%
Meeting Room Hire - Dewhurst Room - Hourly Rate	10.50	10.50	0%	10.50	10.50	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs ( 9am to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	7.00	7.00	0%	7.00	7.00	0%

2022/2023 - FEES AND CHARGES						
<b>BELLE VUE SQUARE MEETING ROOM HIRE</b>						
<b>DISCRETIONARY CHARGES</b>						
<b>LEAD MEMBER: COUNCILLOR</b>						
	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t )	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Sundry Items</b>						
<b>Note: if applied as ancillary</b>						
Hire of TV screen*	30.00	36.00	0%	30.00	36.00	0%
Hire of additional TV screen*	15.00	18.00	0%	15.00	18.00	0%
Hire of wireless table top microphone system* (subject to availability)	50.00	60.00	0%	50.00	60.00	0%
Hire of projector and overhead screen system*- (Staincliffe Room only)	30.00	36.00	0%	30.00	36.00	0%
Provision of flip chart, paper and pens*	12.00	14.40	0%	12.00	14.40	0%
Reception Services per Hour (pro rata)	16.00	19.20	N/a	16.00	19.20	N/a
<b>Refreshments and Catering</b>						
Tea, Coffee and Water - per head -- per serving	2.00	2.40	0%	2.00	2.40	0%
Catering Arrangement and Clean Up Fee - per hour	15.00	18.00	0%	15.00	18.00	0%
Buffets on request - at cost**	at cost	at cost	N/a	at cost	at cost	N/a

\*\*Note catering offer/prices depe

2022/2023 - FEES AND CHARGES							
FINANCIAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
Sundry Debtor Recovery Costs							
Sundry Debtor Admin Penalty (applied at legal debt recovery stage) <u>Fixed Legal Rep charge plus 1 Hr of Finance Officer Evidence Collation</u>	Standard	see below for additional breakdown in 21/22	see below for additional breakdown in 21/22	N/a	see below for additional breakdown in 22/23	see below for additional breakdown in 22/23	N/a
<i>Where – •the value of the claim exceeds £25 but does not exceed £500</i>		71.50	85.80	0%	71.50	85.80	0%
<i>Where – •the value of the claim exceeds £500 but does not exceed £1,000</i>		91.50	109.80	0%	91.50	109.80	0%
<i>Where – •the value of the claim exceeds £1,000 but does not exceed £5,000; or the only claim is for delivery of goods and no value is specified or stated on the claim form</i>		101.50	121.80	0%	101.50	121.80	0%
<i>Where – •the value of the claim exceeds £5,000</i>		121.50	145.80	0%	121.50	145.80	0%
Summons Costs in respect of Sundry Debtors	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A
Court Costs	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A

Relevant band - With regard to Sundry debtor fees/charges recoverable from the customer, under the civil procedure rules we may only apply fixed costs, in respect of legal representatives' charges, on commencement of a county court claim for the recovery of that debt	Where the claim form is served by the court or by any method other than personal service by the claimant	Where – the claim form is served personally by the claimant; and there is only one defendant	Where there is more than one defendant, for each additional defendant personally served at separate addresses by the claimant
<i>Where – •the value of the claim exceeds £25 but does not exceed £500</i>	£50	£60	£15
<i>Where – •the value of the claim exceeds £500 but does not exceed £1,000</i>	£70	£80	£15
<i>Where – •the value of the claim exceeds £1,000 but does not exceed £5,000; or •the only claim is for delivery of goods and no value is specified or stated on the claim form</i>	£80	£90	£15
<i>Where – •the value of the claim exceeds £5,000</i>	£100	£110	£15

## 2022/2023 - FEES AND CHARGES

### TAXI LICENSING FEES

#### DISCRETIONARY CHARGES

LEAD MEMBER: COUNCILLOR								
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23	
<b>Hackney</b>								
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%	
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	173.83	173.83	0%	173.83	173.83	0%	
Hackney Carriage Vehicle Licence (Inc. Plate)	Outside Scope	303.21	303.21	0%	303.21	303.21	0%	
Hackney Carriage Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	180.00	180.00	0%	180.00	180.00	0%	
<b>Private Hire</b>								
Private Hire Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	88.06	88.06	0%	88.06	88.06	0%	
Private Hire Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	151.31	151.31	0%	151.31	151.31	0%	
Private Hire Vehicle Licence (Inc. Plate)	Outside Scope	270.94	270.94	0%	270.94	270.94	0%	
Private Hire Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	163.00	163.00	0%	163.00	163.00	0%	
Private Hire Operator's Licence	Outside Scope	193.63	193.63	0%	193.63	193.63	0%	
<b>Combined HCD &amp; PHD (Combined Drivers Licence)</b>								
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 1 Year	Outside Scope	149.58	149.58	0%	149.58	149.58	0%	
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 3 Years	Outside Scope	212.83	212.83	0%	212.83	212.83	0%	
<b>New Driver</b>								
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%	
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%	
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%	
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 3 Years	Outside Scope	173.00	173.00	0%	173.00	173.00	0%	
<b>Change Of Vehicle</b>								
Retaining same plate to a new vehicle (Inc. Plate)	Outside Scope	120.35	120.35	0%	120.35	120.35	0%	
<b>Transfer of Vehicle &amp; Licence to New Operator</b>								
Fee payable by the new driver/operator	Outside Scope	20.00	20.00	0%	20.00	20.00	0%	
<b>Other Fees</b>								
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%	
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%	
Badge & ID Card	Outside Scope	2.00	2.00	0%	2.00	2.00	0%	
Pouch Only	Outside Scope	1.50	1.50	0%	1.50	1.50	0%	
Plate	Outside Scope	7.00	7.00	0%	7.00	7.00	0%	
Brackets	Outside Scope	8.80	8.80	0%	8.80	8.80	0%	
Door Stickers – each	Outside Scope	7.00	7.00	0%	7.00	7.00	0%	
Admin Fee for change of registration number etc	Outside Scope	20.00	20.00	0%	20.00	20.00	0%	
Admin Fee for removal of suspension	Outside Scope	10.00	10.00	0%	10.00	10.00	0%	
Vehicle Test (included in vehicle licence fees)	Outside Scope	48.00	48.00	0%	48.00	48.00	0%	

2022/2023 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Alcohol Premises Licences</b>							
<b>Premises Licences - New Application and Variation</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	900.00	900.00	0%	900.00	900.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1905.00	1905.00	0%	1905.00	1905.00	0%
<b>Premises Licences - Annual Charge*</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	640.00	640.00	0%	640.00	640.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1050.00	1050.00	0%	1050.00	1050.00	0%
<b>Club Premises Certificate - New Application and Variati</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
<b>Club Premises Certificates - Annual Charge</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C - Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%

\*There are additional fees for premises licence

2022/2023 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Additional Fees</b>							
<b>Additional Premises licence fee</b>							
Number in attendance at one time 5000 to 9999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	40,000	40000.00	0%	40,000	40000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	48,000	48000.00	0%	48,000	48000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	56,000	56000.00	0%	56,000	56000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	64,000	64000.00	0%	64,000	64000.00	0%
<b>Additional annual fee payable if applicable</b>							
Number in attendance at one time 5000 to 9999	Outside Scope	500	500.00	0%	500	500.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	12,000	12000.00	0%	12,000	12000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	20,000	20000.00	0%	20,000	20000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	28,000	28000.00	0%	28,000	28000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%

2022/2023 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 2003							
LEAD MEMBER: COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Other Fees</b>							
Application for a grant or renewal of personal licence	Outside Scope	37.00	37.00	0%	37.00	37.00	0%
Temporary event notice	Outside Scope	21.00	21.00	0%	21.00	21.00	0%
Theft, loss, etc. of premises licence or summary	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Application for a provisional statement where premises being built, etc.	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Notification of change of name or address	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Application to vary licence to specify individual as premises supervisor	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Application for transfer of premises licence	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Interim authority notice following death etc. of licence holder	Outside Scope	23.00	23.00	0%	23.00	23.00	0%
Theft, loss etc. of certificate or summary	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Notification of change of name or alteration of rules of club	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Change of relevant registered address of club	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Theft, loss etc. of temporary event notice	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Theft, loss etc. of personal licence	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Duty to notify change of name or address	Outside Scope	10.50	10.50	0%	10.50	10.50	0%
Right of freeholder etc. to be notified of licensing matters	Outside Scope	21.00	21.00	0%	21.00	21.00	0%



2022/2023- FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-							
LEAD MEMBER:							
COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
Gambling Premises Licences							
Charges in accordance with Gambling Act 2005 (Fees)							
Traditional Fast Track Application							
Existing Casino	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
New Small Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Large Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
Regional Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
Bingo Club	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Betting Premises (excluding tracks)	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Tracks	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Family Entertainment Centres	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Adult Gaming Centre	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Traditional Non-Fast Track Application							
Existing Casino	Outside Scope	2,000.00	0.00	0%	2,000.00	0.00	0%
New Small Casino	Outside Scope	N/A	0.00	0.00	N/A	0.00	0.00
New Large Casino	Outside Scope	N/A	0.00	0.00	N/A	0.00	0.00
Regional Casino	Outside Scope	N/A	0.00	0.00	N/A	0.00	0.00
Bingo Club	Outside Scope	1,750.00	0.00	0%	1,750.00	0.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	0.00	0%	1,500.00	0.00	0%
Tracks	Outside Scope	1,250.00	0.00	0%	1,250.00	0.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	0.00	0%	1,000.00	0.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	0.00	0%	1,000.00	0.00	0%
New Application							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Annual Fee							
Existing Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Small Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Betting Premises (excluding tracks)	Outside Scope	600.00	600.00	0%	600.00	600.00	0%
Tracks	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Family Entertainment Centres	Outside Scope	750.00	750.00	0%	750.00	750.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%

2022/2023- FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-							
LEAD MEMBER:							
COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Application to Vary</b>							
Existing Casino	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
New Small Casino	Outside Scope	4,000.00	4000.00	0%	4,000.00	4000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	7,500.00	7500.00	0%	7,500.00	7500.00	0%
Bingo Club	Outside Scope	1,750.00	1750.00	0%	1,750.00	1750.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	1500.00	0%	1,500.00	1500.00	0%
Tracks	Outside Scope	1,250.00	1250.00	0%	1,250.00	1250.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
<b>Application to Transfer</b>							
Existing Casino	Outside Scope	1,350.00	1350.00	0%	1,350.00	1350.00	0%
New Small Casino	Outside Scope	1,800.00	1800.00	0%	1,800.00	1800.00	0%
New Large Casino	Outside Scope	2,150.00	2150.00	0%	2,150.00	2150.00	0%
Regional Casino	Outside Scope	6,500.00	6500.00	0%	6,500.00	6500.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
<b>Application for Re-Instatement</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
<b>Licence Application (provisional Statement holders)</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%

2022/2023- FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-							
LEAD MEMBER:							
COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Copy Licence</b>							
Existing Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
New Small Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
New Large Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Regional Casino	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Bingo Club	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Betting Premises (excluding tracks)	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Tracks	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Family Entertainment Centres	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Adult Gaming Centre	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
<b>Notification of Change</b>							
Existing Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
New Small Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
New Large Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Regional Casino	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Bingo Club	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Betting Premises (excluding tracks)	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Tracks	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Family Entertainment Centres	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Adult Gaming Centre	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
<b>PERMITS</b>							
<b>Application Fee</b>							
FEC Gaming Machine	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Prize Gaming	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Alcohol Licences Premises - Notification of	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Alcohol Licences Premises - More than 2	Outside Scope	150.00	150.00	0%	150.00	150.00	0%
Club Gaming Permits	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Fast-track for Gaming Permit or	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Small Society Lottery Registration	Outside Scope	40.00	40.00	0%	40.00	40.00	0%
<b>Annual Fee</b>							
Alcohol Licences Premises - More than 2	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Gaming Permits	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Gaming Machine Permit	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Club Fast-track for Gaming Permit or	Outside Scope	50.00	50.00	0%	50.00	50.00	0%
Small Society Lottery Registration	Outside Scope	20.00	20.00	0%	20.00	20.00	0%

2022/2023- FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with Gambling Act 2005 (Fees Regulation SI 2007 /479) These fees are maximums and the local authority has set its fees on the basis of cost-							
LEAD MEMBER:							
COUNCILLOR							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Renewal Fee</b>							
FEC Gaming Machine	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Prize Gaming	Outside Scope	300.00	300.00	0%	300.00	300.00	0%
Club Gaming Permits	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
Club Fast-track for Gaming Permit or Gaming Machine Permit	Outside Scope	200.00	200.00	0%	200.00	200.00	0%
<b>Transational Application Fee</b>							
FEC Gaming Machine	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Prize Gaming	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Club Gaming Permits	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Club Gaming Machine Permit	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
<b>PERMITS - MISCELLANEOUS FEES</b>							
<b>Change of Name</b>							
FEC Gaming Machine	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Prize Gaming	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
<b>Copy of Permit</b>							
FEC Gaming Machine	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Prize Gaming	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Alcohol Licences Premises - More than 2 machines	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Club Gaming Permits	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
Club Gaming Machine Permit	Outside Scope	15.00	15.00	0%	15.00	15.00	0%
<b>Transfer</b>							
Alcohol Licences Premises - More than 2 machines	Outside Scope	25.00	25.00	0%	25.00	25.00	0%

2022/2023 - FEES AND CHARGES						
<b>COMMUNICATIONS, PARTN</b>						
<b>All DISCRETIONARY CHARGES</b>						
<b>LEAD MEMBER: COUNCILLOR IRETON</b>						
	<b>CHARGE 2021/22 £ (ex. v.a.t )</b>	<b>CHARGE 2021/22 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2021/22</b>	<b>CHARGE 2022/23 £ (ex. v.a.t )</b>	<b>CHARGE 2022/23 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2022/23</b>
<b>Inflatable Start and Finish Banner</b>						
Hire of Inflatable Start and Finish Banner - Day Rate Self Collection and Return - maxium 3 day hire	104.00	124.80	0%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - additional day	104.00	124.80	0%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - Day Rate including delivery and collection up to 20 miles radius	207.00	248.40	0%	207.00	248.40	0%
Delivery Surcharge over 20 mile radius - rate per mile	1.00	1.20	0%	1.00	1.20	0%
<b>Timing System Hire - Single Day events up to 500 participants</b>						
Timing System Hire, set up, delivery and collection up to 20 miles radius	520.00	624.00	0%	520.00	624.00	0%
Timing chip per entrant	0.25	0.30	0%	0.25	0.30	0%
Delivery Surcharge for over 20 mile radius - rate per mile	1.00	1.20	0%	1.00	1.20	0%
<b>Timing System Hire - Single Day Events over 500 participants</b>						
Timing System Hire, set up, delivery and collection up to 20 miles radius and timing chip - fee	1.25	1.50	0%	1.25	1.50	0%
Delivery Surcharge for over 20 mile radius - rate per mile	1.00	1.20	0%	1.00	1.20	0%
<b>Bikeability Courses</b>						
Level 1 Bikeability Course - 3 hrs (per head)	25.00	25.00	0%	25.00	25.00	0%
Level 2 Bikeability Course - 4 hrs (per head)	45.00	45.00	0%	45.00	45.00	0%
Level 3 Bikeability Course - 2 hrs (per head)	40.00	40.00	0%	40.00	40.00	0%
<b>Skipton Triathlon</b>						
Early-bird/special offer race entry fee (individual) BT Member	33.33	40.00	0%	33.33	40.00	0%
Standard entry fee (individual) BT Member	37.50	45.00	0%	37.50	45.00	0%
Early-bird/special offer race entry fee (individual) Non -BT Member	36.67	44.00	0%	36.67	44.00	0%
Standard entry fee (individual) Non -BT Member	40.83	49.00	0%	40.83	49.00	0%
Early-bird/special offer race entry fee (team)	54.17	65.00	0%	54.17	65.00	0%
Standard entry fee (team)	62.50	75.00	0%	62.50	75.00	0%

2022/2023 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Environmental Protection - Local Air Pollution and Prevention Control (LAPPC) CHARGES subject to Charges apply where relevant and are subject to change pending notification from DEFRA</b>							
<b>Application Fee</b>							
Standard process	Outside Scope	1,650.00	1,650.00	0.0%	1,650.00	1,650.00	0.0%
Additional fee for operating without a permit	Outside Scope	1,188.00	1,188.00	0.0%	1,188.00	1,188.00	0.0%
PVRI, SWOBs and Dry Cleaners	Outside Scope	155.00	155.00	0.0%	155.00	155.00	0.0%
PVR I & II combined	Outside Scope	257.00	257.00	0.0%	257.00	257.00	0.0%
Vehicle refinishers (VRs) and other Reduced Fee Activities	Outside Scope	362.00	362.00	0.0%	362.00	362.00	0.0%
Reduced fee activities: Additional fee for operating without a permit	Outside Scope	71.00	71.00	0.0%	71.00	71.00	0.0%
Mobile screening and crushing plant - not using simplified permit	Outside Scope	1,650.00	1,650.00	0.0%	1,650.00	1,650.00	0.0%
for the third to seventh applications	Outside Scope	985.00	985.00	0.0%	985.00	985.00	0.0%
for the eighth and subsequent applications	Outside Scope	498.00	498.00	0.0%	498.00	498.00	0.0%
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amount .							
<b>Annual Subsistence Charge</b>							
Standard process Low	Outside Scope	772.00 (+104.00)	772.00 (+104.00)	0.0%	772.00 (+104.00)	772.00 (+104.00)	0.0%
Standard process Medium	Outside Scope	1161.00(+156.00)	1161.00(+156.00)	0.0%	1161.00(+156.00)	1161.00(+156.00)	0.0%
Standard process High	Outside Scope	1747.00+(207.00)	1747.00+(207.00)	0.0%	1747.00+(207.00)	1747.00+(207.00)	0.0%
PVRI, SWOBs and Dry Cleaners Low/Med/High	Outside Scope	79.00/158.00/237.00	79.00/158.00/237.00	0.0%	79.00/158.00/237.00	79.00/158.00/237.00	0.0%
PVR I & II combined Medium component	Outside Scope	113.00/226.00/341.00	113.00/226.00/341.00	0.0%	113.00/226.00/341.00	113.00/226.00/341.00	0.0%
Vehicle refinishers (VRs) and other Reduced Fees Low/Med/High	Outside Scope	228.00/365.00/548.00	228.00/365.00/548.00	0.0%	228.00/365.00/548.00	228.00/365.00/548.00	0.0%
Mobile screening and crushing plant, for first and second permits Low/Med/High	Outside Scope	626.00/1034.00/1551.00	626.00/1034.00/1551.00	0.0%	626.00/1034.00/1551.00	626.00/1034.00/1551.00	0.0%
for the third to seventh permits Low/Med/High	Outside Scope	385.00/617.00/924.00	385.00/617.00/924.00	0.0%	385.00/617.00/924.00	385.00/617.00/924.00	0.0%
eighth and subsequent permits Low/Med/High	Outside Scope	198.00/316.00/473.00	198.00/316.00/473.00	0.0%	198.00/316.00/473.00	198.00/316.00/473.00	0.0%
Late Payment Fee	Outside Scope	52.00	52.00	0.0%	52.00	52.00	0.0%
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation							
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts.							

2022/2023 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Transfer and Surrender</b>							
Standard process transfer	Outside Scope	169.00	169.00	0.0%	169.00	169.00	0.0%
Standard process partial transfer	Outside Scope	497.00	497.00	0.0%	497.00	497.00	0.0%
New operator at low risk reduced fee activity	Outside Scope	78.00	78.00	0.0%	78.00	78.00	0.0%
Surrender: all Part B activities	Outside Scope	0.00	-	N/a	0.00	-	N/a
Reduced fee activities: transfer	Outside Scope	0.00	-	N/a	0.00	-	N/a
Reduced fee activities: partial transfer	Outside Scope	47.00	47.00	0.0%	47.00	47.00	0.0%
<b>Temporary transfer for mobiles</b>							
First transfer	Outside Scope	53.00	53.00	0.0%	53.00	53.00	0.0%
Repeat following enforcement or warning	Outside Scope	53.00	53.00	0.0%	53.00	53.00	0.0%
<b>Substantial Change</b>							
Standard process	Outside Scope	1,050.00	1,050.00	0.0%	1,050.00	1,050.00	0.0%
Standard process where the substantial change results in a new PPC activity	Outside Scope	1,650.00	1,650.00	0.0%	1,650.00	1,650.00	0.0%
Reduced fee activities	Outside Scope	102.00	102.00	0.0%	102.00	102.00	0.0%
<b>LAPPC mobile plant charges (not using</b>							
<b>1 or 2 Permits</b>							
Application Fee	Outside Scope	1,650.00	1,650.00	0.0%	1,650.00	1,650.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	646.00/1034 .00/1506.00	646.00/1034.0 0/1506.00	0.0%	646.00/1034 .00/1506.00	646.00/1034.0 0/1506.00	#VALUE!
<b>3 to 7 Permits</b>							
Application Fee	Outside Scope	985.00	985.00	0.0%	985.00	985.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	385.00/617. 00/924.00	385.00/617.00/ 924.00	0.0%	385.00/617. 00/924.00	385.00/617.00/ 924.00	#VALUE!
<b>8 and Over Permits</b>							
Application Fee	Outside Scope	498.00	498.00	0.0%	498.00	498.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	198.00/316. 00/473.00	=Y56	0.0%	198.00/316. 00/473.00	=Y56	0.0%

2022/2023 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Environmental Protection - LA- IPPC</b>							
NB – every subsistence charge in the table below includes the additional £103 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.							
Application Fee	Outside Scope	3,363.00	3,363.00	0.0%	3,363.00	3,363.00	0.0%
Additional fee for operating without a permit	Outside Scope	1,188.00	1,188.00	0.0%	1,188.00	1,188.00	0.0%
Annual Subsistence LOW	Outside Scope	1,343.00	1,343.00	0.0%	1,343.00	1,343.00	0.0%
Annual Subsistence MEDIUM	Outside Scope	1,507.00	1,507.00	0.0%	1,507.00	1,507.00	0.0%
Annual Subsistence HIGH	Outside Scope	2,230.00	2,230.00	0.0%	2,230.00	2,230.00	0.0%
Late Payment Fee	Outside Scope	52.00	52.00	0.0%	52.00	52.00	0.0%
Substantial Variation	Outside Scope	3,363.00	3,363.00	0.0%	3,363.00	3,363.00	0.0%
Transfer	Outside Scope	235.00	235.00	0.0%	235.00	235.00	0.0%
Partial Transfer	Outside Scope	698.00	698.00	0.0%	698.00	698.00	0.0%
Surrender	Outside Scope	698.00	698.00	0.0%	698.00	698.00	0.0%
In accordance with the legislation as specified by DEFRA, the Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the Council will be increased by £38.							



2022/2023 - FEES AND CHARGES						
<b>ENVIRONMENTAL HEALTH</b>						
<b>DISCRETIONARY CHARGES</b>						
<b>LEAD MEMBER: COUNCILLOR LIS</b>						
	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Dog Warden Service/Stray Dogs</b>						
Sale of Dog Waste Bags to Retail Outlets - Per Box of 3000	26.67	32.00	28.0%	30.83	37.00	15.6%
Costs of kennelling	Cost to Council recharged	Cost to Council recharged	n/a	Cost to Council recharged	Cost to Council recharged	n/a
Penalty Charge/Stray Dog - Admin Fee	25.00	25.00	0.0%	25.00	25.00	0.0%
<b>Environmental Protection</b>						
Environmental Search	0.00	0.00	0.0%	0.00	0.00	#DIV/0!
<b>Littering Fines/Penalties</b>						
Litter Fixed Penalty	150.00	150.00	0.0%	150.00	150.00	0.0%
Dog Fouling Fixed Penalty	50.00	50.00	0.0%	50.00	50.00	0.0%
<b>Cleaner Neighbourhoods</b>						
Abandoned Vehicles Collection	200.00	200.00	0.0%	200.00	200.00	0.0%
Smoking in a smoke free place	50.00	50.00	0.0%	50.00	50.00	0.0%
Failure to display required no smoking signs	200.00	200.00	0.0%	200.00	200.00	0.0%
Fly tipping	400.00	400.00	0.0%	400.00	400.00	0.0%
Failure to produce a waste transfer note	300.00	300.00	0.0%	300.00	300.00	0.0%
Domestic waste receptacle offences	80.00	80.00	0.0%	80.00	80.00	0.0%
Industrial and commercial waste receptacle offences	110.00	110.00	0.0%	110.00	110.00	0.0%
Graffiti	80.00	80.00	0.0%	80.00	80.00	0.0%
Fly Posting - Unauthorised distribution of free literature on designated land	80.00	80.00	0.0%	80.00	80.00	0.0%
Community Protection Notice	100.00	100.00	0.0%	100.00	100.00	0.0%
Household duty of care	250.00	250.00	N/A	250.00	250.00	N/A
Penalty Charge Notice - littering from vehicle (outside of London)	150.00	150.00	N/A	150.00	150.00	N/A

2022/2023 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Animal Establishment Licensing</b>						
Inspection of Performing Animal Site	175.00	175.00	52.2%	175.00	175.00	0.0%
Performing Animals Registration	60.00	60.00	0.0%	60.00	60.00	0.0%
Performing Animals Revisit Fee	90.00	90.00	N/A	90.00	90.00	N/A
Application for animal boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Boarding Est* - Annual Licence	175.00	175.00	0.0%	175.00	175.00	0.0%
Animal Boarding Revisit Fee	90.00	90.00	N/A	90.00	90.00	N/A
Application for home boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Home Boarding - Annual Licence	115.00	115.00	0.0%	115.00	115.00	0.0%
Animal Home Boarding Revisit Fee	60.00	60.00	N/A	60.00	60.00	N/A
Application for dog day boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Dog Day Boarding Establishment - Annual Licence	115.00	115.00	0.0%	115.00	115.00	0.0%
Dog day boarding revisit fee	60.00	60.00	N/A	60.00	60.00	N/A
Application for Cat day boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Cat Day Boarding Establishment - Annual Licence	115.00	115.00	0.0%	115.00	115.00	0.0%
50% reduction of Cat Boarding for Combined Application of Cat and Dog Boarding.	90.00	90.00	0.0%	90.00	90.00	0.0%
50% reduction of Cat Boarding for Combined inspection of Cat and Dog Boarding.	262.50	262.50	0.0%	262.50	262.50	0.0%
Application for Dog breeding licence	80.00	80.00	0.0%	80.00	80.00	0.0%
Dog Breeding* - Annual Licence	320.00	320.00	0.0%	320.00	320.00	0.0%
Dog Breeding revisit fee	115.00	115.00	N/A	115.00	115.00	N/A
Application for Pet shop licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Pet Shops* - Annual Licence	115.00	115.00	0.0%	115.00	115.00	0.0%
Pet Shops* - Revisit Fee	60.00	60.00	N/A	60.00	60.00	0.0%
Dangerous Wild Animals* - Annual Licence	230.00	230.00	0.0%	230.00	230.00	0.0%
Zoo Licence* - Initial - 4 year Licence	600.00	600.00	0.0%	600.00	600.00	0.0%
Zoo Licence* Renewal - 6 year Licence	850.00	850.00	6.3%	850.00	850.00	0.0%
Application for Horse Riding Est. Licence	80.00	80.00	0.0%	80.00	80.00	0.0%
Riding Establishment - 1-10 horses* (Annual)	230.00	230.00	0.0%	230.00	230.00	0.0%
Riding Establishment - 11 - 20 horses* (Annual)	300.00	300.00	0.0%	300.00	300.00	0.0%
Riding Establishment - 21 and over horses* (Annual)	335.00	335.00	0.0%	335.00	335.00	0.0%
Horse Riding Establishment revisit fee	115.00	115.00	N/A	115.00	115.00	N/A
* Vets Fees are payable where applicable in addition to the licensing fee						
Vet Fees	Cost to Council recharged	Cost to Council recharged	n/a	Cost to Council recharged	Cost to Council recharged	n/a

<b>2022/2023 - FEES AND CHARGES</b>						
<b>ENVIRONMENTAL HEALTH</b>						
<b>DISCRETIONARY CHARGES</b>						
<b>LEAD MEMBER: COUNCILLOR LIS</b>						
	<b>CHARGE 2021/22 £ (ex. v.a.t)</b>	<b>CHARGE 2021/22 £ (inc. v.a.t where applicable)</b>	<b>% increase 21/22</b>	<b>CHARGE 2022/23 £ (ex. v.a.t)</b>	<b>CHARGE 2022/23 £ (inc. v.a.t where applicable)</b>	<b>% increase 22/23</b>
<b>Food Safety</b>						
Food Export Certificates	84.00	84.00	5.0%	84.00	84.00	0.0%
Issue of Certificate of Inventory of Condemmed Food	110.25	110.25	5.0%	110.25	110.25	0.0%
Voluntary surrender	110.25	110.25	5.0%	110.25	110.25	0.0%
Food Hygiene Rating Scheme - Revisit Fee	189.00	226.80	5.0%	189.00	226.80	0.0%
Charge for copy of whole food register	157.50	157.50	5.0%	157.50	157.50	0.0%
Food reg per A4 sheet	10.50	10.50	5.0%	10.50	10.50	0.0%
Advisory FH Visits/Pre-food hygiene rating visits (per hour)	63.00	75.60	5.0%	63.00	75.60	0.0%
<b>Health Licensing</b>						
Cosmetic piercing, Acupuncture, Electrolysis Tattooing, Semi - Permanent Colouring ( <b>premises</b> )	150.00	150.00	0.0%	150.00	150.00	0.0%
Cosmetic Piercing, Acupuncturist, Electrolysis, Tattooist, Semi- Permanent Colouring ( <b>personal</b> )	100.00	1.00	0.0%	100.00	1.00	0.0%
Variation Fee	50.00	50.00	0.0%	50.00	50.00	0.0%
<b>Other</b>						
Health & Safety investigation factual statement (rate per hour)	60.00	60.00	0.0%	60.00	60.00	0.0%
Houses in Multiple Occupation Licences - Notices and Orders made under Housing Act 2004 (as amended)	520.00	520.00	0.0%	520.00	520.00	0.0%
Service of statutory notices	350.00	350.00	0.0%	350.00	350.00	0.0%
Alterations to HMO licences	50.00	50.00	0.0%	50.00	50.00	0.0%
Copy of HMO register - full/individual	25.00	25.00	0.0%	25.00	25.00	0.0%
<b>Scrap Metal Licences</b>						
Scrap Metal Site Licences (3 years)	420.00	420.00	0.0%	420.00	420.00	0.0%
Scrap Metal Collectors Licence (3 years)	200.00	200.00	0.0%	200.00	200.00	0.0%
Varaition fee	75.00	75.00	0.0%	75.00	75.00	0.0%

2022/2023 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Park Homes/ Caravan sites</b>						
New Application: 1-5 pitches	171.54	171.54	0.0%	171.54	171.54	0.0%
New Application: 6-24 pitches	457.44	457.44	0.0%	457.44	457.44	0.0%
New Application: 25-99 pitches	514.62	514.62	0.0%	514.62	514.62	0.0%
New Application: 100-199 pitches	628.98	628.98	0.0%	628.98	628.98	0.0%
New Application: 200+ pitches	654.57	654.57	0.0%	654.57	654.57	0.0%
New Application: Caravan site fit and proper person	New in 22/23	New in 22/23	0.0%	232.27	232.27	n/a
Annual Fee: 1-5 pitches	0.00	0.00	0.0%	0.00	0.00	n/a
Annual Fee: 6-24 pitches	285.90	285.90	0.0%	285.90	285.90	0.0%
Annual Fee: 25-99 pitches	343.08	343.08	0.0%	343.08	343.08	0.0%
Annual Fee: 100-199 pitches	457.44	457.44	0.0%	457.44	457.44	0.0%
Annual Fee: 200+ pitches	486.03	486.03	0.0%	486.03	486.03	0.0%
Annual Fee: Depositing Site Rules	50.00	50.00	0.0%	50.00	50.00	0.0%
Annual Fee: Variation/Transfer	250.00	250.00	0.0%	250.00	250.00	0.0%
<b>Private Water Sampling</b>						
Risk Assessment - Commercial Premises	120.00	120.00	0.0%	120.00	120.00	0.0%
Risk Assessment - Domestic Premises	120.00	120.00	9.1%	120.00	120.00	0.0%
Sampling Visit	100.00	100.00	33.3%	100.00	100.00	0.0%
Investigation	100.00	100.00	0.0%	100.00	100.00	0.0%
Granting an authorisation	100.00	100.00	0.0%	100.00	100.00	0.0%
Bathing Water/Health & Safety Sampling	100.00	100.00	0.0%	100.00	100.00	0.0%

2022/2023 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% increase 22/23
<b>Analysis of Samples</b>						
Taken under regulation 10 for small supplies and single dwellings (plus £75 Sampling visit)	100% of actual laboratory costs up to £28.00 maximum	100% of actual laboratory costs up to £28.00 maximum	n/a	100% of actual laboratory costs up to £28.00 maximum	100% of actual laboratory costs up to £28.00 maximum	n/a
Taken during check monitoring	60.00	60.00	0.0%	60.00	60.00	0.0%
Taken during audit monitoring	500.00	500.00	-16.7%	500.00	500.00	0.0%
Bathing Water/Health & Safety analysis	35.00	35.00	0.0%	35.00	35.00	0.0%

2022/2023 - FEES AND CHARGES							
PREMISES LICENSING							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t where applicable)	% Increase 2022/23
<b>Sexual Establishment</b>							
Grant/ Annual Fee	Outside Scope	2,000.00	2000.00	0.0%	2,000.00	2000.00	0.0%
Variation to license	Outside Scope	1,000.00	1000.00	0.0%	1,000.00	1000.00	0.0%
Transfer of license	Outside Scope	260.00	260.00	0.0%	260.00	260.00	0.0%
Name Change	Outside Scope	260.00	260.00	0.0%	260.00	260.00	0.0%
Sex Shop	Outside Scope	153.00	153.00	0.0%	153.00	153.00	0.0%

2022/2023- FEES AND CHARGES								
STRATEGIC HOUSING								
DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR FOSTER								
LHA rate charged may increase /or decrease if allowable Local Housing Association Rent Rate is amended - these are set by the Valuation Office								
	V.A.T Status	Tax code	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22	CHARGE 2022/23 £ (ex. v.a.t)	CHARGE 2022/23 £ (inc. v.a.t if applicable)	% Increase 22/23
<b>Disabled Facilities Grants</b>								
admin charge added to housing scale of fees	Standard	S1	15.00%	15.00%	0%	15.00%	15.00%	0%
<b>Aireview House Rents</b>								
<b>Unit 1, Unit 1, Unit 2 ,Unit 3,Unit 4,Unit 5,Unit 6,Unit 7</b>								
Concierge	Exempt & Outside Scope	0	37.73	37.73	0%	37.73	37.73	0%
Service Charges	Exempt & Outside Scope	0	44.68	44.68	0%	44.68	44.68	0%
LHA Rate recharged to HB (Used 15/16 rates pending notification on 16/17 rates)	Exempt & Outside Scope	0	N/a	N/a	N/a	N/a	N/a	N/a
Base Rent (introduced 19/20)	Exempt & Outside Scope	0	81.88	81.88	N/a	81.88	81.88	N/a
Total Charge to Housing Benefits	Exempt & Outside Scope	0	164.29	164.29	0%	164.29	164.29	0%
Client Service Charge	Exempt & Outside Scope	0	24.50	24.50	0%	24.50	24.50	0%
<b>Total Charge</b>	<b>Exempt &amp; Outside Scope</b>	<b>0</b>	<b>188.79</b>	<b>188.79</b>	<b>0%</b>	<b>188.79</b>	<b>188.79</b>	<b>0%</b>
<b>Unit 9 (2 bed unit) - per week (Formerly unit 5)</b>								
Concierge	Exempt & Outside Scope	0	37.73	37.73	0%	37.73	37.73	0%
Service Charges	Exempt & Outside Scope	0	47.24	47.24	0%	47.24	47.24	0%
LHA Rate recharged to HB (Used 15/16 rates pending notification on 16/17 rates)	Exempt & Outside Scope	0	N/a	N/a	N/a	N/a	N/a	N/a
Base Rent (introduced 19/20)	Exempt & Outside Scope	0	95.00	95.00	n/a	95.00	95.00	n/a
Total Charge to Housing Benefits	Exempt & Outside Scope	0	179.97	179.97	0%	179.97	179.97	0%
Client Service Charge	Exempt & Outside Scope	0	24.50	24.50	0%	24.50	24.50	0%
<b>Total Charge</b>	<b>Exempt &amp; Outside Scope</b>	<b>0</b>	<b>204.47</b>	<b>204.47</b>	<b>0%</b>	<b>204.47</b>	<b>204.47</b>	<b>0%</b>

2022/2023 - FEES									
LOCAL LAND CHARGES									
All DISCRETIONARY CHARGES									
LEAD MEMBER: COUNCILLOR FOSTER									
	V.A.T Status	CHARGE 2021/22 £ (inc. v.a.t if applicable)			% Increase 21/22	CHARGE 2022/23 £ (inc. v.a.t if applicable)			% Increase 22/23
		Postal	Electronic (In House)	Electronic (via a third party)		Postal	Electronic (In House)	Electronic (via a third party)	
Form LLC1 Only ( <b>Residential</b> )	Outside Scope	29.58	29.58	23.97	2%	30.17	30.17	24.45	2%
Form LLC1 Only ( <b>Non Residential</b> )	Outside Scope	44.37	44.37	36.38	2%	45.26	45.26	37.11	2%
Form CON29R ( <b>Residential</b> ) individual questions can be asked, for the prices see below	Standard	110.01	110.01	N/A	2%	112.21	112.21	N/A	2%
Form CON29R ( <b>Non-Residential</b> ) individual questions can be asked, for the prices see below	Standard	175.59	175.59	N/A	2%	179.10	179.10	N/A	2%
Form CON29R Only ( <b>Residential</b> )	Standard	139.59	139.59	114.46	2%	142.38	142.38	116.75	2%
Form CON29R Only ( <b>Non-Residential</b> )	Standard	219.96	219.96	180.37	2%	224.36	224.36	183.97	2%
Con 290 (optional enquiries) Questions 1 - 22 (each)	Standard	21.42	21.42	21.42	2%	21.85	21.85	21.85	2%
Additional Enquiries(Each)	Outside Scope	21.42	21.42	21.42	2%	21.85	21.85	21.85	2%
Each extra parcel of land (CON29)	Standard	15.30	15.30	15.30	2%	15.61	15.61	15.61	2%
Extra parcel of land (LLC1) (each)	Outside Scope	15.30	15.30	15.30	2%	15.61	15.61	15.61	2%
Search in any part of the register	Outside Scope	5.61	5.61	5.61	2%	5.72	5.72	5.72	2%
'REFRESH' service. This will apply to a resubmission of a previous full Local Authority search (i.e. LLC1 and Con29R) providing any subsequent search meets the relevant criteria	Outside Scope - LLC1 & Standard - Con29R	96.90	96.90	96.90	2%	98.84	98.84	98.84	2%
Con290 enquiries on refresh searches are charged at the full price	Standard	21.42	21.42	N/a	2%	21.85	21.85	N/a	2%
Non-standard planning history search 1974 to date ( <b>Residential</b> ).	Outside Scope	17.85	17.85	N/a	2%	18.21	18.21	N/a	2%
Non-standard planning history search 1974 to date ( <b>Non-Residential</b> ).	Outside Scope	35.70	35.70	N/a	2%	36.41	36.41	N/a	2%



**2022/2023 - FEES AND CHARGES**
**WASTE MANAGEMENT SERVICES**
**DISCRETIONARY CHARGES**

LEAD MEMBER: COUNCILLOR LIS

		V.A.T Status	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc v.a.t where	% increase 21/22	CHARGE 2022/23 £ (ex. v.a.t )	CHARGE 2022/23 £ (inc v.a.t where	% increase 22/23
<b>Bulky Waste</b>								
Bulky Waste Collection: up to and including 3 items	Delegated Authority	Exempt	34.00	34.00	6%	34.00	34.00	0%
Bulky Waste Collection: additional items (charge per item, up to 2 additional items)	Delegated Authority	Exempt	10.50	10.50	5%	10.50	10.50	0%
<b>Domestic Litter Bins</b>								
Green 140L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	52.00	52.00	0%	52.00	52.00	0%
Green 240L Wheeled Bin Initial Issue / Replacement	Delegated Authority	Outside Scope	42.00	42.00	0%	42.00	42.00	0%
Green 360L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	50.00	50.00	4%	50.00	50.00	0%
Blue/Brown (recycling) 240L Wheeled Bin Replacement / Additional	Delegated Authority	Outside Scope	42.00	42.00	5%	42.00	42.00	0%
Refurbished Green 140L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	32.00	32.00	N/A	32.00	32.00	N/A
Refurbished Green 240L Wheeled Bin Initial Issue / Replacement	Delegated Authority	Outside Scope	27.00	27.00	0%	27.00	27.00	0%
Refurbished Green 360L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	36.00	36.00	N/A	57.00	57.00	N/A
Communal Domestic Containers 660L / 1100L	Delegated Authority	Outside Scope	280.00	280.00	N/A	280.00	280.00	N/A
Refurbished Communal Domestic Containers 660L / 1100L	Delegated Authority	Outside Scope	238.00	238.00	N/A	238.00	238.00	N/A
Litter Picking Equipment	Delegated Authority	Standard Rated	23.00	27.60	0%	23.00	27.60	0%
<b>Refuse Collection Private Work - Charges per hour</b>								
Vehicle & Driver	Delegated Authority	Standard Rated	115.00	138.00	0%	115.00	138.00	0%
Vehicle & Driver + 1 operative	Delegated Authority	Standard Rated	190.00	228.00	0%	190.00	228.00	0%
Vehicle & Driver + 2 operatives	Delegated Authority	Standard Rated	260.00	312.00	0%	260.00	312.00	0%
Disposal Charges per disposal	Delegated Authority	Standard Rated	Determined by NYCC	Determined by NYCC	N/A	Determined by NYCC	Determined by NYCC	N/A
<b>On Street Litter Bins</b>								
Supply and Installation of Litter Bin	Delegated Authority	Outside Scope	At Cost + £30 fitting fee	At Cost + £30 fitting fee	N/A	At Cost + £30 fitting fee	At Cost + £30 fitting fee	N/A
<b>MOT Testing</b>								
MOT Private Test	Delegated Authority	Outside Scope	45.00	45.00	2%	45.00	45.00	0%

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If you would like this information in a way which is better for you, please telephone 01756 706494.



INVESTOR IN PEOPLE



## A Guide to the Fees for Planning Applications in England

These fees apply from 17 January 2018 onwards.

This document is based upon ['The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012' \(as amended\)](#)

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

<b>Outline Applications</b>		
£462 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£462 per 0.1 hectare
£11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare

<b>Householder Applications</b>		
Alterations/extensions to a <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£206

<b>Full Applications</b> (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to <b>two or more dwellinghouses</b> , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407
<b>New dwellinghouses</b> (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse
<b>New dwellinghouses</b> (for <i>more</i> than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000	New dwellinghouses (more than 50)	£22,859 + £138 per additional dwellinghouse

Continued on next page...

<b>Full Applications</b> (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
<b>Erection of buildings</b> (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£462
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£462
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000

Continued on next page...

<b>Full Applications</b> (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
Gross floor space to be created by the development	More than 465 sq m	£2,580
<b>Erection/alterations/replacement of plant and machinery</b>		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000

<b>Applications other than Building Works</b>		
<b>Car parks, service roads or other accesses</b>	For existing uses	£234
<b>Waste</b> (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
<b>Operations connected with exploratory drilling for oil or natural gas</b>		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000

Continued on next page...

<b>Applications other than Building Works</b> continued...		
<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
<b>Other operations (winning and working of minerals) excluding oil and natural gas</b>		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
<b>Other operations (not coming within any of the above categories)</b>		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028

<b>Lawful Development Certificate</b>	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

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<b>Prior Approval</b>	
Agricultural and Forestry buildings & operations or demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96

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<b>Prior Approval</b> continued...	
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£96
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96

<b>Reserved Matters</b>	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due

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<b>Approval/Variation/discharge of condition</b>	
Application for removal or variation of a condition following grant of planning permission	£234
Request for confirmation that one or more planning conditions have been complied with	£34 per request for Householder otherwise £116 per request

<b>Change of Use of a building to use as one or more separate dwellinghouses, or other cases</b>		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
<b>Other Changes of Use of a building or land</b>		£462

<b>Advertising</b>	
Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>	
Applications in respect of householder developments	£34
Applications in respect of other developments	£234

<b>Application for Permission in Principle (valid from 1 June 2018)</b>	
Site area	£402 for each 0.1 hectare (or part thereof)

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<p><b>Concessions</b></p> <p><b>Please note:</b> Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.</p>
<p><b>Exemptions from payment</b></p> <p>An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:</p> <ul style="list-style-type: none"> <li>• Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or</li> <li>• Facilities designed to secure that person's greater safety, health or comfort.</li> </ul>
<p>An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.</p>
<p>Listed Building Consent</p>
<p>Planning permission for relevant demolition in a Conservation Area</p>
<p>Works to Trees covered by a Tree Preservation Order or in a Conservation Area</p> <p>Hedgerow Removal</p>
<p>If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:</p> <ul style="list-style-type: none"> <li>• For a withdrawn application: Within 12 months of the date the application was received</li> <li>• For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed</li> <li>• For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired</li> </ul>
<p>If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation</p>
<p>If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person</p>
<p>If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question</p>
<p>If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)</p>

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**Concessions** continued...

**Please note:** Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

**Exemptions from payment** continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

Prior Approval for a Proposed Larger Home Extension

**Reductions to payments**

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.

If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.

The fee should go to the authority that contains the larger part of the application site.

**ENDS**

## Policy Committee – 30th November 2021

### Treasury Management Mid-year Review Report 2021/22



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

#### 1. **Purpose of Report**

- 1.1 To update Members on the treasury activity undertaken in the first six months of the year, and report on the compliance with the Council's approved Treasury Management Policy / Strategy.

#### 2. **Recommendations**

- 2.1 That Members note the Treasury Management Mid-Year Review for 2021/22, as detailed at Appendix A, B and C of this report.

#### 3. **Background Information**

- 3.1 Treasury Management is defined as:

"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

Treasury management is a key function that is comprised of two core components – the management of the council's cash and investments, and the management of its borrowing activity.

Excluding short-term cash-flow requirements, the council's borrowing activity primarily supports its capital programme. The way the council manages these activities is governed by guidelines issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), the two most important being the Prudential and Treasury Management Codes.

The Codes require the approval of an annual treasury management strategy, and the monitoring and reporting of the council's activity and performance during the year. This report provides a review of the position at the mid-year point. Prudential

indicators are used where appropriate to help to measure performance.

In compliance with the Code, the council also produces a Capital Strategy that supplements the governance of treasury management and this is reviewed annually. The next update will be presented in February 2022.

- 3.2 The Council operates a balanced budget which broadly means cash raised or provided during the year will meet its cash expenditure. Part of the treasury management operations is to ensure this cash flow is adequately planned, with surplus money being invested in low-risk counterparties, providing adequate security and liquidity initially before considering optimizing investment return. These are the fundamental principles underpinning investment decisions.
- 3.3 The second main function of the treasury management service is the funding of the Council's capital plan. The capital plan provides a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure the Council can meet its capital spending commitments. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and where appropriate, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 3.4 The mid-year position is detailed as Appendix A and covers the following:
- Introduction and statutory requirements
  - Economic Commentary
  - Interest Rate and PWLB Rate Forecasts
  - Capital Plan Financing – including the Capital Financing Requirement and debt
  - Annual Investment Strategy
  - Borrowing Position
  - Debt Rescheduling
- 3.5 From the detailed information presented, the following points are concluded in summary:
- The council has adhered to the strategy approved in February 2021
  - Authorised borrowing limits and boundaries set have been adhered to
  - The council has not undertaken any new long-term borrowing so far this year
  - Delivery of all projects within the Capital Programme this year indicate a potential to need to borrow but this will be kept under review
  - There is currently significant economic uncertainty
  - Interest rates and borrowing rates are forecast to remain low in the medium term which has impacted the estimated return on investments in the current year

#### **4. Implications**

##### Financial and Value for Money Implications

- 4.1 The financial implications of the council's treasury management and capital activities are set out in detail within this report.

##### Legal implications

- 4.2 The council is required to report its treasury management position during the year in compliance with the CIPFA code.

#### Contribution to Council Priorities

- 4.3 The Treasury Management function does not contribute directly to the Council's Corporate Priorities albeit the delivery of the Treasury Management Strategy supports the Council's budget strategy which in turn is a fundamental element of the Council's service and financial planning approach to achievement of the Council Plan.

#### Risk Management

- 4.4 Effective treasury management and treasury management strategy are essential tools to help manage the risks inherent when dealing with significant cash sums to ensure that the council maintains sufficient working capital, securely manages its investment portfolio and ensures its capital plan is financed in a prudent and sustainable way. Regular review provides assurance that treasury management activities are being managed in line with the Treasury Management Strategy.

#### Equality Impact Assessment

- 4.5 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the report does not have the potential to cause negative impact or discriminate against different groups in the community.

#### Consultations with Others

5. None

#### Access to Information : Background Documents

6. Working papers held in Financial Services.

#### Author of the Report

7. Elliot O'Shea – Finance Officer  
Telephone: 01756 706422  
E-mail: Eoshea@cravendc.gov.uk

#### Appendices

8. Appendix A – Mid Year Treasury Management Report  
Appendix B – Treasury Indicators at 30 September  
Appendix C – Investments at 30 September

## **1. Mid-Year Treasury Management Update Report**

### **Introduction and statutory requirements**

- 1.1 This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

- Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
- Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
- Receipt by the full council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year.
- Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
- Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council that body is the Policy Committee.

- 1.2 This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2021/22 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2021/22;
- A review of the Council's borrowing strategy for 2021/22;
- A review of any debt rescheduling undertaken during 2021/22;
- A review of compliance with Treasury and Prudential Limits for 2021/22.

## **2. The Economy**

- 2.1 Due to the impact of Covid the bank rate is still 0.10% at the time of writing and the BoE programme of quantitative purchases, which are due to finish by the end of this year, will amount to £895bn in total.

- 2.2 Inflation has recently become a major concern for the BoE. Covid has caused worldwide disruption to shipping which has massively increased the price of transporting goods worldwide, this combined with increasing energy costs and labour shortages is pushing up inflationary pressures. The BoE has publicly affirmed its commitment to keep within its 2% inflationary target.

- 2.3 The BoE has kept the bank rate the same for now and is awaiting to see how the end of furlough in September will impact upon employment and wage increases. Whether it raises bank rate will also hinge on the shipping crises that is currently gripping the world, the crises has pushed up transport cost for goods hugely and will contribute to inflation over the next few months.
- 2.4 Covid 19 vaccines boosted confidence that the UK could return to normal during the summer after a third wave threatened to overwhelm hospitals during the spring. The household saving rate has been exceptionally high since the first lockdown in March 2020 which means there is pent up demand and purchasing power stored up for services in hard hit sectors like restaurants, travel and hotels. There is also the issue of whether mutations of the virus could render vaccines ineffective and how quickly they could be modified if so.

### 3. **Interest Rate Forecast**

- 3.1 The Council's treasury advisor, Link Asset Services, has provided the following forecast (PWLB rates are certainty rates, gilt yields plus 180bps):

Link Group Interest Rate View		29.9.21								
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
<b>BANK RATE</b>	0.10	0.10	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75
3 month ave earnings	0.10	0.10	0.20	0.20	0.30	0.40	0.50	0.50	0.60	0.70
6 month ave earnings	0.20	0.20	0.30	0.30	0.40	0.50	0.60	0.60	0.70	0.80
12 month ave earnings	0.30	0.40	0.50	0.50	0.50	0.60	0.70	0.80	0.90	1.00
5 yr PWLB	1.40	1.40	1.50	1.50	1.60	1.60	1.60	1.70	1.70	1.70
10 yr PWLB	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10
25 yr PWLB	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.60
50 yr PWLB	2.00	2.00	2.10	2.20	2.20	2.20	2.20	2.30	2.30	2.40

- 3.2 The coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings. As shown in the forecast table above, one increase in Bank Rate from 0.10% to 0.25% has now been included in quarter 2 of 2022/23, a second increase to 0.50% in quarter 2 of 23/24 and a third one to 0.75% in quarter 4 of 23/24.
- 3.3 Significant risks to the forecasts include:
- COVID vaccines do not work to combat new mutations and/or new vaccines take longer than anticipated to be developed for successful implementation.
  - The pandemic causes major long-term scarring of the economy.
  - The Government implements an austerity programme that suppresses GDP growth.
  - The MPC tightens monetary policy too early – by raising Bank Rate or unwinding QE.
  - The MPC tightens monetary policy too late to ward off building inflationary pressures.
  - Major stock markets e.g. in the US, become increasingly judged as being over-



valued and susceptible to major price corrections. Central banks become increasingly exposed to the “moral hazard” risks of having to buy shares and corporate bonds to reduce the impact of major financial market sell-offs on the general economy.

- Geo-political risks are widespread e.g. German general election in September 2021 produces an unstable coalition or minority government and a void in high-profile leadership in the EU when Angela Merkel steps down as Chancellor of Germany; on-going global power influence struggles between Russia/China/US.

3.4 The balance of risks to the UK economy:

- The overall balance of risks to economic growth in the UK is now to the downside, including residual risks from Covid and its variants - both domestically and their potential effects worldwide.

#### **4. Treasury Management Strategy Statement and Annual Investment Strategy Update**

4.1 The Treasury Management Strategy Statement, (TMSS), for 2021/22 was approved by this Council on 02/02/2021. There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved

#### **5. The Council’s Capital Position**

5.1 This part of the report is structured to update:

- The Council’s capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

5.2 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget:

<b>Capital Expenditure by Service</b>	<b>2021/22 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2021/22 Revised Estimate £'000</b>
Assets & Commercial Services	1,313	4,667	5,012
Communication & Engagement	0	0	0
Economic Development	0	5,413	5,490
Environmental Health & Housing	877	1,449	1,449
Financial Services	0	22	0
Information Services	40	59	59
<b>Total capital expenditure</b>	<b>2,230</b>	<b>11,610</b>	<b>12,011</b>

Compliance with the limits in place for borrowing activity.

- 5.3 Changes to the Financing of the Capital Programme table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget:

<b>Capital Expenditure</b>	<b>2021/22 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2021/22 Revised Estimate £'000</b>
<b>Total capital expenditure</b>	5,466	11,610	12,011
<b>Financed by:</b>			
Capital receipts	3,115	302	302
Capital grants	1,379	2,212	2,634
Other Capital Contributions	0	0	0
Revenue Reserves	972	1,132	1,111
<b>Total financing</b>	<b>5,466</b>	<b>3,646</b>	<b>4,047</b>
<b>Borrowing requirement</b>	<b>0</b>	<b>7,964</b>	<b>7,964</b>

- 5.4 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary.

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

	<b>2021/22 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2021/22 Revised Estimate £'000</b>
<b>Prudential Indicator – Capital Financing Requirement</b>			
CFR – non housing	11,470	11,620	11,620
<b>Total CFR</b>	11,470	11,620	11,620
<b>Net movement in CFR</b>	<b>0</b>	<b>150</b>	<b>150</b>
<b>Prudential Indicator – the Operational Boundary for external debt</b>			
Borrowing	14,000	14,000	14,000
Other long term liabilities	0	0	0
<b>Total debt (year-end position)</b>	<b>12,782</b>	<b>13,452</b>	<b>13,452</b>

#### 5.5 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

The following table shows the gross borrowing compared to the CFR:

	<b>2021/22 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2021/22 Revised Estimate £'000</b>
Borrowing	5,488	5,488	5,488
Other long term liabilities	0	0	0
<b>Total debt</b>	5,488	5,488	5,488
<b>CFR (year-end position)</b>	<b>11,470</b>	<b>16,602</b>	<b>16,602</b>

The Chief Finance Officer reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

- 5.6 A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom

for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

The following table shows the Authorised Limit:

<b>Authorised limit for external debt</b>	<b>2021/22 Original Indicator £'000</b>	<b>Current Position £'000</b>	<b>2021/22 Revised Indicator £'000</b>
Borrowing	12.75	12.75	12.75
Other long term liabilities	0	0	0
<b>Total</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>

## **6. Borrowing**

- 6.1 The Council's opening capital financing requirement (CFR) for 2021/22 was £8,832m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

The following table shows the Council's current borrowing:

<b>Lender</b>	<b>Date of Borrowing</b>	<b>Date of Maturity</b>	<b>Value £</b>	<b>Interest Rate</b>	<b>Interest Paid £</b>
PWLB	01/12/2005	01/02/2031	700,000	4.25%	29,750
PWLB	17/09/2007	01/08/2057	2,000,000	4.55%	91,000
PWLB	17/09/2007	01/08/2057	2,288,110	4.55%	104,109
PWLB	04/11/2013	04/05/2023	500,000	3.28%	16,400

Further borrowing may have to undertaken this year and would depend on a number of factors such as interest rates, progress of the capital programme and cash flows.

- 6.2 PWLB maturity certainty rates year to date to 30th September 2021  
Gilt yields and PWLB rates were on a falling trend between May and August. However, they rose sharply towards the end of September. The 50 year PWLB target certainty rate for new long-term borrowing started 2021/22 at 1.90%, rose to 2.00% in May, fell to 1.70% in August and returned to 2.00% at the end of September after the MPC meeting of 23rd September.

## **7. Debt Rescheduling**

- 7.1 Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates, and following the increase in the margin added to gilt yields which has impacted PWLB new borrowing rates since

October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year.

8. Annual investment strategy

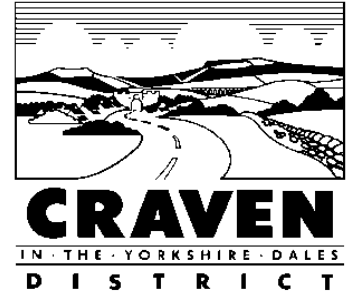
- 8.1 As shown by the interest rate forecasts in section 3.1, it is now impossible to earn the level of interest rates commonly seen in previous decades as all short-term money market investment rates have only risen weakly since Bank Rate was cut to 0.10% in March 2020 until the MPC meeting on 24th September 2021 when 6 and 12 month rates rose in anticipation of Bank Rate going up in 2022. Given this environment and the fact that Bank Rate may only rise marginally, or not at all, before mid-2023, investment returns are expected to remain low.
- 8.2 The Council held £21.05m of investments as at 30 September 2021 (£12.10m at 31 March 2021) and the investment portfolio yield for the first six months of the year is 0.64% against the 7 day LIBID benchmark of 0.07%.
- 8.3 The Council's budgeted investment return for 2021/22 is £115k, and performance for the year to date is forecast to give an outturn of £106k which is £9k under budget.
- 8.4 Investment Counterparty Criteria  
The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function for 2021/22.

The Council's Treasury officers will continue to monitor credit reports and review the counterparty selection and lending limits criteria.

<b>Treasury Indicators</b>	<b>2021/22 Budget</b>	<b>2021/22 Mid-Year Actual</b>
Authorised Limit for External Debt	£15.00m	£15.00m
Operational Boundary for External Debt	£14.00m	£14.00m
Capital Financing Requirement	£11.47m	£11.62m
Gross External Debt	£5.48m	£5.48m
Investments	£16.65m	£21.40m
Net Investments	£11.17m	£15.92m
<b>Maturity Structure of Fixed Rate Borrowing</b>		
Under 12 Months	0.00%	0.00%
12 Months to 2 Years	9.11%	9.11%
2 Years to 5 Years	0.00%	0.00%
5 Years to 10 Years	12.75%	12.75%
10 Years to 25 Years	0.00%	0.00%
Over 25 Years	78.13%	78.13%
Upper limit of fixed interest rates based on net debt	100%	100%
Upper limit of variable interest rates based on net debt	30%	30%
Upper limit for principal sums invested over 365 days	£6.00m	£6.00m

## Appendix C

Counterparty	Date of Investment	Date of Maturity	Value £	Interest Rate	Interest Accountable in 2021/22 £
<b>Fixed term:</b>		s			
Places for People	02/03/2020	02/03/2022	1,000,000	1.90%	17,490.41
Monmouthshire Building Society	05/01/2021	05/01/2022	1,000,000	0.40%	3,068.49
Blackpool Borough Council	28/01/2021	28/10/2021	2,000,000	0.08%	924.93
National Counties Building Society	16/03/2021	16/03/2022	1,000,000	0.41%	3,931.51
Thurrock Borough Council	26/04/2021	26/01/2022	1,000,000	0.11%	753.42
Slough Borough Council	05/05/2021	05/05/2023	2,000,000	0.30%	5,424.66
Cambridge Building Society	20/05/2021	21/02/2022	1,000,000	0.17%	1,290.14
Thames Valley Housing Association	21/06/2021	21/06/2023	1,000,000	0.30%	3,000.00
Newcastle Building Society	21/07/2021	21/07/2022	1,000,000	0.18%	1,247.67
Furness Building Society	12/07/2021	12/07/2023	1,000,000	0.40%	2,871.23
Al Rayan Bank	02/08/2021	02/02/2022	1,000,000	0.18%	907.40
Saffron Building Society	03/08/2021	03/02/2022	1,000,000	0.12%	604.93
Craven College-Long Term Loan	21/02/2018	20/02/2022	97,432.04	6.00%	2,872.28
<b>Money Market Funds:</b>					
CCLA	n/a	n/a	2,000,000	0.03	218.31
Aviva	n/a	n/a	2,000,000	0.03	112.76
Insight	n/a	n/a	2,000,000	0.01	0.00
Aberdeen	n/a	n/a	1,000,000	0.01	33.98
<b>Total Investments at 30 September</b>					
<b>Call Accounts:</b>					
Lloyds Bank Current Account	n/a	n/a	2,780,076	0.00%	0.00

**Policy Committee – 30th November 2021****CONFIRMATION OF THE COUNCIL  
TAX BASE – 2022/23****Report of the Chief Finance Officer (s151 officer)  
Financial Resilience – Councillor Mulligan**

**Ward(s) affected: All**

**1. Purpose of Report**

1.1 To approve the Council Tax Base for the 2022/23 financial year.

**2. Recommendations** – that the following are recommended to full council for approval:

2.1 That in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amount calculated by Craven District Council as its tax base for the whole of the area for 2022/23 financial year is set at 23,234

2.2 The amount calculated by Craven District Council as the tax base for each of its Parishes for the 2022/23 financial year is that as set out in Appendix A to this report.

**3. Report**

3.1 Council Tax Base figures are calculated annually in accordance with the Local Government Finance Act 1992 (as amended) and relevant regulations and are used by each billing and major precepting authority in the calculation of the basic amounts of Council Tax. The figures must be notified to all major precepting authorities (North Yorkshire County Council, North Yorkshire Police and Crime Commissioner, North Yorkshire Fire & Rescue Authority, levying bodies, and parishes) on request before 31st January 2022.

3.2 The Council Tax Base is a complex calculation requiring forward projections of a number of key variables: these include new builds, properties demolished, and levels of council tax exemptions and discounts. The impact of the economic climate provides further challenge to the projections. Council Tax is accounted for in a separate fund, the Collection Fund, with any deficit or surplus being carried forward and accounted for in the next financial year.

3.3 The Council Tax Base is calculated as the sum of the relevant amounts for each valuation band multiplied by the billing authority's estimated collection rate for the year. For information, comparative tax bases for the current and previous financial years and the number of properties in the Craven District are shown in the table below.



<b>Year</b>	<b>Total Number of Properties (CTB1)</b>	<b>Number of band D equivalent properties (CTB1)</b>	<b>Adjusted council tax base</b>
2022/23	28,006	24,838	23,234
2021/22	27,786	24,562	22,363
2020/21	27,584	24,317	22,617
2019/20	27,414	24,240	22,525
2018/19	27,321	24,213	22,455
2017/18	27,181	23,896	22,093

The adjusted tax base reflects adjustments for the cost of council tax reduction, discounts and exemptions and an estimated collection rate. For 2022/23 we are using a collection rate of 98.6% in the calculation – this is consistent with previous years (except the current year where a reduced rate of 97.6% was used due to the estimated impact of the Pandemic).

- 3.4 There are no parish boundary changes.
- 3.5 The formula used to calculate the tax base takes account of Craven’s local discounts / premiums and the localised council tax reduction scheme. The tax base recommended in this report reflects all decisions made by the Council since December 2012 in respect of locally determined council tax discounts.

#### **4. Financial and Value for Money Implications**

- 4.1 The current years’ Council Tax Base of 22,363 was a departure from the previous annual increases as a result of significant adjustments required due to Covid19. Fortunately, collection rates held up and consequently we are in a better position to calculate next years’ Tax Base, applying our usual provisions.

At 23,234 the Council tax Base is greater than the figure used in the council’s Medium Term Financial Strategy of 22,363. This is as a result of being able to revert back to the 98.6% collection rate figure and also use a realistic figure for the number of new dwellings that are likely to come on-line.

This should give the council some increased financial flexibility when considering its budget options for 2022/23, which will be explained in greater detail as part of the budget setting report. Before considering any council tax increase for 2022/23 (and based on the 2021/22 average band D charge of £182.21) the increased tax base would result in a total increase of around £158,000 of Council Tax income for the Council.

**5. Legal Implications**

- 5.1 The Council tax base is a measure of the Council's taxable capacity, for the setting of its council tax, and legislation sets out the formula for the calculation and the requirement that the tax base is formally approved.

The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 prescribes the formula for calculating the tax base. Section 84 of the Local Government Act 2003 allows the calculation or determination to be delegated to a committee or an officer of the Council.

**6. Contribution to Council Priorities**

- 6.1 None directly arising from this report

**7. Risk Management**

- 7.1 There is a risk if the council tax base is set at a level that could result in a shortfall of income when council tax levels are set. A prudent allowance for non-collection is included in the calculation to minimise the risk.

**8. Equality Impact Analysis**

- 8.1 The setting of the Council Tax Base is required to meet statutory requirements and must follow a prescribed calculation. As such, there is no need to apply the Council's Equality Impact Assessment Procedure directly to this report.

**9. Consultations with Others**

- 9.1 Financial Services, Legal Services

**10. Background Documents**

- 10.1 Council Tax Valuation List and Council Tax records (report RRV708 and CTB1 return)

**11. Appendices**

- Appendix A - Analysis of the Tax Base calculation by Parish

**12. Author of the Report**

Deborah Davies, Revenues and Benefits Manager  
ddavies@cravendc.gov.uk      01756 706294

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

## Appendix A: Parish Summary

Parish	21/22 Taxbase	Parish	21/22 Taxbase	Parish	21/22 Taxbase
AIRTON	93.32	ELSLACK	38.17	LANGCLIFFE	166.63
APPLETREEWICK	106.03	EMBSAY w EASTBY	796.70	LAWKLAND	129.32
ARNCLIFFE	39.32	ESHTON	36.93	LINTON	78.93
AUSTWICK	242.12	FARNHILL	219.98	LITTON	35.22
BANK NEWTON	28.92	FLASBY w WINTERBURN	55.83	LONG PRESTON	333.36
BARDEN	33.12	GARGRAVE	798.08	LOTHERSDALE	259.49
BEAMSLEY	70.62	GIGGLESWICK	563.26	MALHAM	68.24
BENTHAM	1297.84	GLUSBURN	1525.83	MALHAM MOOR	20.52
BOLTON ABBEY	44.57	GRASSINGTON	557.92	MARTONS BOTH	146.78
BORDLEY	7.83	HALTON EAST	48.58	OTTERBURN	22.52
BRADLEY	510.58	HALTON GILL	27.77	RATHMELL	145.25
BROUGHTON	31.78	HALTON WEST	26.91	RYLSTONE	74.73
BUCKDEN	98.68	HANLITH	16.22	SCOSTHROP	35.12
BURNSALL	53.73	HARTLINGTON	35.79	SETTLE	1134.54
BURTON IN LONSDALE	260.25	HAWKSWICK	36.07	SKIPTON	5626.29
CALTON	29.01	HAZLEWOOD w STORITHS	40.66	STAINFORTH	113.76
CARLETON	445.40	HEBDEN	113.38	STIRTON w THORLBY	97.44
CLAPHAM	312.07	HELLIFIELD	555.82	SUTTON	1286.38
CONISTON COLD	100.97	HETTON	71.48	THORNTON IN CRAVEN	207.57
CONISTONE w KILNSEY	66.61	HORTON IN RIBBLESDALE	179.99	THORNTON IN LONSDALE	151.55
CONONLEY	579.01	INGLETON	860.54	THORPE	24.24
COWLING	900.72	KETTLEWELL w STARBOTTON	191.63	THRESHFIELD	397.59
CRACOE	83.98	KILDWICK	123.49	WIGGLESWORTH	143.63
DRAUGHTON	127.41	KIRKBY MALHAM	50.39		

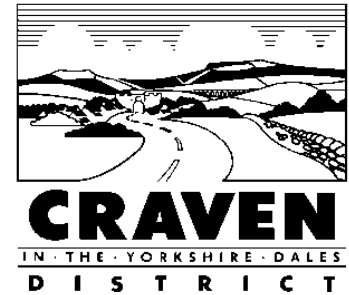
All discounts, exemptions and CTR costs are apportioned based on number of band D equivalent properties within each parish. The estimated Council Tax collection rate is 98.6%.

**Policy Committee – 30 November 2021**

**Climate Emergency Update**

**Report of the Chief Executive**

**Lead Member – Councillor Carl Lis**



**Ward(s) affected: All**

**1. Purpose of Report**

1.1 To present a 6-month light-touch update on actions taken to address the Climate Emergency, as agreed by Council in February 2020

**2. Recommendations – Members are recommended to:**

2.1 Note and comment on the progress on actions to address the Climate Emergency as described in the report

**3. Report**

3.1 This report provides a summary of actions taken to address the Climate Emergency

3.2 The Council has made substantial progress in a range of areas, with particularly strong progress on:

- Energy efficiency and energy generation across our estate
- Working with Yorkshire Housing and Better Homes Yorkshire to improve the efficiency of housing for residents on lower incomes
- The installation of Electric Vehicle charging points
- Tree planting, including the Council's own tree planting programme, and work with partners across the District as part of the White Rose Forest and Environment Agency's Natural Flood Management programme, as well as developing an ambitious long-term Tree Planting Strategy

3.3 Some progress has been made in a wide range of other areas. These are described in the attached report.

3.4 A full annual report on progress and update to the plan will be presented to Policy Committee in March 2022.

**4. Financial and Value for Money Implications**

- 4.1 No financial or value for money implications apart from those already identified within the specific projects that form a part of this programme of activity.

**5. Legal Implications**

- 5.1 No legal implications.

**6. Contribution to Council Priorities**

- 6.1 This report describes our progress towards addressing the Council Plan priority 'Carbon Neutral Craven'.

**6.2 Impact on the declared Climate Emergency**

This report describes progress on actions to address the declared Climate Emergency.

**7. Risk Management**

- 7.1 The Council's Risk Registers form part of the Performance Management Framework.

Note that there is specific activity underway to improve the Council's approach to Risk Management. This is covered by a separate Action Plan.

**7.2 Chief Finance Officer (s151 Officer) Statement**

A Chief Finance Officer Statement is not required for this report

**7.3 Monitoring Officer Statement**

A Monitoring Officer Statement is not required for this report

**8. Equality Impact Analysis**

- 8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

**9. Consultations with Others**

9.1 Service Managers; partners named in the report

**10. Background Documents**

10.1 None

**11. Appendices**

- Climate Emergency Light-touch Update

**12. Author of the Report**

Name Rob Atkins, Exchequer & Performance Manager  
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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

## Craven District Council

### Climate Emergency Strategic Plan – Light-touch Update

Craven District Council declared a Climate Emergency in August 2019, and agreed a plan to address it at Full Council in February 2020.

As part of the resolution, the Council committed to provide a light-touch review of actions included in the plan at 6 monthly intervals. This report provides a light-touch overview of those actions.

The Council has made substantial progress since the Climate Emergency was declared, not least via the implementation of the 'Zero Carbon Craven' project which should see energy use across the Council's estate decrease by 30%, by the end of 2023.

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**Contact:** Rob Atkins, Exchequer and Performance Manager: [ratkins@cravencd.gov.uk](mailto:ratkins@cravencd.gov.uk)

## 1. Energy use in buildings

The substantial programme of work to reduce the Carbon impact of our estate, 'Zero Carbon Craven', is well underway. This covers the energy efficiency retrofit of our 7 key buildings in Skipton. This programme of work should reduce GHG emissions resulting from the use of our buildings by 30% by 2023.

Works completed so far:

- Additional insulation and solar PV panels installed at the Aireview House hostel
- Solar Panels and Sheeps Wool insulation installed in the roof of Skipton Town Hall and Museum
- A Solar Roof installed at Craven Leisure

Further works planned:

- Air Source Heating to heat water for the swimming pool at Craven Leisure
- Solar Panels, improved insulation and heat recovery for the chapel and offices at Waltonwrays Crematorium
- Solar Panels and Air Source Heating for the new Engine Shed Lane waste management depot
- Improved insulation, solar panels and greener heating systems for 28 Yorkshire Housing properties on the Horse Close estate

In addition to the energy saving and energy efficiency measures described above, each building will be connected to the Council's new intelligent Buildings Energy Management System. This should allow further opportunities for energy efficiency improvements to be identified.

## 2. Energy efficiency in Housing

The Council is part of the Better Homes Partnership. Based at the City of York Council, the partnership works together to access and use retrofit funding across the sub-region. The partnership has been successful in accessing the next 2 rounds of Green Homes Grant funding, ensuring that residents on low incomes living in homes with a low standard of energy efficiency will be able to access support for improved insulation and energy efficient heating. This funding is available for socially rented, privately rented and privately owned housing. Additional funding for social housing has also been available via the ERDF 'Zero Carbon Craven' programme.

In total, the Council is working in partnership with Yorkshire Housing to retrofit 38 socially rented properties across the District.

The Council's own shared ownership housing developments are all being built to a BREAMM 'Very Good' standard of insulation, with Electric Vehicle charging points and solar panels installed wherever practical and economically justifiable.



### 3. Fuel use for our fleet

The Council has invested in vehicles with a lower emissions profile as part of its rolling replacement programme. This so far includes:

- A fully electric Nissan ENV-200 van for the property maintenance team
- 2 smaller compaction vehicles for refuse collection, with electric components. These allow for more efficient route planning, for example allowing one vehicle to cover a rural round with one journey that was previously made by three smaller 'flyers'.
- 1 Narrow RCV for rural collections (this smaller vehicle operates with almost twice the fuel economy of the previous, larger vehicles).

As part of the rolling replacement programme for 2022/23 we intend to purchase:

- An electric street sweeper
- A further electric van
- A further smaller compaction vehicle

As a result, between the start of 2020 and the mid-2023, 7 of our 38 fleet vehicles should have been replaced with lower emissions alternatives.

We continue to assess lower emissions options for Refuse Collection Vehicles (RCVs). In our rural District, most rounds will be unsuitable for an Electric RCV due to the distances and gradients required. A more likely sustainable option is a Hydrogen-fuelled vehicle, however this would be likely to require both a further reduction in the cost of the technology to make this affordable, as well as an investment in a hydrogen fuelling station accessible to our RCV fleet.

### 4. Waste Management

In common with most other rural authorities in England, we find that achieving our targets for Waste Management continues to provide a challenge. In addition to our regular communications about refuse and recycling we have completed a proposal for the appointment of an Officer specifically to deliver a Waste Education Programme, to promote the message 'avoid -> reduce -> reuse -> recycle'; this will be considered by Policy Committee in November 2021.

Individual services have reviewed and updated their policies on materials and waste, with particular progress in Cultural Services where the new café and the new online shop have largely eliminated single-use plastics for packaging. Our Bereavement Services team have also updated their policy to encourage the use of more sustainable materials. Our Housing Options team have recently committed to renew our innovative contract with Stannah, which ensures that wherever possible stairlift components are reused in new Disabled Facilities Grant installations, saving both carbon and costs.

## 5. Trees, land and nature

The Council has planted over 9,000 trees across its estate since 2019. Any trees planted after 2023 will be unlikely to realise a substantial carbon benefit by 2030, so it is important that any further tree planting activity takes place over the coming 2 seasons to keep the possibility of achieving the 2030 Net Zero target.

Options for further tree planting are limited, given the small amount of land owned by the Council, however the land at Low Demesne, Ingleton is being assessed and there are further opportunities for planting at Aireville Park.

Across the District, the Council is working with the Environment Agency to implement the Natural Flood Management programme for the Aire Valley Basin. This includes the substantial commitment to tree planting and other habitat restoration measures made by Broughton Hall Sanctuary, who have planted over 240,000 trees in 2021 alone. The Council's recently agreed and published Tree Strategy describes our shared ambition to plant an additional 13 million trees across the District by 2038.

## 6. Active travel

The £6.5m 'Transforming Cities Fund' upgrade to the Skipton Station area includes improved cycling facilities at the station as well as measures to improve cycle safety on the main access route along Broughton Road and an improved walking and cycling route to Craven College.

The Council has obtained Heritage Action Zone funding for improved cycle parking in Skipton Town Centre, with stands to be installed on Skipton High Street and in Coach Street car park. The ACE Settle group have also proposed a location for some additional cycle parking in Settle, which is currently being explored.

Funding has now also been confirmed for the upgrade of the final section of the Leeds-Liverpool Canal between Skipton and Bradford, enabling traffic-free walking and cycling access to Airedale Hospital from Craven.

The Council continues to promote Cyclescheme to staff and take-up remains good, with a further 5 members accessing the scheme in the last financial year.

## 7. Public Transport

The 'Transforming Cities Fund' upgrade should result in some immediate improvements in access to Skipton Station. The 'Skipton Station Triangle Masterplan' includes further detail of a wide range of proposed improvements that would better connect public transport in the centre of Skipton as well as providing a range of other measures that would support lower-carbon living in the town centre.

The District's two Community Rail Partnerships have been developing plans for improved contributions to sustainability. The Bentham Line Community Rail Partnership have been actively working to address the Climate Emergency, joining the national 'Go Green by Train' campaign to promote sustainable travel by rail as well as developing ambitious plans to make Bentham a 100% Green Energy Station. The Settle-Carlisle CRP are currently consulting partners on their new strategy, which includes renewed focus on a number of

sustainability issues, and particularly on improving provision for cyclists on trains and at stations.

A group consisting of representatives of the local Transport User Groups and an expert from Leeds University recently compiled a comprehensive report describing how an integrated Public Transport system could be achieved in Craven. This is an important contribution to the debate about the future of public transport in the area and has been widely distributed.

ACE Settle and Area are awaiting the outcome of a bid to the Northern Community Fund, to pilot an on-demand transport option for Settle making improved use of the Community Transport fleet.

### **8. Our Council**

The new Policy Committee template was agreed at the start of the year, with a compulsory section regarding the decision's impact on the declared Climate Emergency.

The Council's new Procurement strategy and policy have now been in place for more than 18 months. During that period of time, all suppliers have answered a (non-scored) question regarding their contribution to addressing the declared Climate Emergency. This has resulted in a range of initiatives – for example, the cabinet makers for the refurbished Town Hall and Museum committed to plant a new tree for every wooden cabinet they installed on site.

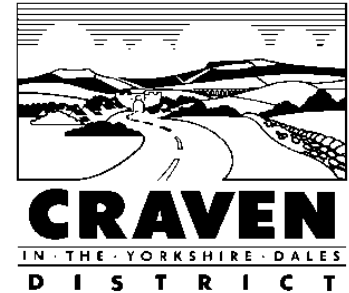
As part of the ERDF-funded Zero Carbon Craven programme the Council has partnered with a nationally-renowned Social Enterprise, Hubbub, to provide information, advice and support on home energy saving, energy efficiency and energy generation improvements.

## **Policy Committee – Date 30 November 2021**

### **WASTE EDUCATION OFFICER**

#### **Report of the Director of Services**

#### **Lead Member – Councillor Lis**



**Ward(s) affected: All**

#### **1. Purpose of Report**

1.1 To present costings and proposed job description for a fixed-term Waste Education Officer, to lead on the Council's waste education programme.

#### **2. Recommendations – Members are recommended to:**

2.1 Consider the costs for a fixed-term Waste Education Officer outlined in the report and the proposed job description and personnel specification.

2.2 Consider approving the appointment of a Waste Education Officer on fixed term contract, up to 31 March 2023.

#### **3. Report**

3.1 At Policy Committee on 19 October 2021, Members considered a report detailing the proposed waste education programme to be undertaken over the next twelve months. The proposed activities were limited to work which could be undertaken within existing service budgets and capacity.

3.2 At the meeting members were minded to employ a fixed term Waste Education Officer to run the waste education programme and requested a report be brought back to Policy Committee which included costings and a job description.

3.3 A draft job description and personnel specification is attached at Appendix 1, which has been graded at Scale 6. Costings are detailed at 4.1.

3.4 With a dedicated resource, it is anticipated the waste education programme will be able to achieve the following targets by March 2023:

- 3-5% reduction in recycling contamination.
- 3-5% improvement in recycling rate.
- Improved website content, including focus on reduce and re-use.
- Programme of work with relevant local community groups and schools.
- Contribution to the work under the Climate Emergency Strategy.

#### **4. Financial and Value for Money Implications**

- 4.1 The role has been graded at Scale 6. The salary costs (including NI and Pension) for 1 FTE to 31 March 2023 would be approximately £40k.
- 4.2 A programme of works will incur some back-office expenditure. This is anticipated to be around £10k-£15k, dependent upon the work identified.
- 4.2 It is anticipated that a successful programme could reduce contamination rates to below 10%, which could save upwards of £16k in penalty charges. A reduction in overall waste tonnages would also reduce disposal fees.

#### **5. Legal Implications**

- 5.1 There are no direct legal implications in relation to the proposals.

#### **6. Contribution to Council Priorities**

- 6.1 A Waste Education Programme is stated as a key delivery mechanism in the Council Plan for the delivery of the Council Priority 'Carbon Neutral Craven'.

#### **6.2 Impact on the declared Climate Emergency**

Processing excessive volumes of residual waste results in the use of fossil fuels and the generation of greenhouse gases. Contamination of recycling results in the unnecessary production and use of virgin materials with related climate and ecological impacts. Reducing volumes of residual waste and of recycling contamination across the District contribute strongly to the Climate Emergency priority 'Low Carbon Waste'.

#### **7. Risk Management**

Potential reputational risk from failure to implement a Council Plan priority.

#### **7.2 Chief Finance Officer (s151 Officer) Statement**

The proposals will be funded from any savings that accrue from the work, with the remainder met from the council's Enabling Efficiencies Fund.

#### **7.3 Monitoring Officer Statement**

A Monitoring Officer statement is not required for this report.

#### **8. Equality Impact Analysis**

- 8.1 An Equality Impact Analysis is not required for this report.

**9. Consultations with Others**

- 9.1 Options for a Waste Education programme were discussed with other Local Authorities via the LGA Climate Emergency knowledge hub group, and at a Craven Climate Action Partnership group meeting.

**10. Background Documents**

None

**11. Appendices**

1. Proposed Job Description and Personal Specification

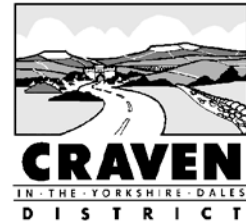
**12. Author of the Report**

Tracy McLuckie, Environmental Services Manager

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**Appendix 1****CRAVEN DISTRICT COUNCIL  
JOB DESCRIPTION**

<b>Post Title</b>	<b>Waste Education Officer</b>
<b>Grade</b>	<b>Scale 6</b>
<b>Reports To</b>	<b>Waste Operations Manager</b>
<b>Responsible for</b>	<b>Planning and delivery of the Council's Waste Education Programme, aiming to minimise waste and maximise recycling through education and behavioural change.</b>

**Principal Duties and Responsibilities****Waste Education**

1. Develop, implement and monitor education projects, campaigns and initiatives involving residents, businesses and the wider community to minimise waste, increase recycling and resource recovery and reduce recycling contamination.
2. Monitor and evaluate projects, trials and communication campaigns in order to understand whether the original objectives and outcome measures set were achieved.
3. Research local waste education needs.
4. Undertake residential and commercial waste audits.
5. Provide recycling advice and guidance with enthusiasm, professionalism and accuracy to a range of audiences, including collection crews, residents and businesses, representing the Council in a key customer-facing role.
6. Develop waste and recycling guidance for residents, businesses and visitors; for example in the form of leaflets, social media campaigns, bin stickers and hangers, vehicle signage etc. and ensure the recycling pages on the Council's website are up to date and accessible.
7. Work in collaboration with all relevant services within the Council to help achieve waste reduction and recycling goals.
8. Represent the Council as appropriate committees, meetings and events in relation to the waste education program.
9. Respond to enquiries from elected members, members of the public and external organisations and businesses.
10. Carry out site visits to residents, organisations and businesses to resolve issues concerning waste and recycling.
11. Identify and bid for external funding opportunities.

**Other Responsibilities**

1. Keep up to date with relevant research, best practice and information related to waste education projects and initiatives to inform Council strategies and plans.
2. To assist with activities in response to emerging waste management legislative changes, as appropriate.
3. Contribute to team development and self-development in accordance with the Councils Performance Development Review procedure.
4. Occasional early morning, evening and weekend working may be required.

**NOTE**

*The job description is not a definitive list of tasks. It is designed to give an overall view of the job and is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.*



**CRAVEN DISTRICT COUNCIL  
PERSON SPECIFICATION**

<b>Post Title</b>	<b>Waste Education Officer</b>
<b>Grade</b>	<b>Scale 6</b>
<b>Reports To</b>	<b>Waste Operations Manager</b>
<b>Responsible for</b>	<b>Planning and delivery of the Council's Waste Education Program, aiming to minimise waste and maximise recycling through education and behavioural change.</b>

<b>Knowledge/Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Good understanding of waste minimisation, recycling, and resource recovery as they relate to education, local government and relevant legislation and policies.	X		Application Form
Knowledge of the Climate Emergency, the waste hierarchy and the circular economy, and the relationships between them.	X		Application Form / Interview
Knowledge and experience of environmental behaviour change theory and practices.		X	Application Form / Interview
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Ability to manage time, set priorities, plan and organize own work to achieve specific objectives and meet deadlines.	X		Interview
Ability to act and think broadly on key issues or opportunities.	X		Interview
Ability to identify and pursue opportunities and partnerships.	X		Interview
Excellent verbal and written communication skills, including confidence in presentations and ability to prepare communication materials, reports and briefing papers.	X		Interview

## AGENDA ITEM 12

Ability to influence and effectively communicate with customers, in sometimes difficult situations, with confidence, accuracy and professionalism.	X		Interview
High level of computer literacy.	X		Interview
Project management skills for small scale projects including planning and performance monitoring.	X		Interview
Carbon literate – Understand the causes and consequences of greenhouse gas production.	X		Interview
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Experience of working within local government, waste management or other relevant environment.	X		Application Form / Interview
Experience in producing high-quality, appropriately targeted written materials such as media releases, articles, newsletters, brochures and social media and website content.	X		Application Form / Interview
<b>Other Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Verified by</b>
Ability to engage with a diverse range of people and to build and maintain productive relationships and gain co-operative to achieve common goals.	X		Interview
Passion for recycling, waste minimisation and the environment.	X		Interview
Ability to work with colleagues to achieve goals.	X		Interview
Reliable, resilient, and well organised.	X		Interview
Positive, proactive and calm attitude.	X		Interview

NOT FOR PUBLICATION - the appendix to this report is considered exempt by virtue of Category 3 (financial or business affairs of any person (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 21A of the Local Government Act 1972 (as amended).

## AGENDA ITEM \$13

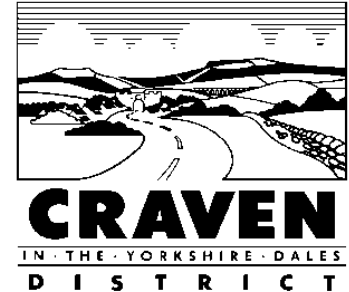
### **POLICY COMMITTEE – 30<sup>th</sup> November 2021**

### **Local Government & Social Care Ombudsman: Further Report (draft)**

### **Report of the Chief Executive**

### **Lead Members – Councillors Mulligan and Myers**

**Ward(s) affected: All**



#### **1. Purpose of Report**

1.1 To consider a draft Further Report sent by the Local Government & Social Care Ombudsman following the Council's response to the Public Interest Report issued by the Ombudsman on the 25 March 2021.

#### **2. Recommendations – Members are recommended to:**

2.1 Accept the recommendations set out at paragraph 23 of the Local Government & Social Care Ombudsman's draft Further Report, namely:

2.1.1 apologise to the complainants accepting the findings of the investigation; and

2.1.2 pay each £500 in recognition of the distress caused by [the] raised expectations and uncertainty around [the Council's] decision making.

#### **3. Report**

##### **Background**

3.1 Members may recall that on the 22 June 2021 this Committee considered a Public Interest Report issued by the Local Government & Social Care Ombudsman ('the Ombudsman') following an investigation into complaints numbered 20 001 522 and 20 001 603 and relating to a discretionary grants scheme. A copy of the committee report is available on the Council website.

3.2 The Ombudsman's investigation upheld the complaints and found that there had been fault on behalf of the Council, and this had caused injustice to the complainants. The Ombudsman made a number of recommendations to remedy the injustice, and which were set out in the report.

NOT FOR PUBLICATION - the appendix to this report is considered exempt by virtue of Category 3 (financial or business affairs of any person (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 21A of the Local Government Act 1972 (as amended).

## AGENDA ITEM \$13

3.3 After a lengthy debate, the Committee resolved to *“reluctantly accept the Ombudsman’s findings as set out in the Public Interest Report and [to] ask Select Committee to carry out a ‘lessons learnt’ exercise but do not consider that the fault justifies an apology or payment of £500”* [POL.1133].

### **Report**

3.4 The Committee’s decision was reported to the Ombudsman after the meeting and the draft minute together with a link to the recording of the meeting were also provided.

3.5 Having considered the matter further, the Ombudsman has concluded that he is not satisfied with the Council’s response to the Public Interest Report and has issued a draft Further Report for comments.

3.6 It is important to note the Ombudsman has not yet issued the Further Report but has invited the Council’s comments on the draft.

3.7 A copy of the draft Further Report is attached as an exempt appendix but in essence, the Ombudsman’s view is that the Committee’s decision on the 22 June was *“not a rational reason to refuse an Ombudsman’s recommendation”* and that *“it appears the Council has fundamentally misunderstood [the Ombudsman’s] role”* in the context of his findings in the Public Interest Report.

3.8 Members are asked to reconsider the decision reached on the 22 June in light of the content of the draft Further Report.

## **4. Financial and Value for Money Implications**

4.1 A compensation payment of £500 to each of the two complainants has been recommended by the Ombudsman.

## **5. Legal Implications**

5.1 The legal implications are set out in the body of the report.

## **6. Contribution to Council Priorities**

6.1 The findings in the Public Interest Report impacts the Council priorities of Enterprising Craven and Financial Resilience.

6.2 The findings of the Ombudsman have no material impact on the declared Climate Emergency

## **7. Risk Management**

NOT FOR PUBLICATION - the appendix to this report is considered exempt by virtue of Category 3 (financial or business affairs of any person (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 21A of the Local Government Act 1972 (as amended).

## **AGENDA ITEM \$13**

7.1 There is a risk that if a clear process with the requirement for good record keeping is not apparent, this may lead to inconsistent decision and application of criteria being made, the impact being that applicants are treated unfairly and the Council becomes open to criticism and being held to account.

### **7.2 Chief Finance Officer (s151 Officer) Statement**

No additional further comments to make.

### **7.3 Monitoring Officer Statement**

If, after considering the Committee's response, the Ombudsman issues his Further Report the Council will be required to place two public notice announcements in local newspapers/newspaper websites within two weeks of the report being issued and make copies available at Belle Vue Square.

The Council will also be required to consider the Further Report within three months of receiving it and if minded not to comply with the recommendations, the report must be considered by full Council.

## **8. Equality Impact Analysis**

8.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposal as completion of Stage 1 (initial screening of the proposal) identified that the proposal does not have the potential to cause negative impact or discriminate against different groups in the community based on age, disability, gender, race/ethnicity, religion or religious belief (faith), sexual orientation or rural isolation.

## **9. Consultations with Others**

9.1 The Ombudsman's draft Further Report has been shared with the Corporate Leadership Team, former Chief Finance Officer and Revenue and Benefits Manager.

## **10. Background Documents**

10.1 Report to the 22 June meeting of Policy Committee and appendix are available on the Council website.

## **11. Appendices**

NOT FOR PUBLICATION - the appendix to this report is considered exempt by virtue of Category 3 (financial or business affairs of any person (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 21A of the Local Government Act 1972 (as amended).

## **AGENDA ITEM \$13**

- Draft Further Report by the Local Government and Social Care Ombudsman dated 1 September 2021 [Exempt]

### **12. Author of the Report**

Name: Paul Shevlin, Chief Executive

Telephone: 01756 700600

E-mail: [pshevlin@cravendc.gov.uk](mailto:pshevlin@cravendc.gov.uk)

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

# AGENDA ITEM 14

## CRAVEN SPATIAL PLANNING SUB-COMMITTEE (On-line)

18<sup>th</sup> August 2020

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle Shuttleworth, Rose.

**Officers** – Planning Solicitor, Economic Development Manager, Strategic Housing Manager, Planning Officer x 2 (Planning Policy Team), Democratic Services Manager and Senior Democratic Services Officer.

Also in attendance – Mr Michael Bullock, Director of Arc 4, planning and housing consultants.

An apology for absence was received from Councillor Sutcliffe.

Start: 6.35pm

Finish: 8.23pm

The minutes of the Sub-Committee's meeting held on 8<sup>th</sup> July 2019 were confirmed and signed by the Chairman as a correct record.

### Minutes for Report

CSP.174

#### APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

**Resolved** – (1) That Councillor Staveley is appointed Chairman for the current municipal year.

(2) That Councillor Myers is appointed Vice-Chairman for the current municipal year.

CSP.175

#### PLANNING FOR THE FUTURE – WHITE PAPER

On behalf of the Strategic Manager for Planning and Regeneration, the Planning Officer gave a verbal report on the Government's White Paper "Planning for the Future" which set out proposals for major reform of the planning system to make it simpler, faster and more predictable. There would be a new style Local Development Plan broken down into three zones of land covering small scale renewable development, growth areas for substantial developments and protected areas such as Conservation Areas, AONBs, local green space and open countryside.

Housing targets would be set by Government and each local authority would be bound by these. New design codes would be established, CILL and S.106 agreements would be merged into one single infrastructure levy. New Local Plans were expected to be visual and map based, using a standard template and environmental impact assessments would be made simpler and quicker. In terms of climate change, by 2025 the Government would be expecting new homes to produce 75 to 80 per cent lower CO2 emissions compared to current levels, these homes would be zero carbon ready so they would not need to be retro fitted. The NPPF would be updated to reflect any actual reforms.

The Planning Officer indicated to Members that more detail would be provided at the Sub-Committee's next meeting.

**Resolved** – That, the verbal update is noted.

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# AGENDA ITEM 14

CSP.176

## **EVIDENCE ON THE NEED FOR, AND SUPPLY OF, AFFORDABLE HOMES FOR FIRST TIME BUYERS AND RENTERS IN CRAVEN DISTRICT: ENTRY LEVEL EXCEPTION SITES**

The Strategic Manager for Planning and Regeneration submitted a report explaining to Members the introduction of the new concept of 'entry-level exception sites' as set out in the 2019 National Planning Policy Framework (NPPF) and how these compared with rural exception sites. Entry level exception sites would focus on the needs of first time buyers and renters. These sites were classed as an exception to normal planning control over market housing and subject to the demonstration of housing need they could both be allowed outside the main built up areas of local settlements on land not allocated for housing in the Local Plan.

Members were informed that the need for this type of housing was not being met by the Local Plan. From 2017 to the end of the Local Plan it was estimated that 450 dwellings were needed. Looking at the likely amount of these dwellings that would be built across Craven, taking into account past housing completions, current planning permissions, and any likely future provision on Local Plan allocations, the supply was estimated at 352, leaving a shortfall of at least 98 units.

The report sought Members' approval of an evidence base which would ensure compliance with NPPF policy and inform the Council's decisions, as local planning authority, on planning applications for entry-level exception sites and other proposals involving affordable housing. The evidence base provided details on what was considered affordable for renters and first time buyers including shared ownership properties. Regular monitoring would allow the Council to make informed decisions on the release of entry level exception sites.

**Resolved** – (1) That, the evidence appended to the report now submitted, as a material consideration to inform decisions made by the Council on relevant planning applications for housing development is approved.

(2), That, the appendix to the report now submitted, is published on the Council's website.

CSP.177

## **AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT: DRAFT FOR CONSULTATION**

The Strategic Manager for Planning and Regeneration submitted a report asking Members to approve for public consultation a draft affordable housing supplementary planning document (SPD). These documents provided additional details to the policies in the development plan and provided further guidance for development on specific sites or on particular issues such as design. Supplementary planning documents were capable of being a material consideration in planning decisions but were not part of the development plan.

Legal advice had been sought on the content of the draft and that advice had informed its content. The draft was based on the Policy H2 levels of affordable housing assessed as viable before the Covid-19 pandemic which had resulted in an economic recession. It was too early to make any firm conclusions on the length of the recession and the effects on the housing industry. The Council would continue to monitor the impact and potentially review the position in due course.

Following public consultation, a consultation statement would be prepared by officers, detailing who had been consulted, a summary of the main issues raised and how those issues had been addressed in the SPD. That statement and the final SPD would be reported to this Sub-Committee for information, prior to presentation to the Policy Committee for approval. Once adopted, the Affordable Housing SPD would form a material consideration when dealing with relevant planning applications.

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**Resolved** – (1) That, the draft Affordable Housing Supplementary Planning Document as set out in Appendix A to the report submitted, is approved for consultation.

(2) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to publish the draft Affordable Housing Supplementary Planning Document for a period of public consultation for a 6 weeks' period, running from Tuesday 1<sup>st</sup> September 2020 until Tuesday 13<sup>th</sup> October 2020.

CSP.178

## **CRAVEN LOCAL PLAN MONITORING DISCUSSION PAPERS**

The Strategic Manager for Planning and Regeneration submitted a report asking Members to agree to officers preparing Craven Local Plan monitoring discussion papers. There was a statutory requirement to review and keep up to date Local Plans and for Craven this review had to be done by November 2024.

The Strategic Manager for Planning and Regeneration's report suggested that issuing discussion papers in a consistent format on various topics would aid discussions between the Council's Spatial Planning Team and Members of this Sub-Committee. In order to ensure the adopted Craven Local Plan was kept up-to-date, ongoing monitoring and review was essential. This on-going work would gradually build up a picture of how the Local Plan and associated evidence base would need updating in the future. It was envisaged that the conclusions of monitoring and review work would be presented as a formal review of the Craven Local Plan.

**Resolved** – (1) That, approval is given for a series of monitoring discussion papers relating to the adopted Craven Local Plan are prepared by the Council's Spatial Planning Team and presented to the Members of this Sub-Committee for discussion, to allow collaborative working between Members and officers on a range of issues relating to the monitoring and necessary subsequent updating of the adopted Craven Local Plan.

(2) That, the examination through the preparation of monitoring discussion papers is approved including the role the adopted Craven Local Plan policies will play (and any future policy updates, identified via monitoring) in contributing to the Council's commitment of achieving a carbon neutral Craven by 2030.

(3) That, the initial monitoring discussion papers will examine the role the adopted Craven Local Plan policies play in contributing to achieving the themes and actions identified in the Council's Climate Change Emergency Strategic Plan 2020-2030 is agreed.

CSP.179

## **SKIPTON TRIANGLE MASTER PLAN UPDATE**

The Strategic Manager for Planning and Regeneration Submitted a report updating Members on the development of the Skipton Triangle Master Plan. The plan looked at an area that stretched from the High Street along the Leeds Liverpool Canal near Broughton Road and along Carleton Road to the by-pass. Its purpose was to explore the potential for improving the area by development that encouraged more people to live and work in the town. In particular, the focus was around Skipton Station to create an area that was attractive, vibrant and low carbon.

Expressions of interest were sought from architects and consultancy firms, followed by a shortlist being asked to submit their final application with a final presentation to a panel. Allies and Morrison were selected and would be supported by an experienced team who all had experience of masterplan projects, specifically on place, transport and rail related schemes.

There would be a series of opportunities for the 11 Member sounding board to feed into the proposals as the work progressed and reports would be presented to the Spatial Planning Sub-

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## AGENDA ITEM 14

Committee at key decision points. Information gathering was to be undertaken as well as the public being consulted with a series of options, probably in the new year. The final proposals would be presented to Members at the end of the project in March 2020 as funding from the Growth Deal had to be spent by that time.

**Resolved** – That, the report is noted.

CSP.180

### **DATE OF NEXT MEETING**

22<sup>nd</sup> September 2020, commencing at 6.30pm.

Chairman.

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# AGENDA ITEM 14

## CRAVEN SPATIAL PLANNING SUB-COMMITTEE

(Online)

22 September 2020

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle Shuttleworth, Rose.

**Officers** – Interim Legal Services Manager, Strategic Manager, Strategic Housing Manager, Planning Manager, Planning Officer (Planning Policy Team), Planning Officer and Democratic Services and Scrutiny Officer.

Start: 6.35pm

Finish: 8.23pm

**Minutes** – The minutes of the Sub-Committee’s meeting held on 18<sup>th</sup> August 2020 were confirmed and signed by the Chairman as a correct record.

**Public Participation** – The Democratic Services and Scrutiny Officer submitted a representation on behalf of Kate Jennings in relation to Item 7: Report on the MHCLG White Paper: Planning for the Future (August 2020).

### Minutes for Report

CSP.181

### CRAVEN LOCAL DEVELOPMENT SCHEME UPDATE 2020

The Planning Officer presented a report which provided Members with the updated Local Development Scheme (LDS) 2020. A timetable for the preparation of the Local Plan was approved by Policy Committee on 7 December 2017 which set out the timetable for the production of the Craven Local Plan and a number of Supplementary Planning Documents. Members noted that subsequent to the adoption of the Craven Local Plan in November 2019, the timetable now required an update to reflect both current and future planning policy work.

Members noted that at a Policy Committee meeting on 23 June 2020 it was agreed to revise the terms of reference for Craven Spatial Planning Sub-Committee, which included, the consideration and approval by the Sub-Committee of updates to the Local Development Scheme as they are required and prepared. Members also noted that the revised terms of reference allowed the Sub-Committee to consider the achievement of a Net Zero Carbon Craven by 2030 and the role that the Craven Local Plan plays in achieving it.

Members were informed that a Local Planning Authority is required to prepare a Local Development Scheme (LDS). The LDS must specify the development plan documents which when prepared and adopted, comprise part of the statutory development plan for the area. The updated Craven LDS set out the documents that form the development plan for the area of Craven outside the Yorkshire Dales National Park together with details relating to the preparation of the following Craven Local Plan documents: Supplementary Planning Documents, Statement of Community Involvement, Neighbourhood Plans, Monitoring of the Adopted Craven Local Plan (2012-2032) including details relating to updating the local plan evidence base, Authority Monitoring Report and Duty to Co-operate. Members noted that since the adoption of the Craven Local Plan, the Council’s Spatial Planning Team had worked closely with the Council’s Development Management Team to ensure that the Policies of the adopted local plan were implemented as intended, including the delivery of the development principles identified within policies SP5-SP11 for housing, employment and mixed use site allocations.

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Members were reminded that the government had recently published proposals for significant reform of the planning system in the White Paper: Planning for the Future (August 2020), which included proposals relating to plan making and spatial planning, including, in terms of decision-making and public engagement, a shift in emphasis towards spatial planning and away from development management. Final plans for reform would be sent out in legislation and policy changes brought forward by the government following public consultation. The impact of the final reforms on the programme of spatial planning work could be reflected in subsequent updates to the LDS, once known.

Members raised several questions in relation to housing and employment land which included suggestions such as conducting a review of land owned by Craven District Council and the potential of releasing it for employment which were addressed by the Strategic Manager.

**Resolved** – That, the updated Local Development Scheme 2020 is approved for publication.

CSP.182

## **REPORT ON THE MHCLG CONSULTATION 'CHANGES TO THE CURRENT PLANNING SYSTEM' (AUGUST 2020)**

The Planning Officer presented a report which sought Members approval of the officer comments as the basis for the Council's response to the Government's consultation on proposed changes to the current planning system. Members were informed that on 6 August 2020 the Government published two consultation documents on the planning system. One was the White Paper which proposed a fundamental and comprehensive reform of the planning system that required new legislation and regulations to be introduced. The changes, if approved, would take time to enact and become operational. The other Government consultation document proposed changes to national planning policy which could be introduced quicker through amendments to the National Planning Policy Framework, the Planning Practise Guidance and the publication of ministerial statements. Members noted that previously the Council had responded to similar consultations through officer comments only, but in this case, it was felt that Members would wish to discuss matters arising.

The Planning Officer provided an overview of the officer comments on the Government consultation document 'Changes to the current planning system'. The consultation set out proposals for measures which the Government stated would improve the effectiveness of the current planning system. Members noted the four main proposals which were changes to the standard method for assessing local housing need, securing of First Homes through developer contributions in the short term until the transition to a new system, supporting small and medium-sized builders by temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing and extending the current Permission in Principle to major development. For each of the proposals, the consultation document described the current situation as the Government saw it, the proposed approach or options for a new approach and asks for responses to detailed questions about its proposals. The Planning Officer briefly explained each officer comment on the summarised proposals. Members raised questions in relation to shared ownership and concern regarding the provision of housing which were addressed by the Strategic Housing Manager.

**Resolved** – (1) That, the officer comments are approved as the basis for Craven District Council's response to the Government's consultation on proposed changes to the current planning system.  
(2) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to use officer comments, as amended by the sub-committee's views, to respond to the consultation document, and forward to the Ministry of Housing, Communities and Local Government prior to the consultation deadline on 1 October 2020.

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# AGENDA ITEM 14

- (3) That, the officer comments presented to the Council's Policy Committee on 15 September 2020 and the input of this Committee will refine the Council's response to the Government's current consultation on proposed changes to the current planning system are noted.

CSP.183

## **REPORT ON THE MHCLG WHITE PAPER: PLANNING FOR THE FUTURE (AUGUST 2020)**

The Planning Officer presented a report which sought Members' approval of the officer comments as the basis for the Council's response to the Government's consultation on the White Paper: Planning for the Future. The White Paper: Planning for the Future was published on 6 August 2020 and proposed a fundamental reform of the planning system that required new legislation and regulations to be introduced. Members noted that Policy Committee would be asked to approve the officer comments as the basis for Craven District Council's response to the White Paper consultation. The Planning Officer summarised the White Paper proposals which included streamlining the planning process, a focus on design and sustainability and infrastructure delivery. For each of the proposed reforms, the White Paper described each proposal, set out alternative options for the proposals and asked for responses to questions in relation to each proposal. Members noted the officer comments regarding the White Paper consultation and thanked the Planning Officer for the succinct report. Members were concerned that the White Paper could detract from the local aspect of decision making in Planning.

- Resolved** – (1) That, the officer comments to be forwarded to the Policy Committee as the basis for the Council's response on the White Paper consultation, subject to paragraph 2.2. are noted.
- (2) That, the Council's proposed response on the White Paper consultation is presented to and settled by the Council's Policy Committee on 20 October 2020.

CSP.184

## **DATE OF NEXT MEETING**

November 2020, to be confirmed.

Chairman.

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# AGENDA ITEM 14

## CRAVEN SPATIAL PLANNING SUB-COMMITTEE

(Online)

10 November 2020

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle, Rose Shuttleworth and Sutcliffe.

**Officers** – Interim Legal Services Manager, Strategic Manager for Planning and Regeneration, Interim Spatial Planning Manager, Planning Consultant, Planning Officer (Planning Policy Team) x 2, Planning Assistant (Planning Policy Team) x 2, Senior Democratic Services Officer and Democratic Services and Scrutiny Officer.

Start: 6.38pm

Finish: 8.35pm

**Minutes** – The minutes of the Sub-Committee's meeting held on 22<sup>nd</sup> September 2020 were confirmed as a correct record.

### Minutes for Report

CSP.185

### MONITORING DISCUSSION PAPER No.1 : CARBON NEUTRAL DEVELOPMENT

The Strategic Manager for Planning and Regeneration presented a report which provided to Members the first of a series of monitoring discussion papers (MDPs). This particular MDP related specifically to the Climate Change Emergency Strategic Plan theme of carbon neutral development, appended to the report now submitted.

The Craven Climate Emergency Strategic Plan (CCESP) impacted on the Craven Local Plan and would need to be taken into account in the monitoring and review of the Plan. The CCESP themes that related to the Craven Local Plan were:

1. Carbon neutral development
2. Travel and transportation
3. Land and nature
4. Carbon neutral energy and low carbon waste.

It was hoped that the Sub-Committee would give officers an early steer how the Local Plan policies could achieve a carbon neutral District and whilst there were limitations on the scope of the Local Plan, it was only one method, and it was anticipated that the ongoing review over a five year period since the Local Plan's adoption would assist in building a picture of the changing circumstances in Craven. The review of the policies within the Local Plan would be underpinned by an evidence base gathered over the next few years and this together with any changes introduced resulting from the recent White Paper or any amendments to Building Regulations would all form part of the review.

The discussion paper before Members set out some points for consideration, namely

- Existing policies – how existing Local Plan policies support carbon neutral development and how they could be implemented to achieve optimum results now.
- Future policies – how existing policies could be improved (through a review and update of the Local Plan) to achieve better results for carbon neutral developments in the future.
- Requirements and limitations -

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# AGENDA ITEM 14

Members raised several issues including the BREEAM 'very good' standard, how these were applied to planning applications and if that standard could not be met, developers could pull out of Craven and build elsewhere leaving the Authority in a position of not meeting its housing targets. The Interim Spatial Planning Manager stated that the monitoring of data was an ongoing process and this would build up a picture over a 12 months' period showing whether the targets were being met. The key issue was how to optimise the policies that were in place now as it was not possible to introduce anything new until going through the process of updating the plan or introducing a new one in 2024. Members suggested that it could be useful if case officer's reports regarding planning applications being presented to Planning Committee, could indicate what BREEAM standards were being required.

The Strategic Manager for Planning and Regeneration informed Members that it was important to note that, whilst a vital tool, the Craven Local Plan alone would not deliver zero carbon by 2030 and he stated that he was in the process of arranging for an expert from Leeds Beckett University to attend a meeting of the Sub-Committee to provide challenge and offer a view on what a future Local Plan could look like and the options available to the Council if it wanted to achieve zero carbon by 2030.

In terms of Building Regulations, Members were keen to see how they could be used to better achieve the Council's aim and whilst national standards were in place, these were a minimum and it could be possible to set higher energy level performance standards, further increasing Craven's desire to become carbon neutral.

In discussing residential housing, Members felt that though carbon neutral homes would be more expensive to build initially, householders would benefit from lower energy bills. Members did not want to make housebuilding in Craven unviable but felt it was a cost that developers and landowners might have to absorb.

Members raised several questions in relation to housing and employment land which included suggestions such as conducting a review of land owned by Craven District Council and the potential of releasing it for employment which were addressed by the Strategic Manager. In relation to Policy H1 regarding affordable housing for elderly disabled people, a Member made the point that not all disabled people were elderly and asked that this be noted by officers. In relation to public transport and cycle routes, which was the responsibility of North Yorkshire County Council, a Member asked if more pressure could be put on the County to improve public transport as this would help to reduce car use.

In terms of working with the polices Craven had, particularly relevant was Policy ENV3 Criterion T and officers were looking at the elements in practically achieving carbon reduction techniques in residential, employment and commercial buildings, including the reduction of energy use and carbon emissions, reduction and minimisation of waste when buildings were constructed and pre-construction plans and finally the reduction of water use. All of these reductions contributed greatly to the reduction of carbon emissions. The Spatial Planning Team would be working with Development Manager over the next few weeks to talk through practical techniques in each of those areas so that carbon emissions could be reduced in new buildings throughout Craven.

Members commented that when the Local Plan was updated and/or a new one introduced, the Council would have to be bolder, demanding higher standards from developers and be more prescriptive and specific in the polices without ending up with too much high end housing that low earners would not be able to afford. It was therefore important to building all housing, including social as well as affordable housing, to a decent standard with renewable energy solutions. It was pointed out that there was a distinct difference between affordable and social housing and there many people in Craven who would never be in a position to afford their own homes and would also need to rent.

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# AGENDA ITEM 14

As investment from the private sector developers progressed new technology, both social housing and general housing stock could all be built to decent affordable standards. Using renewable energies did not have to be a battle between cost and implementation. If Government took the lead in the future of decent home standards and provided incentives for industry to get on board with renewable energy, costs would start to come down very quickly.

The Strategic Manager for Planning and Economic Development also highlighted the importance of local communities embracing the challenge of reducing carbon emissions. Wider issues to consider included public transport for getting to work and shopping, improve the provision for home working i.e. better communications would all reduce the use of cars and atmospheric pollution. The type of materials used in housebuilding was mentioned because timber framed housing reduced the need for a lot of cement which produced an enormous amount of pollution during production. Alternatively, lime based mortar could be used as the drying out process absorbed CO<sub>2</sub>. Where possible locally sourced materials should be used resulting in a lower carbon footprint.

Members also considered brownfield sites and felt that this was a good thing to be encouraged although it was acknowledged that some sites could be financially unviable due to the removal of contaminants that could be discovered. It was pointed out that most of all Skipton's mills had been developed and an example had been set as to the worth of bringing forward and developing such sites in Craven.

In discussing new methods of house construction it was suggested that Appendix C to the Strategic Manger's report should be sent to the Council's Climate Change Officer as it explained how policies of the Craven Local Plan could influence actions of the Climate Emergency Strategic Plan. The Strategic Plan was a living document and could be amended and improved as necessary.

**Resolved** – That, subsequent monitoring discussion papers will be presented to this Sub-Committee in line with the approach and format agreed by Members on 18<sup>th</sup> April 2023.

## CSP.186 AFFORDABLE HOUSING CONSULTATION RESPONSE

The Interim Spatial Planning Manager referred to the draft affordable housing SPD (supplementary planning documents) that had been presented to this Sub-Committee in August 2020. It was subsequently approved for public consultation and in that report it stated that the final SPD, the consultation statement and associated documents would be reported to this Sub-Committee for information. Regarding the preparation of SPDs, the Term of Reference for this Sub-Committee allowed it to approve the draft up to and including a draft for public consultation which is what had been done so far. Policy Committee was the parent Committee required to formally adopt the SPD.

The Interim Spatial Planning Manager suggested that rather than a being presented to an actual meeting of this Sub-Committee, the final SPD, consultation statement and the adoption statement be circulated for information at the same time the Policy Committee agenda and reports were published. Any individual Member of the Sub-Committee would be welcome to make their views known to Members of the Policy Committee.

**Resolved** – That, the final Affordable Housing SPD is presented to Policy Committee for approval and adoption.

## CSP.187 DATE OF NEXT MEETING

December, to be confirmed.

Chairman.

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# AGENDA ITEM 14

## **CRAVEN SPATIAL PLANNING SUB-COMMITTEE**

(Online)

8 February 2021

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle, Rose Shuttleworth and Sutcliffe.

**Officers** – Interim Legal Services Manager, Strategic Manager for Planning and Regeneration, Interim Spatial Planning Manager, Planning Consultant, Planning Officer (Planning Policy Team) x 2, Planning Assistant (Planning Policy Team) x 2, Senior Democratic Services Officer and Democratic Services and Scrutiny Officer.

Start: 6.38pm

Finish: 8.35pm

**Minutes** – The minutes of the Sub-Committee's meeting held on 10 November 2020 were confirmed as a correct record.

### **Minutes for Report**

CSP.188

### **AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT : REVISED DRAFT FOR CONSULTATION**

The Strategic Manager for Planning and Regeneration presented a report asking Members to approve, for public consultation, a revised draft Affordable Housing Supplementary Planning Document (SPD) and associated documents. The SPD had previously been approved last year for public consultation and representations were received. These representations have been examined and a Consultation Statement produced.

The intention had been to publish the said Statement and seek Policy Committee approval to adopt the SPD including any changes or modifications from the representations received.

However, the Council's Barrister on spatial planning matters had recommended deferral until a further period of public consultation had taken place as there was a legal duty to carry out such consultation on both the draft SPD and the Consultation Statement.

In relation to the Strategic Environmental Assessment Screening Report and the Habitat Regulations Assessment: Screening Report as set out in Appendices C and D of the report, at the time of writing the report two of three statutory consultees namely the Environment Agency and Historic England had responded. The Interim Spatial Planning Manager was able to update Members in that the Council had now heard from Natural England, the remaining statutory consultee and she was able to report that they all agreed with the conclusions of the screening reports and that their responses would be included in an Adoption Statement as well as in the public consultation documents.

The final Affordable Housing SPD and Adoption Statement would be presented to a future meeting of the Policy Committee for approval.

During the debate, the Interim Spatial Planning Manager clarified the current criterion in relation to the minimum size of affordable homes in Craven. She stated that the national described space standards were not set out in the 2012 NPPF on which the Council's Local Plan Viability Assessment was based, but were introduced in 2019. Until the Council reviewed the minimum size of affordable homes as per Government guidelines it would not be possible to insist those most

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# AGENDA ITEM 14

recent standards were met as they were not part of the Local Plan that was examined, thereby leaving the Council open to challenge.

**Resolved** – (1) That, the revised draft Affordable Housing Supplementary Planning Document (SPD) and associated documents are approved as set out in Appendix A to the report now submitted are approved.

(2) That, the draft Affordable Housing SPD: Revised Draft for Public Consultation as set out in Appendix B to the report now submitted is approved and this document is to act as a material consideration when dealing with and determining relevant planning applications.

(3) That, the Strategic Environmental Assessment: Screening Report and the Habitat Regulations Assessment: Screening Report as set out in Appendices C and D of the report now submitted are approved.

(4) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to publish the documents in the appendices to the report now submitted for a period of public consultation for a period of six weeks running from Monday 15 February 2021 until Monday 29 March 2021.

CSP.189

## DATE OF NEXT MEETING

To be confirmed.

Chairman.

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# AGENDA ITEM 14

## CRAVEN SPATIAL PLANNING SUB-COMMITTEE

(Online)

19 April 2021

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle, Rose and Shuttleworth.

**Officers** – Strategic Manager for Planning and Regeneration, Interim Legal Services Manager, Interim Spatial Planning Manager, Planning Manager, Principal Planning Officer, Planning Consultant, Planning Officer (Planning Policy Team) x 2, Planning Assistant (Planning Policy Team) x 2, Senior Democratic Services Officer and Democratic Services and Scrutiny Officer.

An apology for absence was received from Councillor Sutcliffe.

Start: 7.03pm

Finish: 8.37pm

The Chairman arrived at 7:05pm.

Councillor Rose left the meeting at 8:22pm.

### Minutes for Report

CSP.190

#### **MONITORING DISCUSSION PAPERS 2,3 & 4**

The Strategic Manager for Planning and Regeneration submitted a report presenting monitoring discussion papers (MDPs) relating specifically to the following three themes of the Council's Climate Emergency Strategic Plan (CESP):

- Travel and Transportation
- Land and Nature
- Carbon Neutral Energy and Low Carbon Waste

This Committee at its meeting held on 10<sup>th</sup> November 2020 had already received and debated the first MDP which related to the theme of carbon neutral development, following which a number of workshops had been held to see how relevant adopted Local Plan policies could be fully implemented and updated to help achieve carbon neutral development in the District.

The discussion papers before Members, together with a powerpoint presentation set out how the Local Plan policies addressed each theme set and provided out some points and objectives for consideration, namely

- Existing policies – how existing Local Plan policies support the specific theme and how they can be implemented to achieve optimum results now.
- Future policies – how existing policies can be improved (through a review and update of the Local Plan) to achieve better results for the specific theme in the future.
- Requirements and limitations – what evidence we need to support future Local Plan policies and what limitations are imposed on the Local Plan by national planning policy.

During the discussion, one Member referred to electric vehicle charging points (EVCs) and the importance of specifying the type of electrics required in new developments in order to support EVCs. He also felt that the Council had to address the reality of consumer use, including on-street infrastructure. The Planning Manager explained that Planning Control were already encouraging applicants to deliver EVCs on site by way of a planning condition but that this could be subject to [Type here]

# AGENDA ITEM 14

challenge and he did not wish to undermine the current planning policy position which was to encourage, not require EVCs. It was reported that the Government had recently undertaken a consultation exercise on Building Regulations and, if approved, EVCs could become a requirement in all new developments.

Additionally, a Member asked if there was a plan for the location of ECVs in the District and that it was necessary to understand the type of journey's people made. In terms of public transport a comment was made about providing a range of options that took account of older and disabled people, as not everyone was fit and able to cycle or walk.

Another Member raised the issue of the validation stage of planning applications and the importance of developers providing all the information required by local and national requirements including details on the provision of EVCs.

The Strategic Manager commented that it was important to encourage, enable and allow public EVCs if Craven was to encourage visitors/tourists to the District.

Members were informed that Craven District Council had one of the lowest level of tree coverage at only 5% of land area compared to a UK average of 12%. Farmers should be encouraged to plant more trees and with the loss of farming subsidies, the Council would need to help farmers diversify including tree planting. It was also emphasised that urban trees added value and were to be encouraged as they had all sorts of benefits for residents. Members did comments that urban trees in residential areas had to be proactively managed as overgrown trees could cause problems and were sometimes resented by residents. One Member commented that some types of smaller non-native trees may on occasion be more suited to residential areas and should be given consideration when planting schemes were devised. The Interim Spatial Planning Manager advised that green infrastructure was not just about trees but the provision of ponds, hedgerows, green open space etc. in order to create a wide range of bio-diversity.

In terms of carbon neutral energy and low carbon waste Members acknowledged that wind turbines and anaerobic digesters would play a part in Craven's climate emergency declaration and achieving carbon neutrality. Whilst there would undoubtedly be many benefits to landowners and farmers it was important to position them in the right location. Members noted that ENV9 supported small scale turbines subject to meeting certain criteria.

**Resolved** – That Craven Spatial Planning Sub-Committees are arranged as and when required to consider draft Supplementary Planning Documents and further discussion papers.

CSP.191

## DATE OF NEXT MEETING

To be confirmed.

Chairman.

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