

POLICY COMMITTEE

6.30pm on Tuesday 3rd December 2019
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

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

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

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 Item \$13 and appendix B of Item \$9 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 the information) of those Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

1. **Apologies for absence and substitutes**
2. **Confirmation of Minutes** – 29th October 2019.
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.

(Note: 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 Q2 2019/20** – 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 two review of income and expenditure to the end of September 2019.

6. **Q2 Capital Programme Monitoring Report 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council's capital programme position, based on the quarter two review of income and expenditure to the end of September 2019.

7. **Performance Monitoring Report Q2 2019/20** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the Council's performance monitoring report for quarter two 2019/20 in accordance with arrangements set out in the Council's Performance Management Framework.

8. **Treasury Management Mid-Year Review 2019/20** – 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 in the context of current and forecast economic climates.

- \$9. **Fees and Charges 2020/21** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the fees and charges for the 2020/21 financial year. (N.B. Appendix B to the report is considered exempt from disclosure.)

10. **Re-Letting of RAFA Club, Moorview Way, Skipton** – Report of the Director of Services. Attached.

Purpose of Report – To seek approval for the re-letting of the RAFA club located at Moorview Way, Skipton.

11. **York and North Yorkshire Dance Hub and Rural Steps** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To provide Members with an update on the Council's involvement with dance initiatives in the District and seek approval to provide a Chairperson for the York and North Yorkshire Dance Hub and act as a lead authority for the Rural Steps dance project.

12. **Development and Acquisition of Shared Ownership Homes by Craven District Council – Update** – Report of the Director of Services. Attached.

Purpose of Report – To review the Council's acquisition and development of shared ownership properties both under section 106 agreements and also through the development of Council owned land.

Item Considered Exempt from Disclosure

- \$13. **Joint Venture Re-Development of Council Depot Site, Engine Shed Lane, Skipton** – Report of the Director of Services. Attached.

Purpose of Report – To approve the outline business case for the re-development of the Council owned depot/workshop at Engine Shed Lane, Skipton.

14. **Items for Confirmation** – The Committee is asked to indicate whether any of the above items should be referred to Council for confirmation.
15. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act 1972.

Agenda Contact Officer: Vicky Davies, Senior Democratic Services Officer
Tel: 01756 706486, Email: vdavies@cravendc.gov.uk
25th November 2019

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

Recording at Council Meetings - Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:

- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure - In case of an emergency or if the alarm sounds, leave the committee room and exit the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

POLICY COMMITTEE

29th October 2019

Present – The Chairman (Foster) and Councillors, Brockbank, Heseltine, Ireton, Morrell, Mulligan, Myers, Noland, Place, Rose and Solloway (substitute for Barrett).

Officers – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Solicitor to the Council and Monitoring Officer, Strategic Manager for Planning and Regeneration and Senior Democratic Services Officer.

Apologies for absence were received from Councillors Barrett, Madeley, Lis, Welch and Wheeler.

Start: 6.30pm

Finish: 7:26pm

The minutes of the Policy Committee meeting held on 17th September 2019 were confirmed as a correct record and signed by the Chairman subject to a minor amendment.

Exclusion of the Public –

Resolved – That in accordance with the Council's Access to Information Procedure Rules, the press and public is excluded from the meeting during the consideration of \$POL.1023 on the grounds that it is not in the public interest to disclose Category 3 (financial or business affairs of any particular person (including the Council)) exempt information.

Minutes for Report

POL.1022

FUTURE OF LOCAL ENTERPRISE PARTNERSHIPS

The Strategic Manager for Planning and Regenerations submitted a report updating Members on recent developments and the current status regarding the organisation of Local Enterprise Partnerships in Yorkshire and the Humber.

Established in 2011, Local Enterprise Partnerships were partnerships between local authorities and businesses to produce economic development priorities and act as a lead on economic growth covering functional economic areas. Craven looked towards the conurbations of West Yorkshire and also to the Yorkshire Dales resulting in it being a member of both the York, North Yorkshire and East Riding LEP (YNYER LEP) and the Leeds City Region LEP (LCR LEP).

The Government's reorganisation of LEPs made it clear that retaining overlaps diluted the accountability and responsibility for setting strategies and that all businesses and communities should be represented by one LEP and those that did not would be subject to restricted access to the UK Shared Prosperity Fund. This had resulted in a decision to seek a merger between the YNYER LEP and the LCR LEP.

Part of the Government's economic policy was the devolution of budgets and powers to city regions and although all local authorities across Yorkshire agreed that there should be a one Yorkshire approach this had been consistently opposed by the Government, their view being that there should be four separate deals; Humber, York and North Yorkshire, Sheffield and West Yorkshire.

There had been no decision on the structure and geography of LEPs but it was clear that one option was for the LEPs to mirror the geography of the likely devolution deals. The Strategic Manager for Planning and Regeneration's report informed Members that the new devolution / LEP arrangements would not affect any existing committed programmes or proposals such as the Transforming Cities Fund.

Resolved – That, the recent developments of the reorganised Local Enterprise Partnerships covering Craven and the future plans for collaborations between Local Enterprise Partnerships in Yorkshire are noted.

\$POL.1023

SHARED OWNERSHIP HOUSING DEVELOPMENT

The Director of Services submitted a report seeking approval for the acquisition of a plot of land together with a supplementary estimate to develop the site for shared ownership homes.

In considering the report, Members agreed that the report should be deferred to the next meeting pending further information regarding land values, occupancy restrictions and whether the business case would change as a result thereof.

(A separate excluded full minute has been prepared for this item. It is published (on pink paper) in an Appendix to Committee Members, relevant officers and others who are entitled to all details.)

Minutes for Decision

POL.1024

CONFIRMATION OF THE COUNCIL TAX BASE – 2020/21

The Chief Finance Officer submitted a report inviting Members to approve the Council Tax Base for the 2020/21 financial year. The Committee was advised that the formula used to calculate the base was complex requiring forward projections of a number of key variables such as new builds, demolitions and Council Tax discounts and exemptions.

For every £1 of Council Tax levied, the tax base, as proposed, would enable the Authority to meet £22,617 of expenditure in 2020/21 compared with £22,525 in 2019/20.

RECOMMENDED – (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 2020/21 financial year is set at 22,617.

(2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2020/21 financial year is that as set out in Appendix A appended to these minutes.

POL.1025

**CRAVEN HOMELESSNESS AND ROUGH SLEEPING STRATEGY
2020 – 2025**

The Director of Services submitted a report seeking approval of the Craven Homelessness and Rough Sleeping Strategy 2020 -2025. The Housing Act 1996 placed a duty on local authorities to take a strategic approach to tackling and preventing homelessness by reviewing homelessness in the District and formulating and producing a homelessness strategy and that it should be reassessed and updated at least every five years. Craven's Strategy was published in July 2015 and last until 2020 but a decision was reached in January 2019 that it was no longer fit for purpose for a number of reasons identified in the report.

The Council had appointed Arc4 to undertake the review and produce a new Strategy based on a comprehensive desk-top analysis of key data and conducting interviews and surveys with partners, stakeholders and service users. Some of the key findings were:

- a) Loss of private rented was the main cause of homelessness
- b) 44% of customers did not seek help before they became homeless
- c) 73% of homeless people the Council dealt with were single
- d) Craven had the lowest percentage of social housing in Yorkshire and Humber
- e) Craven had one of the lowest supplies of private rented accommodation in Yorkshire and Humber.

The findings had helped to formulate a revised Strategy for the period 2020-2025 including prioritising a number of key areas.

During the debate, Members wanted to place on record the excellent service that officers provided to the District's homeless and rough sleepers and it was

RECOMMENDED – (1) That, the Craven Homelessness and Rough Sleeping Strategy 2020 – 2025 and associated Action Plan is approved and adopted.

(2) That, the Director of Services, in consultation with the Lead Member is authorised to make minor changes to the Strategy and Action Plan as and when required.

Chairman

Appendix A: Parish Summary

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%.

Parish	20/21 Taxbase	Parish	20/21 Taxbase	Parish	20/21 Taxbase
AIRTON	95.62	ELSLACK	36.28	LANGCLIFFE	162.38
APPLETREEWICK	106.66	EMBSAY w EASTBY	793.98	LAWKLAND	125.90
ARNCLIFFE	40.09	ESHTON	41.05	LINTON	76.28
AUSTWICK	244.76	FARNHILL	215.61	LITTON	35.14
BANK NEWTON	28.29	FLASBY w WINTERBURN	56.95	LONG PRESTON	320.37
BARDEN	32.38	GARGRAVE	769.79	LOTHERSDALE	252.66
BEAMSLEY	66.47	GIGGLESWICK	550.08	MALHAM	67.62
BENTHAM	1234.73	GLUSBURN	1448.06	MALHAM MOOR	20.76
BOLTON ABBEY	46.76	GRASSINGTON	549.99	MARTONS BOTH	146.00
BORDLEY	7.33	HALTON EAST	46.38	OTTERBURN	22.48
BRADLEY	507.89	HALTON GILL	25.24	RATHMELL	138.19
BROUGHTON	36.38	HALTON WEST	27.43	RYLSTONE	72.67
BUCKDEN	101.05	HANLITH	16.86	SCOSTHROP	36.19
BURNSALL	56.86	HARTLINGTON	31.62	SETTLE	1122.74
BURTON IN LONSDALE	257.23	HAWKSWICK	35.52	SKIPTON	5423.57
CALTON	26.95	HAZLEWOOD w STORITHS	40.28	STAINFORTH	110.95
CARLETON	451.89	HEBDEN	115.71	STIRTON w THORLBY	96.57
CLAPHAM	305.99	HELLIFIELD	554.18	SUTTON	1271.69
CONISTON COLD	90.86	HETTON	73.81	THORNTON IN CRAVEN	206.57
CONISTONE w KILNSEY	67.52	HORTON IN RIBBLESDALE	180.28	THORNTON IN LONSDALE	147.33
CONONLEY	490.37	INGLETON	852.46	THORPE	23.43
COWLING	887.31	KETTLEWELL w STARBOTTON	192.85	THRESHFIELD	399.04
CRACOE	80.66	KILDWICK	102.95	WIGGLESWORTH	136.86
DRAUGHTON	130.19	KIRKBY MALHAM	50.00		

Policy Committee – 3rd December 2019



REVENUE BUDGET MONITORING REPORT - QUARTER 2 2019/2020

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 2019.

2. Recommendations

- 2.1 Members to note the Revenue Budget position as at 30th September 2019.
- 2.2 Members note the the latest position of the savings achieved this quarter and identified as green in Appendix B and that these savings will be transferred to an earmarked reserve for support to the 2020/21 budget and beyond.
- 2.3 Members note the council's participation in an application to establish a North & West Yorkshire Regional Rates Pool for 2020/21.

3. Report

- 3.1 On 5th February 2019 the Council approved its Net Revenue Budget at £6,735,044 for 2019/20. This was subsequently increased by 2018/19 revenue budget slippage of £53,172. Giving a revised Net Revenue Budget £6,788,786.

3.2 Quarter 2 Financial Performance – Revenue Budget

Based on the June Budget Monitoring exercise, the Council's performance against budget is a forecasted underspend of £306k for the financial year. However, the volatility of the Council's income streams, highlighted in section 3.19 of this report, could mean that any reduction in the estimated income could reduce the surplus to a deficit.

3.3 Service Related Costs:

Services are currently showing a projected favourable variance of £306k. Details of the variances are set out in Appendices A2 to A4. The main

factors giving rise to the variances are set out below, summarising salary costs as a whole and then other variances under each priority heading.

- 3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 36% of Budgeted Revenue Expenditure. Based on Quarter 2 performance, net forecasted underspends in staffing costs are £160k. This consists of salary cost underspends equal to £471k being offset by spending on Agency staff of £311k.
- 3.5 The quarter 1 revenue update report described how the Council is using Agency and temporary staff. Appendix C shows the detailed breakdown of Agency staff usage.
- 3.6 Also stated at quarter 1 some of the savings have arisen as a consequence of employing trainees or Modern Apprentices. This continues to be the case at quarter 2 and the Council is currently utilising trainee or Modern Apprentice employees across a number of Services.
- 3.7 Enterprising Craven: (Appendix A2)
The majority of the under and over spends within the Enterprising Craven priority, can be attributed to Employee related costs or savings and so are included in the narrative 3.4-3.6.
- £15k of the forecasted surplus can be attributed to higher than expected income from the Street naming and Numbering (GIS) service.
- 3.8 Resilient Communities: (Appendix A3)
Excluding those that are employee related, the following sets out the significant variances;
- Within the Amenity areas (including Aireville Park) there has been a £10k LA Parks Improvement Fund award.
 - Pool employee costs net overspend of £52k and overspends in the utility costs of £18k. Conversely the Revive Café is forecasting a £20k underspend due to increased revenue (£30k) offset by an increase in employee costs (£10k).
 - Income for the Commercial waste service is performing above target, £53k current forecasted.
- 3.9 Financial Sustainability: (Appendix A4)
The underspends within Financial Sustainability can mainly be attributed to employee related costs.
- 3.10 Corporate
At the end of the Quarter 2 the Corporate Costs outside the Net Cost of Service are as expected.
- 3.11 Projected financial performance at the end of Q2 is summarised in Table 1 overleaf...

Table 1: Summary of Q2 Forecasted Outturn Position as at 30 September 2019

	Original Budget 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/ Overspend 2019/20 £	%	Para. Ref.
<u>Council Priority</u>						
Enterprising Craven	601,620	620,204	592,638	(27,565)	4.44%	3.7
Resilient Communities	1,832,298	1,958,828	1,813,338	(145,490)	7.43%	3.8
Financial Sustainability	3,401,129	3,363,452	3,230,921	(132,531)	3.94%	3.9
Total Service Related Costs per Priority	5,835,046	5,942,484	5,636,898	(305,586)		
<u>Corporate Costs</u>						
Investment Income	(120,000)	(120,000)	(120,000)	-		3.10
Interest Payable	255,710	255,710	255,710	-		
Minimum Revenue Provision	280,000	280,000	280,000	-		3.10
Revenue Funding of Capital Programme	409,248	409,248	409,248	-		
Corporate Contingency	75,000	21,344	21,344	-		3.10
Net Revenue Budget Before Contributions	6,735,004	6,788,786	6,483,200	(305,586)	4.50%	
Transfers to/from reserves, NHB & Grant	(969,776)	(1,023,558)	(1,023,558)	-		
Total Revenue Budget 2019/20	5,765,228	5,765,228	5,459,642	(305,586)	5.30%	
Amount to met by C. Tax & Business Rates	(5,765,228)	(5,765,228)	(5,765,228)	-		

3.12 Income & Savings Plan

The Council's financial pressures will continue. The current estimate from the 2019/20 Medium Term Financial Plan (MTFP) is that, cumulative savings or income of £692k will be required for 2020/21, £961k for 2021/22 and £1,315k for 2022/23. An update to the MTFP is due later in the year and this will be reflected in the quarterly update reports later in the year.

- 3.13 As at the end of Quarter 2, £2k of savings have been confirmed as achieved (or classed as 'green'), although a number are in progress and will be reported in Quarter 3. The latest outturn position gives some confidence that the required saving target for the current year can be achieved, but it must be emphasised that any variation to the latest outturn figure will directly impact on the target for this and subsequent years.

3.14 Main Risk Areas

The 2019/20 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. These risks will continue in to 2020/21 and beyond. Further analysis of the risk areas which are varying is shown below.

3.15 Waste Collection:

The Original Budget for the Domestic Waste Collection was £640k, this has since been revised to £662k by the end of this quarter. The current forecasted outturn is £766k; this is a variance of 15.71%. This is due to an increase in staffing costs, vehicle maintenance and a vehicle still having to be sourced on a hire basis, until a replacement can be arranged.

3.16 Recycling – Disposal costs (incl. Garden Waste)

At the start of 2019/20 there was £310k allocated for the payment for processing the recycle commodities collected by the Council. The latest forecast remains at £310k, but this is based on estimates for the last 5 months as recent invoices have not yet been received. The associated Recycling Credit income was originally budgeted at £378k and also is forecasting to be the same.

3.17 Planning Application Fees

The original budgeted income for planning fees was £423k. The Budget Setting report indicated what the effects of adverse variances may be up to 10%. The latest forecast for the Planning fees estimates it will achieve this target. But this is a volatile income stream and will be updated in the Q3 report.

3.18 Skipton Town Hall

The original budget for Skipton Town Hall & Museum income was £145k. The current total forecast is as originally set. The Budget Setting report listed this risk as a high impact and fortunately these income streams are currently forecasting achievement of the target.

3.19 Income Streams

Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2019/20 budget. At the end of September these were 3.6% ahead of target. The income streams which have performed well in quarter 2 are Car Parking, Waste Management and Bereavement Services. However, at this stage of the year, this is a forecast and it will be kept updated throughout the year. Income streams are being reviewed as part of the 2020/21 budget setting process and budgets adjusted based on the improved performance over the last few years.

3.20 Budget monitoring clinics are held with budget holders on a quarterly basis.

3.21 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.

- 3.22 As part of the monitoring of income streams members requested more detailed analysis of Car Parking Income. This information is attached as Appendix D.
- 3.23 Business Rates:
- The Council is continuing its membership of the North Yorkshire & West Yorkshire Business Rates Pilot in 2019/20.
- 3.24 The Council estimated that it would receive £1,893k from Business Rates in 2019/20. This is being monitored throughout the year in line with other budgets. It is assumed that any surpluses will be transferred into the Business Rates Reserve.
- 3.25 The Business Rates Contingency Reserve has a balance of £1,150k as at 1st April 2019. There will be £18k utilised in 2019/20, this gives a balance of £1,132k at 31st March 2019. However, for the Mobile Infrastructure relief approved at Policy in June 2019, £108k will be spent over the next 7 years.
- 3.26 The current year pilot rates pool will end on 31st March 2020. In order to try to maintain the financial benefits delivered through a pooled approach, an application has been made to government to establish a North & West Yorkshire pool for 2020/21. The new pool, if approved, would operate on a basis that retains an element of business rates growth and would mean that the total amount due in levies compared to not having pool arrangement is less.
- 3.27 Financial Position
- 3.28 The Council has a General Fund unallocated balance of £995k at 1 April 2019. It is expected that this balance will remain during 2019/20.
- 3.29 The Council's policy is to maintain the General Fund Balance at a prudent level. This is essential in order to mitigate against the risk of unplanned movements from budgeted net expenditure levels and to cover for day to day cash flow variances. Moreover, a robust level of balances will help the Council mitigate against further changes to Local Government Funding. For 2019/20 this level was agreed as adequate. The current MTFP will assumed the balance will be maintained at a similar level.
- 3.30 The 2019/20 Revenue budget is not without pressures, and had a contingency of £75k. As part of the 2018/19 Budget Outturn and the Final Accounts process it was identified that an additional £25k be added to the Contingency fund for 2019/20.
- 3.31 The Council had £6,642k in earmarked reserves at 1 April 2019, this was revised from £7,218k as part of the Final Accounts Audit adjustments. Budgeted and in year Contributions of £566k, less £712k of budget utilisation in 19/20 and the previous commitments for future year's use means an estimated balance at 31st March 2020 of £4,983k. The details are shown in table 3.

Table 3: Earmarked Reserves

Reserve	Opening Balance 01-Apr-19 £'000	Net Budgeted in Year Utilisation (1) £'000	In Year & Year End Contributions to/from £'000	Future Year Commitments approved but not yet utilised £'000	Available Balance 31 March 20 £'000
New Homes	2,319	268		(1,196)	1,390
Planning	465	-			465
Enabling Efficiencies	302	(60)			242
Vehicles	338	(182)			156
ICT	511	(35)		(127)	349
Buildings	460	(45)		(81)	334
Insurance	80	10			90
Business Rates Contingency	1,150	-	(18)	(108)	1,024
Future Year Budget Support	171	(77)			94
Contingency & Slippage	154	-			154
Elections Reserve	28	(7)			21
Partial Exemption Reserve	600	-			600
Other	64	-			64
Total Earmarked Reserves	6,642	(128)	(18)	(1,512)	4,983

(1) Contributions from and to are based on the Budget Set on 5th February 2019.

- 3.32 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year.
- 3.33 The Chief Finance Officer will determine how in-year variances are treated, taking into account the current-year and medium term financial position of the council.

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 None as a direct result of this report. The Council set a balanced budget for 2019/20, and going forward it is a further requirement that the budget is balanced.

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 develop plans to mitigate against the Budget Gap that has resulted due to the phased reduction of Revenue Support Grant to nil by 2019/20.

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 – Revenue Budget - analysis of projected outturn by Priority / Cost Centre Group.

Appendix B – Green items on the Income & Savings plan

Appendix C – Agency Staff Usage by service

Appendix D – Car Parking Income Performance

Appendix E – Business Rates Pool 2020/21

12. Author of the Report

James Hordern, Accountancy Services Manager,

Telephone: 01756 706316

E-mail: jhordern@cravendc.gov.uk

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

Summary Report

Appendix Reference	Council Priority	Original Budget 2019/20 £	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Over spend 2019/20 (+ve)/-ve £	% Variance	Comments
A2	Enterprising Craven	601,620	18,584	620,204	592,638	(27,565)	4.44%	
A3	Resilient Communities	1,832,298	126,531	1,958,828	1,813,338	(145,490)	7.43%	
A4	Financial Sustainability	3,401,129	(37,677)	3,363,452	3,230,921	(132,531)	3.94%	
Total Service Related Costs		5,835,046	107,438	5,942,484	5,636,898	(305,586)		

Corporate Costs

Investment Income	(120,000)	0	(120,000)	(120,000)	0	0.00%	
Interest Payable	255,710	0	255,710	255,710	0	0.00%	
Minimum Revenue Provision	280,000	0	280,000	280,000	0	0.00%	
Revenue Funding of Capital Programme	409,248	0	409,248	409,248	0	0.00%	
Corporate Contingency	75,000	(53,656)	21,344	21,344	0	0.00%	
Net Revenue Budget Before Contributions	6,735,004	53,782	6,788,786	6,483,200	(305,586)	4.50%	
Transfers to/from reserves, NHB & Grant	(969,776)	(53,782)	(1,023,558)	(1,023,558)	0	0.00%	
Total Revenue Budget 2019/20	5,765,228	0	5,765,228	5,459,642	(305,586)	5.30%	
Amount to met by C. Tax & Business Rates	(5,765,228)	0	(5,765,228)	(5,765,228)	0		

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
Hackney Carriages	(1,960)	118	(1,842)	(12,075)	(10,233)	555.45%	2 x vacant posts, partly off-set with agency costs.
Liquor Licencing	(31,675)	118	(31,557)	(41,902)	(10,345)	32.78%	2 x vacant posts, partly off-set with agency costs.
Street Signs & GIS	56,382	442	56,825	41,968	(14,857)	26.15%	Higher forecasted Income based on year to date.
Historic Buildings	4,000	0	4,000	4,000	0	0.00%	
Building Control - Non Fee Earning	37,907	168	38,075	38,080	5	0.01%	
Building Control - Fee Earning	(37,468)	7,433	(30,035)	(29,131)	904	3.01%	
Local Plan	225,993	1,747	227,740	211,391	(16,349)	7.18%	3x vacant posts, partly off-set with agency costs and external services.
Local Land Charges	(94,509)	18	(94,491)	(91,034)	3,457	3.66%	
Development Control	130,129	(3,820)	126,309	215,036	88,727	70.25%	Some salary savings, however a high agency cost to decrease backlog of workload.
Total Cultural Services incl. Museum & Skipton TH	274,320	7,916	282,236	214,245	(67,991)	24.09%	Savings from salaries
Total Arts Development	38,500	4,443	42,943	42,060	(883)	2.06%	
Total Enterprising Craven	601,620	18,584	620,204	592,638	(27,565)		

Resilient Communities

Appendix A 3

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
Craven Crime Reduction + Safer Stronger Communities	40,590	276	40,866	36,744	(4,122)	10.09%	Saving from reduced grant expenditure and increased partner contributions
Customer Services	262,245	1,135	263,380	231,798	(31,582)	11.99%	Salary savings due to vacancy and Team Leader 1 day recharge
Revenues & Benefits Services <i>(Including Cost of Collection)</i>	203,173	1,057	204,230	168,692	(35,538)	17.40%	Salary Savings
Partnerships & Communications and Sporting Events	167,914	720	168,634	170,076	1,442	0.86%	Slight overspends in salaries
Democratic Services	96,139	709	96,848	84,823	(12,025)	12.42%	
Democratic Representation	183,451	(355)	183,097	184,103	1,007	0.55%	
Elections	70,262	314	70,576	96,182	25,606	36.28%	
Electoral Registration	70,132	20	70,152	58,075	(12,077)	17.22%	
Shared Ownership Scheme	(38,100)	104	(37,996)	(32,760)	5,236	13.78%	
Joint Venture	0	0	0	585	585		
Car Parks	(1,180,196)	424	(1,179,772)	(1,188,255)	(8,483)	0.72%	
Public Conveniences	56,882	338	57,220	67,253	10,033	17.53%	
Amenity Areas/Aireville Park	116,082	(347)	115,735	106,600	(9,135)	7.89%	£10k LAPIF grant
Private Garage Sites	(30,712)	99	(30,613)	(35,603)	(4,990)	16.30%	

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20	Revised Budget 2019/20	Forecast Outturn 2019/20	(Under)/Overspend 2019/20 (+ve)/-ve	% Variance	Comments
Refuse Collection - Domestic	639,798	22,674	662,471	766,175	103,704	15.65%	Slight underspend in salaries, however off-set with high agency costs and current hire vehicle.
Refuse Collection - Commercial	(260,292)	(11,860)	(272,153)	(341,919)	(69,766)	25.63%	Increase of trade waste income.
Street Cleansing	372,998	(2,327)	370,671	372,217	1,547	0.42%	
Recycling	460,260	(2,866)	457,394	332,805	(124,589)	27.24%	Salary savings of £78K due to the apportionment of salaries across all waste services (this has been addressed ahead of 20/21). £46K underspend in transport costs.
Clean Neighbourhoods	88,804	425	89,229	94,395	5,166	5.79%	
Mechanics Workshop	(1,314)	(2,121)	(3,436)	5,877	9,313	271.06%	Overspend of £9K within employee costs - £6K overtime.
Waste Management Service Unit	211,490	53,287	264,777	307,798	43,022	16.25%	High overtime payments, use of Pendle Council & hire of van to deliver commercial bins.
Garden Waste Scheme	(160,811)	214	(160,598)	(170,030)	(9,433)	5.87%	
Environmental Health Services	290,928	9,304	300,232	267,019	(33,213)	11.06%	£30K of salary savings.
Flooding	0	0	0	0	(0)		
Aireview House	19,040	367	19,407	19,107	(300)	1.55%	
Homelessness	229,490	46,144	275,635	263,478	(12,156)	4.41%	
Private Sector & Housing Enabling	(13,509)	(22,897)	(36,406)	(82,392)	(45,986)	126.32%	£35K salary savings and additional grant income.
Housing Service Unit	23,090	84	23,174	29,234	6,060	26.15%	
Total Economic Development	336,886	16,717	353,603	356,083	2,480	0.70%	Overspend coming from external services, offset with 1x vacancy salary saving
Total Leisure Services	19,043	15,107	34,150	78,971	44,821	131.25%	Pool employee costs net overspend of £52k and overspends in Supplies and services £18k. Revive Café forecasting a £20k underspend due to increased revenue offset by an increase in employee costs.
Total Bereavement Services	(441,464)	(215)	(441,679)	(433,793)	7,886	1.79%	
Total Resilient Communities	1,832,298	126,531	1,958,828	1,813,338	(145,490)		

Financial Sustainability

Appendix A 4

Description	Original Budget 2019/20	Virements, Slippage & Supplementary Estimates 2019/20 £	Revised Budget 2019/20 £	Forecast Outturn 2019/20 £	(Under)/Overspend 2019/20 (+ve)/-ve £	% Variance	Comments
CLT	495,927	2,314	498,241	476,851	(21,389)	4.29%	
Business Support	205,906	657	206,563	168,089	(38,474)	18.63%	Salary savings plus income from NYHTG
Human Resources & Training	155,583	241	155,824	131,019	(24,805)	15.92%	Some salary savings plus health and safety savings
Legal Services	125,887	798	126,685	120,196	(6,490)	5.12%	
Corporate Costs	860,728	(30,201)	830,527	840,252	9,725	1.17%	Overspends in external services, bank charges & public indemnity insurance, partially offset with government grant
Financial Services	518,075	1,334	519,409	446,021	(73,388)	14.13%	Salary savings and external services savings
Properties; Misc, Bus, Depots, BVS, SU, Estates	589,379	(14,343)	575,036	569,693	(5,343)	0.93%	
ICT & Transformation	449,644	1,522	451,166	478,800	27,634	6.12%	Forecasted Agency usage resulting in a £16k overspend in employee costs. £6k overspend in application and software costs
Total Financial Sustainability	3,401,129	(37,677)	3,363,452	3,230,921	(132,531)		

Craven District Council Income & Savings Plan

APPENDIX B

Income & Savings Action Plan 2019/20 - 2022/23 v2 at Oct 2019

Key:

Green

Income / Savings achieved - low risk

Reporting Spreadsheet

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					Member Decision Req	Additional Resources	SLT Lead Update /Comments	CLT Lead	SLT Lead
Line No	Serv Ref	Description				2019/20	2020/21	2021/22	2022/23					
16	IT	IT – Contract up for renewal. Transfer of Mitel 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 progresses - HUB based at CDC? Hub resources. Stat duty to provide HUB	Paul Shevlin	Sharon Hudson
TOTAL GREEN SAVINGS						2,000	68,000	68,000	68,000					
Total						2,000	28,000	28,000	28,000					
TARGET 2019/20						300,000	500,000	700,000	1,000,000					
Previous Month Figures						0	0	0	0					

Agency Budget Analysis of Services and Forecasted Spend in Salaries:

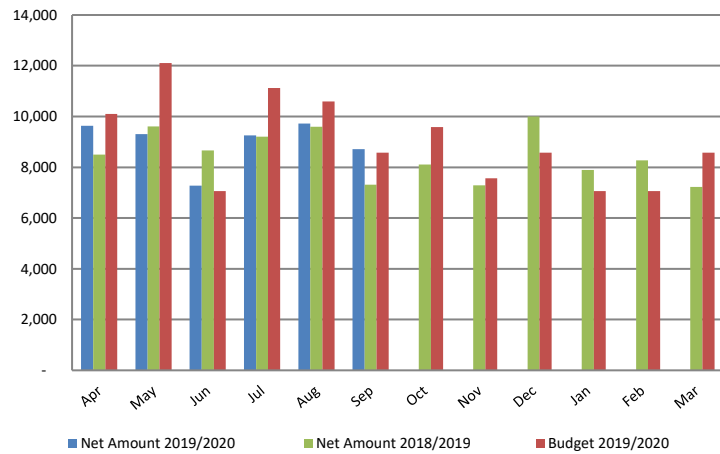
Agency Actual Outturn 2018/19 £	Service	Agency Actual as at Q2 2019/20 £	Agency Revised Budget as at Q2 2019/20 £	Agency Variance End Sept 19 -ve/+(ve) £	Reason for Agency Appointment
59,300	Revive - Craven Leisure Cafe	9,298	-	9,298	Covering Chef Role - intention to recruit permanently in the New Year
67,879	Refuse Collection-Domestic	61,636	19,000	42,636	covering Waste Management operational roles
-	Refuse Collection-Commercial	6,301		6,301	covering Waste Management operational roles
41,006	Street Cleansing	46,883	-	46,883	covering Waste Management operational roles
55,894	Assets & Commercial Services (S/Unit)	25,662	-	25,662	Fulfilling Surveyor Role
25,977	Garden Waste Service	15,387	-	15,387	covering Waste Management operational roles
-	Hackney Carriages	9,405	-	9,405	Covering Vacancy of licensing technician
-	Licensing	9,405	-	9,405	Covering Vacancy of licensing technician
146,936	Local Development Framework	49,180	-	49,180	Planning Policy cover
119,524	Development Control	53,241	-	53,241	Cover of Planning Officers and to clear back log of applications
76,115	Legal Services	8,330	-	8,330	Short term cover for maternity
38,625	Financial Services	13,565	-	13,565	Short term cover through Closedown while newly appointed trainee was being upskilled
-	Revenue and Benefits Services	9,326	-	9,326	A few hours a week to maintain service provision as a consequence of a reduction in hours by a member of staff
-	Information Technology Services	12,713	-	12,713	Covering project Manager role until recruitment is complete
631,256		330,331	19,000	311,331	

Parking Fees July - Sept 19 (2019/20 FYR)

2019/20	Cavendish Street			Waller Hill			Coach Street			High Street			Bunkers Hill		
	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £
Month															
April	£ 9,638	£8,497	£10,098	£11,187	£10,574	£ 9,563	£41,643	£36,919	£35,196	£52,697	£53,302	£55,339	£ 1,944	£1,899	£ 1,522
May	£ 9,309	£9,606	£12,107	£10,823	£10,837	£10,067	£41,183	£43,014	£36,204	£55,102	£53,198	£53,320	£ 1,617	£1,652	£ 1,218
June	£ 7,271	£8,661	£ 7,063	£ 9,454	£10,481	£12,550	£35,399	£43,350	£34,692	£47,206	£55,254	£50,796	£ 1,732	£1,664	£ 1,623
July	£9,263	£9,212	£11,124	£12,291	£11,499	£10,773	£44,759	£44,078	£41,240	£57,951	£57,047	£61,396	£ 2,141	£ 1,809	£ 1,725
August	£9,720	£9,602	£10,595	£11,620	£12,800	£12,071	£48,447	£51,552	£48,300	£59,877	£63,933	£63,983	£ 1,475	£ 1,563	£ 1,623
September	£8,718	£7,313	£8,575	£11,366	£10,076	£11,075	£39,827	£40,263	£40,698	£53,292	£53,932	£55,844	£ 2,380	£ 1,688	£ 1,828
October															
November															
December															
January															
February															
March															
	£53,919	£52,891	£59,562	£66,742	£66,267	£66,099	£251,258	£259,176	£236,330	£326,125	£336,666	£340,678	£ 11,289	£ 10,275	£ 9,539
Variance	(1028)		(5,643)	(475)		(643)	(7,918)		14,928	(10,541)		(14,553)	(1,014)		(1,750)

2019/20	Ashfield Road			Whitefriars			Greenfoot			Backgate & Community Centre			Craven Leisure		
	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £	Amount 2019/2020 £	Amount 2018/2019 £	Budget 2019/2020 £
Month															
April	£ 5,828	£5,595	£ 5,330	£ 6,426	£5,697	£ 5,712	£ 3,500	£2,374	£ 1,846	£ 1,679	£1,947	£ 1,699	£ 7,132	£4,927	£ 4,033
May	£ 5,766	£4,956	£ 5,029	£ 6,367	£6,407	£ 5,508	£ 3,908	£2,447	£ 2,050	£ 3,867	£3,615	£ 1,499	£ 6,439	£4,327	£ 4,033
June	£ 4,706	£5,229	£ 6,032	£ 5,178	£6,330	£ 5,808	£ 3,121	£3,715	£ 2,870	£ 1,424	£1,868	£ 2,000	£ 5,086	£4,996	£ 4,033
July	£ 5,785	£ 5,124	£ 5,730	£ 7,237	£ 6,706	£ 6,312	£ 3,955	£ 3,454	£ 2,561	£ 3,069	£ 2,767	£ 2,500	£ 6,891	£ 5,121	£ 4,537
August	£ 6,622	£ 6,889	£ 6,525	£ 8,065	£ 8,487	£ 7,518	£ 5,451	£ 5,201	£ 2,561	£ 2,367	£ 2,630	£ 3,002	£ 8,377	£ 6,310	£ 5,047
September	£ 5,980	£ 5,304	£ 5,730	£ 6,229	£ 5,398	£ 5,808	£ 3,563	£ 3,243	£ 2,561	£ 2,155	£1,865	£ 2,000	£ 5,848	£ 4,376	£ 5,042
October															
November															
December															
January															
February															
March															
	£34,687	£33,097	£34,376	£39,502	£39,025	£36,666	£23,498	£ 20,434	£ 14,449	£ 14,561	£ 14,692	£ 12,700	£39,773	£30,057	£26,725
Variance	(1,590)		(311)	(477)		(2,836)	(3,064)	5 of 19	(9,049)	(131)		(1,861)	(9,716)		(13,048)

Cavendish Street



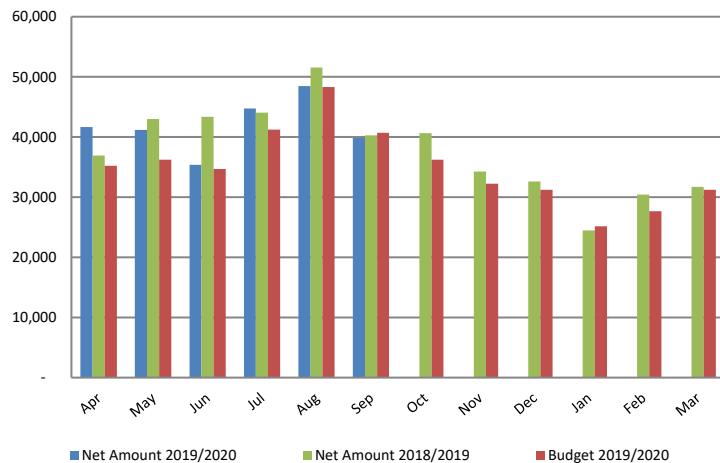
Comments: Income increased by 1.94% (£1028) over same period last Year and down by 9.47% (£5,643) on budget

Waller Hill



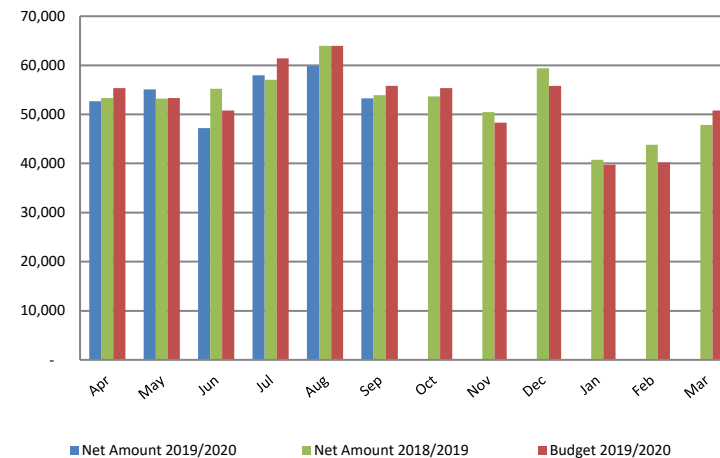
Comments: Income increased by 0.72% (£475) over same period last year and up by 0.97% (£643) on budget

Coach Street

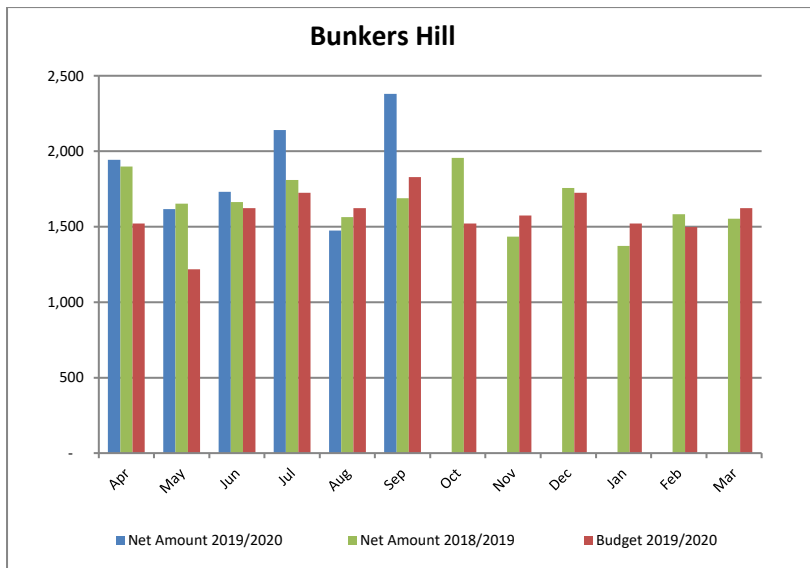


Comments: Income decreased 3.05% (£7,918) over same period last year and up by 6.31% (£14,926) on budget

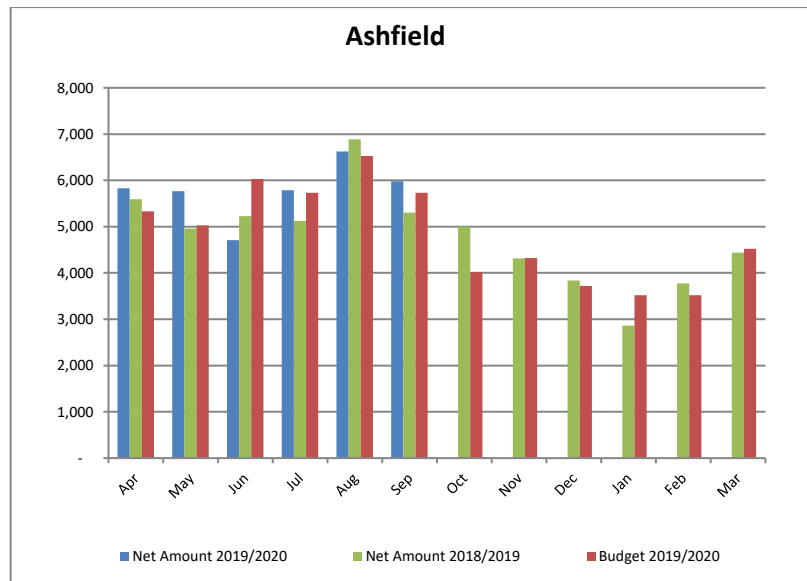
High Street



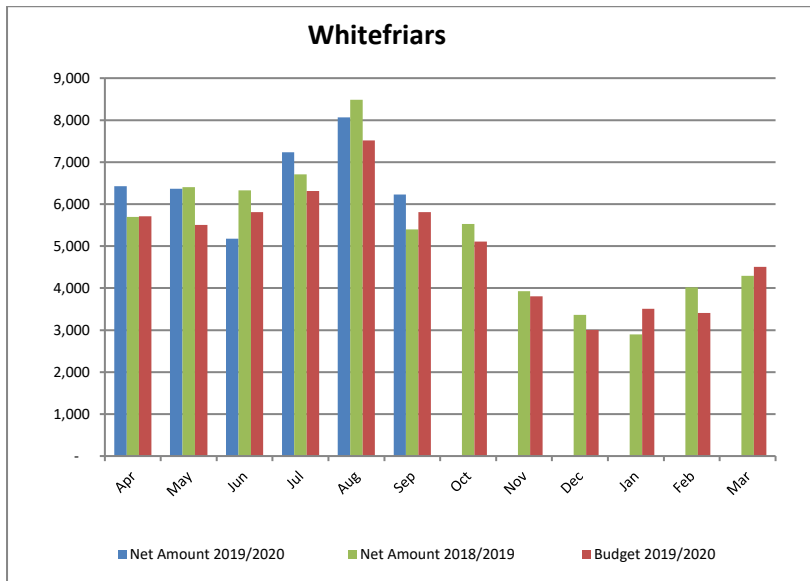
Comments: Income decreased by 3.13% (£10,541) over same period last year and down by 4.27% (£14,553) on budget



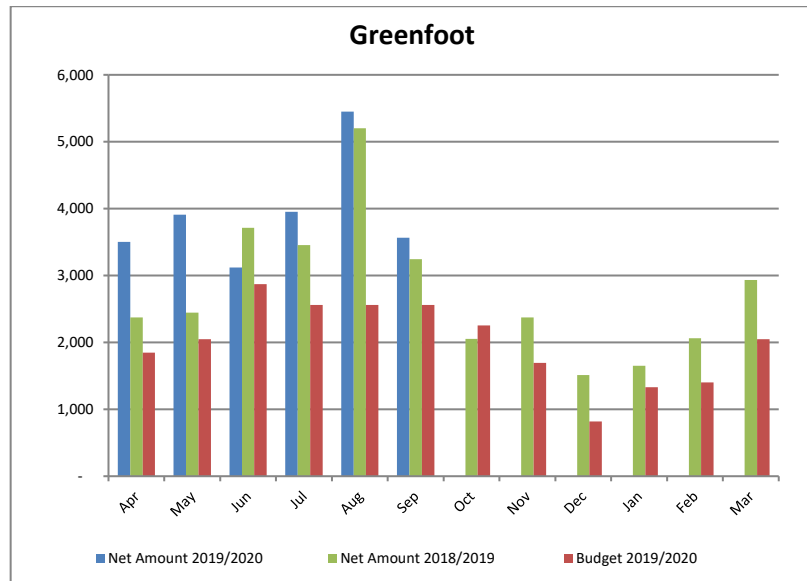
Comments: Income increased by 9.86% (£1,014) over same period last year and up by 18.34% (£1,750) on budget



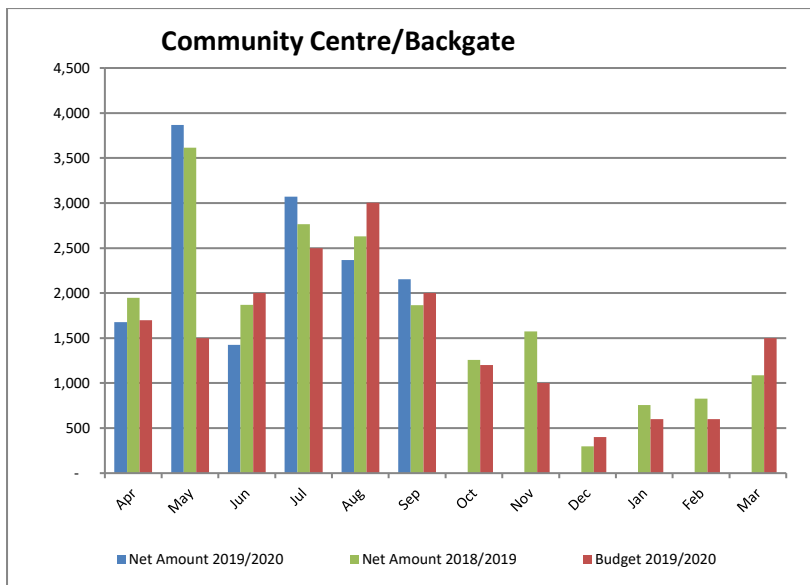
Comments: Income increased by 4.80% (£1,590) over same period last year and up by 0.90% (£311) on budget



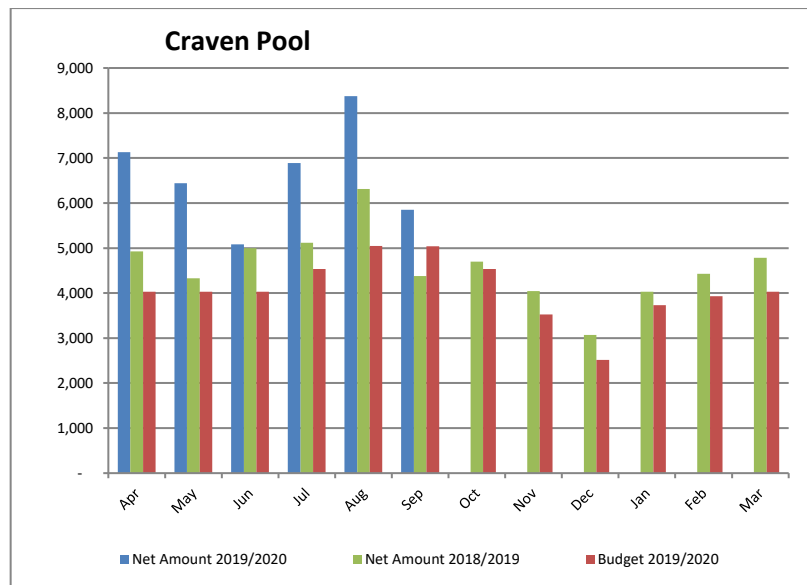
Comments: Income increased by 1.22% (£477.) over same period last year and up by 7.73% (£2,836) on budget



Comments: Income increased by 14.9% (£3,064) over same period last year and up by 62.62% (£9,049) on budget



Comments: Income decreased by 0.89% (£131) over same period last year and up by 14.65% (£1,861) on budget



Comments: Income increased by 32.33% (£9,716) over same period last Year and up by 48.82% (£13,048) on budget

Appendix E - Proposal for new 2020/21 Business Rates Pool

1. Membership and rationale

1.1. Further to the Invitation to Pool 2020-21 from the Ministry of Housing Communities and Local Government on 17th September, the following local authorities within North and West Yorkshire confirm that they wish to seek designation as a business rates pool under the arrangements as set out in that correspondence and the Local Government Finance Act 2012, Schedule 7b to the Local Government Finance Act 1988, Paragraphs 34-38:

- City of Bradford Metropolitan District Council
- The Metropolitan Borough Council of Calderdale
- Craven District Council
- Hambleton District Council
- Harrogate Borough F Council
- Kirklees Council
- Leeds City Council
- North Yorkshire County Council
- Richmondshire District Council
- Ryedale District Council
- Scarborough Borough Council
- The Council of the City of Wakefield
- City of York Council

1.2. The title of this pool will be North and West Yorkshire Business Rates Pool.

1.3. This Pool will build upon the success of the previous Pools in the region: North and West Yorkshire Pool in 2019/20; and the North Yorkshire Pool and Leeds City Region Pool in previous years.

1.4. This North and West Yorkshire Business Rates Pool incorporates a varied geography with a diverse but complementary economy and business rates base. This Pool will help to build on the economic growth in the region and will have a positive impact upon adjacent areas.

1.5. The Pool will benefit the individual members and further the aims of the region as a whole. The Pool will have two complementary objectives:

- To support regional economic growth by providing support to and working in collaboration with regional partners;
- To support the financial stability of the member authorities, both at an individual and a regional level.

2. Lead Authority

2.1. The authorities making up the North and West Yorkshire Pool have agreed that Leeds City Council will act as lead authority for the Pool.

Policy Committee – 3rd December 2019

Q2 CAPITAL PROGRAMME MONITORING REPORT – 2019/2020



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 2019.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2019/20 Capital Programme as at the 30th September 2019.
- 2.2 Members note the 2019/20 Capital Programme and the proposed funding.

3. **Report:**

- 3.1 The Council agreed the 2019/20 Capital Programme of £1,763k on 5th February 2019. On 6th August 2019 the Council endorsed the recommendation from Policy Committee for the Capital Programme to include £3,864k of slippage from the 2018/19 Programme. Giving a revised programme of £5,627k.
- 3.2 Since the Capital Programme was agreed, supplementary estimates have been approved totalling £143k. £18k for the Boundary Signs project and £125k awarded to the DNAire project, although £75k of this will be utilised in the 20/21 programme. In addition, a supplementary estimate for the JV Development Projects has been requested for £2,920k, this is to accelerate the growth of the developments and to utilise the Grant funding obtained, as detailed in 4.2. Due to the early delivery of a refuse vehicle, which wasn't expected until Q1 of 19/20, £105k of the vehicle replacement programme had to be brought forward by one year. This has reduced the amount in the 19/20 programme, previously allocated, to £87k. This gives a total revised Capital programme of £8,645k.
- 3.3 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 30th September expenditure on the programme was £1,232k.

Table 1: Planned Capital Programme Performance

	Revised Programme 2019/20 £	Expenditure at Q2 2019/20 £	Forecasted Outturn Q2 2019/20 £	Estimated Slippage (20/21) at Q2 2019/20 £
Council Properties	2,789,581	435,361	2,782,581	-
ICT	264,263	46,309	264,263	-
Private Sector Hsg & Empty Homes	4,319,347	441,606	4,319,347	-
Recreation & Leisure	1,102,227	295,214	1,027,228	75,000
Town/Village Plans	62,643	-	62,643	-
Vehicles	107,000	20,172	107,172	-
Total Capital Programme Costs	8,645,061	1,238,661	8,563,234	75,000

- 3.4 The forecasted spend for the Skipton Waterfront Scheme Project has increased by £59k and the funding for this is external as part of the growth deal. As at Q1 there has been an indication that £75k of the £125k Supplementary Estimate for the DNAire project won't be utilised until 2020/21.
- 3.5 Due to the continued reliance on capital receipts and the Council's reserves to fund expenditure over the medium and long term it was agreed that approval to commence 2019/20 projects would be monitored by CLT, as would progress on projects within the programme.
- 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 2019/20 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 Strategy assumes that these contributions will need to continue.

Table 2: Capital Resources Available & Utilised to Fund 2019/20 Programme

	2019/20 Revised Prog. £'000	2020/21 Indicative £'000	2021/22 Indicative £'000	2022/23 Indicative £'000
Capital Receipts at Start of Year (CRR)	2,083	1,108	1,108	1,058
In Year resources - (Capital Grants/receipts received)	4,265	3,509	733	733
Use of in Year Capital grants	1,349	3,409	683	683
Use of Capital Receipts	3,891	100	100	50
Total Use of Capital Resources	5,240	3,509	783	733
Contribution From NHB Reserve	361	75	-	-
Contribution From Enabling Efficiencies Reserve	35	-	-	-
Contribution From Vehicles Reserve	108	330	310	50
Contribution from IT Reserve	254	40	40	70
Contribution from Buildings Reserve	152	-	-	-
Underwrite the Capital Funding to cover the external funding applications	2,413	-	-	-
Utilisation of Borrowing (MRP Capacity)		-	-	-
Total Use of Reserves/Borrowing	3,330	445	350	120
Forecasted Capital expenditure in year as per Appendix A	8,563	3,954	1,133	853
Capital Receipts at end of Year (CRR)	1,108	1,108	1,058	1,058

- 3.9 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 2019/20, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.
- 3.10 The “Underwrite the Capital Funding to cover the external funding applications” line represents the amounts allocated for the redevelopment of the Town Hall, that are to be funded by the applications to the HLF and other bodies. The Council have approved the underwriting of the costs should not all the Grant funding be achieved.
- 3.11 The “In Year resources - (Capital Grants/receipts received)” line, includes the £2,920k supplementary estimate for the JV related developments, as this is funding that will be drawn on as it is incurred. It is assumed that the £2,920k will be fully used, however if this changes in the later quarters the funding and usage will be reflected as future slippage.

4. Financial and Value for Money Implications

- 4.1 At the start of 2019/20 the Council had available £2,083k of Capital Receipts to fund its capital programme. It also had estimated receipts of Grants of £4,295k to fund part of the programme, including the £2,920k from the Land Release Fund and the Accelerated Construction Fund. All financial implications are contained in the body of the report.

5. Legal implications

- 5.1 None relevant

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.

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, Accountancy Services Manager,

Telephone: 01756 706316

E-mail: jhordern@cravendc.gov.uk

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

Capital Programme 2019/20

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q2 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q2 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Bereavement	Cremator Replacement	Clair Cooper	6049					-	-	-		-	Project has now virutally completed, we are waiting on the last staff member to be trained and then we can sign off. The only cost left to pay is the retention of approx £81,900 - invoices should be received in Nov/Dec 19
Assets & Commercial Services - Bereavement	Exit Drive at Waltonwrays	Clair Cooper	6052	28,000				28,000	-	28,000		28,000	This is being led by Property who have started to make some progress on ascertaining if the project is possible
Assets & Commercial Services - Bereavement	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044		13,000			13,000	-	13,000		13,000	This has been assigned as a Q4 project, currently pending.
Assets & Commercial Services - Property	Ashfield Toilet Refurbishment for Settle TIC Scheme	Darren Maycock	6050		74,880			74,880	-	74,880		74,880	No Update
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	35,000				35,000	11,333	23,667		35,000	Replacement programme underway and to plan, expected completion Q2
ICT & Transformation Services	Idox Implementation	Darren Maycock	6266		19,396			19,396	1,207	18,189		19,396	Complete
Assets & Commercial Services - ICT	Integrated Asset Management System	Darren Maycock	6277		16,550			16,550	-	16,550		16,550	Now deferred to 2020, lack of PM resource.
Assets & Commercial Services - Vehicles	Replace Maintenance Vehicles	Darren Maycock	6305	20,000				20,000	20,172	(172)		20,172	Complete
ICT & Transformation Services	Digitisation and Archiving Project	Darren Maycock	6278		96,000			96,000	24,269	71,731		96,000	Project underway, archive collections scheduled expected completion Q2
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock		10,000				10,000	-	10,000		10,000	Currently under review, expected completion Q3
ICT & Transformation Services	Replace UPS units	Darren Maycock	6279	30,000				30,000	9,500	20,500		30,000	Project underway, expected completion Q3

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q2 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q2 Comments - including timeline for procurement and delivery & Justification
Economic Development	DNAire	David Smurthwaite	TBC			125,000		125,000	-	125,000	75,000	50,000	Supplemenatry Est approved at Pol. 18th June 2019, £125k in 2020/21 however there is a request that £50k of this be made available in 2019/20 with the remaining £75k to be utilised in 2020/21
Assets & Commercial Services	- Skipton Town Hall - Phase III Works * year two subject to grant funding	David Smurthwaite	6023		679,149			679,149	-	679,149		679,149	Demolition of existing extension buildings and all internal strip out complete; internal structural alterations complete on Museum side and partially completed on Concert Hall side. Reinforcement, foundations and steel frame for new extension to rear, complete.
Assets & Commercial Services	Redevelopment of Town Hall/Museum HLF - CDC Funded Element	David Smurthwaite	6032		202,138			202,138	404,540	(202,402)		202,138	Some structural issues experienced with gable end of Concert Hall – unconventional arrangement, structurally unstable - required underpinning and construction of new foundations, resulting in some delays; date of contract completion now October.
Assets & Commercial Services	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element	David Smurthwaite	6032		1,469,346			1,469,346	-	1,469,346		1,469,346	Museum interpretation outline complete, oral histories collected locally and participant generated content from NLHF project to feature in new displays.
Assets & Commercial Services	Boundary Signs	David Smurthwaite	6056			18,000		18,000	9,239	8,761		11,000	Project complete.

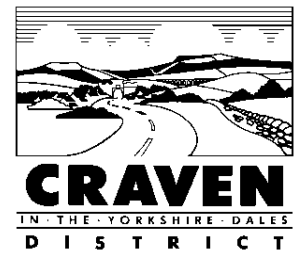
Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q2 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q2 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services - Craven Leisure	To refurbish and replace existing fitness kit	Hazel Smith	6113		21,666			21,666	10,038	11,628		21,666	Final pieces of equipment currently being procured & implemented. Project will complete in budget and aiming for end of December 2019.
Assets & Commercial Services - Craven Leisure	New Filters	Hazel Smith	6115	25,248				25,248	-	25,248		25,248	Contract let and initial preparatory works completed. Remainder of works to be completed in December 2019 and payment made into Jan/Feb 2020.
Assets & Commercial Services - Parking Services	Parking payment machine replacement	Helen Townsend	6009	40,000				40,000	14,436	25,564		40,000	Machine software and signage needed but cant be ordered until changes approved in fees and charges.
Assets & Commercial Services - Parking Services	10 x Parking Spaces at Pool	Helen Townsend	6010 CK01	25,000				25,000	550	24,450		25,000	Work due to commence on 4th November. Estimated to take 2 weeks.
Assets & Commercial Services - Parking Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX	4,000				4,000	-	4,000		4,000	Job partially completed but waiting for Lamp column C to be electrically transferred, to complete job.NYCC estimate should be completed in next 2 months.

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q2 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q2 Comments - including timeline for procurement and delivery & Justification
ICT & Transformation Services	Payroll System improvements	James Hordern	6200	-	12,000			12,000	-	12,000		12,000	An on going review of this project is underway in conjunction with HR and ICT.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129	-	225,000			225,000	-	225,000		225,000	Work is progressing. The Canal & River Trust have moved the completion date to end of February 2020.
Economic Development	Ingleton Village Plan	Sharon Sunter	6138	-	62,643			62,643	-	62,643		62,643	Work is underway and on schedule for completion by January 2020
Economic Development	Skipton Canal Waterfront scheme	Sharon Sunter	TBC	-	303,260	59,362		362,622	240,638	121,984		362,622	Work is progressing. Two-thirds of the schedule of work has been completed, including the refurbishment of the Canal Basin and upgrade of the towpath along the Springs Branch. Work on the final phase, to improve the towpath from Belmont Bridge to Gawflat Bridge is underway, with an expected completion date of 6th December 2019.
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	TBC	-	367,940			367,940	44,538	323,402		367,940	Application for planning permission submitted, and is going through determination. Procurement of a contractor is underway, with an anticipated date for selecting the preferred contractor of 6th December 2019. This project is being delivered by the Council with funding from Local Growth Deal, and is the first phase of the scheme to upgrade Engine Shed Lane and Ings Lane to adoptable standard.
Assets & Commercial Services	JV Development Projects - Craven Share	Paul Ellis	6057	-	-	876,093		876,093	51,839	824,254		876,093	Seven development projects are being progressed; four for housing on land at Airedale Avenue Skipton, Horse Close Skipton, Back Gate Ingleton, and Low Demense Ingleton; three for employment on land at Whitefriars Settle, Langcliffe Quarry and Engine Shed Lane. Planning applications for Airedale Avenue and Back Gate were submitted in April & May 2019. Horse Close, Low Demense and Whitefriars are at pre-planning stage. Policy Committee is considered the business case for the development of Engine Shed Lane on 3 Dec
Assets & Commercial Services	JV Development Projects - Barnfield Share	Paul Ellis	6058	-	-	2,044,216		2,044,216	120,937	1,923,279		2,044,216	

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2019/20 £	2018/19 Slippage/ B/fwd into 2019/20 £	Supplementary Estimates 2019/20 £	Revised/ Terminated Projects 2018/19 £	Total Programme 2019/20 £	Expenditure at Q2 2019/20 £	Remaining Budget 2019/20 £	Slippage Requested 2019/20 £	Forecasted Outturn 2019/20 £	Q2 Comments - including timeline for procurement and delivery & Justification
Assets & Commercial Services	Skipton Depot Project	TBC	6036	-	190,820			190,820	6,596	184,225		190,820	Policy Committee is considering the business case for the development of Engine Shed Lane on 3 December.
Assets & Commercial Services	S106 Money to spend on shared ownership acquisitions	Rachel Sewell	6026 - Purchases 7666 - Sales	780,000				780,000	168,910	611,090		780,000	4 houses at Raikes Road have been acquired. 2x 2 bed shared ownership properties in Embsay expected to complete Feb/Mar 2020. One valid tender was received for North Parade development which was rejected due to price, site surveys will be undertaken to firm requirements and plan to put out for tender at the end of the year. 90% of surveys undertaken at Duke Street, Station Road and Banks Way, due to submit planning applications on these sites within the next quarter.
Waste Management	Vehicle Lift Project	Wyn Ashton	6136		20,000			20,000	-	20,000		20,000	Procurement of the vehicle lift has been suspended until such time as a decision on the new upgraded facility at the Engine Shed Lane Depot is made
Environmental Services & Housing	Disabled Facilities Grants	Wyn Ashton	6145	574,000	45,038			619,038	99,920	519,118		619,038	For 2019/20 the Grant Determination was £ 556,818 with a slippage request (9 cases where Grant had been approved) of £ 45,038. Our total budget for 2019/20 is £ 601,856. During Q1 & Q2 we have completed 18 Grants with a total spend of £ 129,786. We have received further income from Landlord Contributions towards the works and a refund of Grant which has resulted in net spend of approximately £ 107,575. In addition to the Grant Determination we also had 10 cases where works had started on site during 2018/19 but had not completed. Their total cost @ £ 76,320.86 was accrued from 2018/19 for payment in 2019/20. During Quarters 1 and 2 we have completed 9 of these cases with a total spend of £ 47,208. During Q3 we are aiming to complete a further 20 grants with a spend of approximately £150,000.
Waste Management	Vehicle Replacement Programme	Wyn Ashton	6305	192,000			(105,000)	87,000	-	87,000		87,000	Unfortunately the vehicle is yet to be ordered but will be undertaken in Q3. The reasons for the delay is the sourcing of the correct type of vehicle. Full expenditure will be achieved in year.
ICT & Transformation Services	InCab Communications & Web Portal Statems	Wyn Ashton/ Darren Maycock	6276		45,317			45,317	-	45,317		45,317	Now deferred to 2020,unexpected delays to phase 1
Total Capital Programme 2019/20				1,763,248	3,864,142	3,122,671	(105,000)	8,645,061	1,238,661	7,406,401	75,000	8,563,234	

Policy Committee – 3rd December 2019

Performance Monitoring Report – Quarter 2 2019/2020



Report of the Chief Finance Officer

Lead Member – Councillor P. Mulligan

Ward(s) affected: All

1. **Purpose of Report** - To present the Council's Performance Monitoring Report for Quarter 2 2019/2020 in accordance with arrangements set out in the Council's Performance Management Framework.
2. **Recommendations** - Members are recommended to note and comment on progress and outcomes achieved.
3. **Council Plan Implementation Progress**
- 3.1. **Actions**

Monitoring against the Council Plan shows that good progress has been made in the implementation of Council Plan actions. 14 have been assessed as on target by those completing the updates. Statuses are determined by comparing progress against previously agreed milestones.

The Status Codes used against action updates are as follows:

- Grey – not yet started – not yet required
- Red – all due elements of project are behind schedule / or not started
- Amber – some due elements of project are behind schedule
- Green – on target as per project plan milestones

Council Plan Action Statuses Analysis

Priority	Not started – not yet required	Red	Amber	Green
Enterprising Craven			1	7
Resilient Communities			2	4
Financial Sustainability				3
Total	0 (0%)	0 (0%)	3 (18%)	14 (82%)

Status	Action	Details available at -
Council Plan Action showing amber status	CP 19/20/11 - Reduce waste to landfill and increase re-use and recycling	Annex B – Council Priority Resilient Communities
Council Plan Action showing amber status	CP 19/20/12 - Promote use of electric vehicles in Craven	Annex B – Council Priority Resilient Communities

3.2. Indicators

Total number of annual Council Plan Indicators	11
Number for which quarterly data available - Where the outturn shown is to be confirmed or provisional this is noted in the Annual Target 18/19 column at Annex D, along with other relevant notes, or at the end of the table	9
Number with targets	7
Number failing to achieve target (Shown below)	4

Priority	Indicator(s)	Comments
ENTERPRISING CRAVEN	EH 10.Q - Housing Services - Number of affordable homes delivered	Three affordable housing units were completed in Quarter 1 and 23 in Quarter 2. There are currently 260 affordable homes on site.
	RP 13 (NI 154).Q - Planning & Building Control - Net additional homes provided	112 achieved against a target of 115 for the first six months of the financial year. Several large sites are under construction so the target is expected to be achieved by the year end.
RESILIENT COMMUNITIES	EW 10.Q - Waste Management - Residual household waste per household in Kgs.	The half year figure of 237 Kg. per household is estimated pending Waste Data Flow confirmation. Residual household waste has increased partly due to changes in processing methodology. Targeted recycling promotions are being undertaken in an attempt to improve performance.
FINANCIAL SUSTAINABILITY	FM 14.Q - Financial Management - Additional savings and income generated (Q)	The latest outturn shows that income targets have been exceeded and that in-year savings within service budgets are being generated, as reported in the Q2 Outturn Report. In addition, on-going savings have been identified to support the 2020/21 budget, though more will have to be identified before the budget is finalised.

A summary showing all Council Plan Indicators is available at Annex D.

3.3. Operational Indicators – Benefits and Planning

Data is available for all of the six benefits and planning indicators as detailed in Annex E. All are currently achieving target.

4. Financial and Value for Money Implications

4.1. None arising directly from this report.

5. Legal Implications

5.1 None arising directly from this report None arising directly from this report.

6. Contribution to Corporate Priorities

6.1 The report summarises performance and achievements against the actions and performance indicators relating to the Council's priorities as contained within the Council Plan.

7. Risk Management

7.1 Risks associated with the Council Plan and achievement of priorities are identified and included in the Council Risk Register as appropriate.

8. Equality Impact Assessment

8.2 An Equality Impact Assessment is not required as the report does not include policy matters for decision with potential impact on equality groups.

9. Consultation with Others

9.1 CLT
Service Managers

10. Background Documents

10.1 Performance Information contained within TEN the Council's Performance Management System
Council Plan

11. Annexes

11.1 Annex A – Council Priority Enterprising Craven
Annex B – Council Priority Resilient Communities
Annex C – Council Priority Financial Sustainability
Annex D – Council Plan Indicators
Annex E – Additional Information - Benefits and Planning Indicators

12. Author of the Report

Rebecca Steel, Performance Management Officer

Tel: 01756 706215

rsteel@cravendc.gov.uk

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

Annex A – Council Priority Enterprising Craven - facilitating economic growth across Craven







Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Enable the provision of 230 homes per year across Craven to meet the needs of our current and future communities								
<ul style="list-style-type: none"> - Publishing the Local Development Plan - Using Council assets to build 25 housing units per annum from 2020 across all tenures - Using policies to enable the provision of 69 affordable homes per year - Designing and developing a new rural housing model fit for the 21st Century and rolling out across the district - Promoting and assisting communities to take advantage of the Community Led Housing Fund by supporting delivery of at least one Community Led Housing Funded Scheme per annum - Holding a small builders workshop to support the removal of barriers to house building 	CP 19/20/01 - Allocate a suitable supply of land for all types of residential development and increase the supply of affordable housing	Aug 2019 - Complete RIBA rural housing competition Sep 2019 - Local Plan adopted Nov 2019 - Start on site Back Gate, Airedale Avenue	Economic Development	The RIBA competition for Horton in Ribblesdale is complete and we are now working with the successful architects to prepare the planning application to the YDNPA We have received the Inspector's final report for the Local Plan and Members will be asked to adopt the Local Plan at Full Council on the 12th November 2019 Schemes at Back Gate, Ingleton and Airedale Av, Skipton have been submitted for planning approval.	DS	06/11/19	Amber	
Stimulate business growth								
<ul style="list-style-type: none"> - Developing the South Skipton Employment Zone and improving the Engine Shed Lane area - Creating new employment sites in Bentham, Ingleton and Settle (Anley Crag) - Developing employment space at Langcliffe, and Threshfield Quarry 	CP 19/20/02 - Enable the development of 8 hectares of new employment land by 2020	Mar 2020 - Develop plan for Threshfield Quarry Mar 2020 - Agree route of the lngs Lane/Wyvern Park Link Road	Economic Development	Craven Barnfield Regeneration Ltd have produced designs for Langcliffe Quarry and held pre-application discussion with YDNPA. We expect a planning application to be made in early 2020. Henry Boot have completed the roundabout on the A629 and the expected date for the completion of the on-site road works is May 2020.	DS	06/11/19	Green	
<ul style="list-style-type: none"> - Producing a masterplan to inform improvements to infrastructure in and around Skipton Railway Station that increases economic vibrancy and creates an attractive gateway to the town 	CP 19/20/03 - Improve the quality and capacity of the transport infrastructure	Mar 2020 - Interim findings of the Skipton Station Masterplan	Economic Development	Procurement for the consultants to support the development of the masterplan has started with support from WYCA and Barton Willmore. A member sounding board will be convened in November to support the development of the masterplan.	DS	06/11/19	Green	

- Lobbying for investment in the road and rail infrastructure serving the District as part of the central Pennine corridor	serving the District			<p>Stage 2 bid for the Transforming Cities Fund to improve walking and cycling around Skipton Station is being prepared ready for submission by the end of November.</p> <p>We expect to have an announcement from DfT and TfN in January 2020 regarding options for east west road links. There will be a consultation exercise which CDC will contribute.</p>				
<p>- Delivering the AdVenture Enterprise Growth Programme in collaboration with partners</p> <p>- Continuing with the role of SME Growth Manager in collaboration with Leeds City Region Local Enterprise Partnership</p> <p>- Delivering the Digital Enterprise Business Support Programme in collaboration with partners</p>	CP 19/20/04 - Ensure new and existing businesses have access to, and are able to benefit from business support services	Each quarter - Hold at least one workshop with local businesses	Economic Development	<p>One workshop was held; organised in collaboration with the Leeds City Region Business Growth Service, the focus of the workshop was on the range of funding available to help businesses invest in new equipment and to develop their workforce. A total of 10 businesses from across the District attended and took advantage of the opportunity to have one-to-one discussions at the end of the event.</p> <p>During this quarter, the SME Growth Manager worked with 5 new businesses; the Ad-Venture Business Advisor, who works with new start businesses, worked with a further 6 businesses covering a range of advice including intellectual property, improving cashflow to pricing.</p>	SS	04/11/19	Green	
<p>- Supporting the delivery of Broadband Delivery UK funded activity through the Superfast North Yorkshire programme</p> <p>- Working with businesses and communities to support delivery of alternative broadband technologies including wireless and fibre to the home networks</p>	CP 19/20/05 - Ensure all businesses and residents in Craven have access to a high quality broadband connection by 2020	<p>Dec 19 - Deliver a campaign to encourage greater use of high quality broadband</p> <p>Mar 20 - Deliver a second campaign to encourage greater use of high quality broadband</p>	Economic Development	Delivery of the third phase of the Superfast North Yorkshire(SFNY) programme is underway. During this quarter, the programme has provided an additional 44 premises in Grassington, Burnsall and Skipton with access to fibre broadband. Compared with the preceding phases, the numbers will be small as the focus of the programme is on single streets, infill or dispersed rural area.	SS	04/11/19	Green	
Improve the economic vitality of Craven's market towns and villages								
- Developing and delivering actions	CP 19/20/06 -	Dec 2019 - Settle	Economic	The Settle website design is nearing	DS	06/11/19	Green	

plans for Bentham, Grassington, Cross Hills, Ingleton and Settle - Working with partners to support delivery of the Skipton (BID) Business Improvement District - Supporting the development of settlements in the Dales as part of the strategy to attract more younger people to the area	Enhance the quality of the trading environment within the District's core retail centres	website launched Feb 2020 - Designs agreed for Ingleton Riverside Park Mar 2020 - Deliver Grassington signage scheme	Development	completion and the work with Grassington Chamber on the signs has commenced. The development of the Ingleton Riverside Park is awaiting further information on the plans to create the Splash Zone.				
- Developing Skipton Town Hall into a vibrant cultural community venue - Establishing, in partnership with others, a cultural apprenticeship scheme - Enabling and facilitating the development of new and existing hubs across Craven - Delivering the Access Development Plan for the Leeds & Liverpool Canal - Working with partners to start the development of the Northern Forest	CP 19/20/07 - Improve access to and enjoyment of Craven's great heritage and culture	Apr 2019 - Construction work start Nov 2019 - Initial plan for phase one of Northern Forest agreed Mar 2020 - Leeds Liverpool Canal Towpath works complete	Economic Development	Construction of the Town Hall started in March 2019 and is expected to be complete in October 2020, a delay of two months following issues with the need to underpin the gable end of the Hall. Initial Craven DC sites identified for tree planting and the funding application to support this work has been successful. Ongoing engagement with the Environment Agency and the White Rose Forest to identify a pipeline of sites. The Northern Forest Plan now required in November 2020 and work with partners has commenced. Good progress is being made with the towpath works with an expected completion date of January 2020. The Canal and River Trust are exploring the opportunity to apply for further funding to complete the stretch from Kildwick to Silsden.	DS	06/11/19	Green	
- Delivering the Great Place Lakes and Dales Scheme including a series of small events in spaces and venues developed by younger people for younger people - Building eight houses in Horton in Ribblesdale and Airton - Adopting and delivering the action plan agreed with partners for the retention and attraction of working age households	CP 19/20/08 - Collaborate with partners to retain and attract more working age households to the District	Jul 2019 - RIBA competition complete Mar 2020 - Planning permission submitted for Horton and Airton sites	Economic Development	The RIBA design competition for Horton is completed. We will work with the architects of the winning design to develop the final scheme for submission to Homes England and the YDNP.	DS	06/11/19	Green	

Updaters:- David Smurthwaite (DS), Sharon Sunter (SS)

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	17	3		35	26	
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	-6.5%	Context Indicator - no target set		-6.9%			-8.0%	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	25	26		50	56	
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set		72			139	
RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan	Collected Annually					
RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	430.6	Context Indicator - no target set	Collected Annually					
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	242	230 for CDC	58	85		115	112	

Annex B – Council Priority Resilient Communities - creating sustainable communities across Craven

Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Enable active communities and improve quality of life								
<ul style="list-style-type: none"> - Actively participating in the Health and Care Partnership Board to encourage investment in prevention activities for the benefit of Airedale, Wharfedale and Craven Residents - Supporting the Craven Communities Together programme (a cross sector partnership involving partners across health, social care, the voluntary sector, Craven District and North Yorkshire County Council) and the Nurturing Neighbourhoods workstream, developed to address loneliness and isolation and consequently the associated health implications across Craven - Identifying and implementing a range of projects to reduce health inequalities, including supporting the development of Dementia Friendly Craven - Working with partners to provide improved support and intervention services for rough sleepers and those at risk of sleeping rough 	CP 19/20/09 - Reduce health and wellbeing inequalities	<p>May 19 - Public launch of Dementia Friendly Skipton as part of Alzheimer's Awareness Week</p> <p>Sep 19 - Become accredited Dementia Friendly Council</p> <p>Sep 19 - Plan of work of Craven Communities Together agreed and reported to CLT</p> <p>Oct 19 - Review role of Community Safety Hub in conjunction with NYP taking into account the recommendations of the Public Safety Pilot due to be piloted in Craven</p>	Communications, Customer Services & Partnerships	Dementia Friendly Skipton launched during Alzheimer's Awareness Week - Skipton group continues to grow. Council registered as working towards becoming Dementia Friendly and action plan produced. Role of Community Safety Hub has been reviewed and role profile produced for Community Safety Officer's work within the hub. Community Safety Hub now relaunched with event at Craven Communities Together Stakeholder Group. Now looking at options to co-locate with other services and discussion currently underway to look at possibility of moving back to CDC as part of the public safety service pilot. Priorities currently being established for Craven Communities Together so have not been able to report back to CLT yet	SH	25/10/19	Green	
<ul style="list-style-type: none"> - Continuing to deliver the Ward Member Grant Programme - Providing support to a range of community groups across the District and facilitating 	CP 19/20/10 - Enable community groups across the District to	<p>Jun 19 - Official opening of new play area at Aireville Park</p> <p>Jun 19 - Hold Great Get Together</p>	Communications, Customer Services & Partnerships	Official opening held of the new play area in Aireville Park on 7th June 2019. Great Get Together Picnic held in Aireville Park on 23rd June 2019 had approx. 700 attendees from all sections of community.	SH	25/10/19	Green	

community projects including working with the Friends of Aireville Park to deliver final phase of new play area - Maximising the use of Planning Gain to provide funding for community projects	achieve their ambitions	community picnic in Aireville Park Ongoing - Support Settle Town Council and Skate park group in delivering the scheme Sep 19 - Planning Gain annual report to CLT Mar 20 - Produce new Masterplan for Airveille Park		Received great feedback and will look to hold event again. Planning Gain annual report now due to go to CLT in November. Work has now started on new Masterplan with park with launch of an initial community consultation in conjunction with Friends of Aireville Park to gather ideas from the public for next steps for the park. Ward Member Grant Scheme open for applications and currently received 27 applications across the District.				
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Create greener communities

- Actively engaging in the consultation on the new waste strategy proposed by DEFRA - Promoting and increasing take up of the Council's commercial recycling scheme - Encouraging residents to recycle more of their household waste to achieve household recycling targets and maximise income from recycled waste - Exploring options for the provision of anaerobic digestion facilities in Craven	CP 19/20/11 - Reduce waste to landfill and increase re-use and recycling	Oct 2019 - Undertake 15 recycling promotion talks with schools and community groups Ongoing - Continue to promote the Council's commingling recyclate scheme Ongoing - Continue to explore the options for a joint waste authority with North Yorkshire Partners	Waste Management	We have had 18 meetings with various community groups to encourage recycling, give advice on fly tipping and dog fouling prevention. We have as yet not undertaken such talks with schools but will arrange a programme in Q3. A promotion campaign took place for recycling week in September on the safe disposal of electrical items including batteries. A further promotional campaign is currently being drafted for a recycling campaign in January 2020. Promotion of the comingled recyclate scheme continues. In addition, our recycling tonnage for garden waste for Q2 has increased by over 23% when compared with the same quarter in 2018/19. This would appear to bode well for our total recycling for Q2 when the final figures are known. The momentum for a joint waste authority with North Yorkshire partners would seem to have diminished and is not on any agenda of sub-regional Leaders. There appears to be a greater emphasis on the impacts of the consultation arising from the Resources & Waste Strategy with regard to increasing recycling.	WA	23/10/19	Amber	
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- Installing electric charging points on Council owned assets at suitable locations - Reviewing the Council's commercial vehicle fleet and replacing vehicles with an electric option where appropriate as part of the ongoing replacement programme	CP 19/20/12 - Promote use of electric vehicles in Craven	Sep 2019 - Install two Electric Vehicle Charging Points in High Street Car Park (subject to Legal Services agreeing the lease and amending the Parking Places Order) Mar 2020 - Review usage after 6 months of installation and work with Appointed Contractor to assess the business case for other locations	Parking Services	The lease has been agreed between CDC and third party. Working on the documents for the Parking Places Order amendment and consultation. Due to install the electric vehicle charging points in January/ February 2020 subject to no objections received through the consultation process.	RS	24/10/19	Amber	
- Working with relevant agencies to implement the powers contained in the Anti-Social Behaviour, Crime and Policing Act 2014 to better protect communities from anti-social behaviour - Delivering the Craven Cleaner Neighbourhoods Strategy in order to reduce fly-tipping, littering and dog fouling	CP 19/20/13 - Make Craven's public spaces cleaner, safer and greener	Mar 2020 - Implement the Cleaner Neighbourhoods Action Plan	Environmental Health	Greater emphasis is being placed on enforcement. New signage for dog fouling and fly tipping has been purchased and is being placed in known 'hot spots'. Actively working with Parish Councils and Council Members promoting what is being done including arranged 'walkabouts' to identify troublesome areas. Prosecutions continue for fly tipping with a number of cases pending prosecution.	WA	22/10/19	Green	
- Running and promoting the Craven Green Apple Award scheme	CP 19/20/14 - Acknowledge, reward and promote best environmental practice across businesses and the voluntary sector	May 2019 - Tree Planting ceremony with the Green Apple Award winners at Ormsgill Wood May 2019 - Awards presented to the winners at the Full Council Meeting on the 21st May May/Jun 2019 - Press release distributed to local press to advise of the winners w/c 27th May	Property Services	Complete, all milestones achieved	RS	24/10/19	Green	


Updaters:- Rachel Sewell (RS), Sharon Hudson (SH), Wyn Ashton (WA)

INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	467 kgs. Q2 estimated.	116	117	■	234	237	■
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	40.00%. Q2 estimated.	40.00%	41.84%	■	40.00%	41.89%	■





Annex C – Council Priority Financial Sustainability - ensuring a self-sustainable Council

Key Delivery Mechanisms	Action	Milestones	Service	Progress	Updated by	Date	Status	
Create a council that is financially viable without government grant and able to deliver the services its residents require								
<ul style="list-style-type: none"> - Reviewing and implementing the Council's Long Term Financial Strategy 2019/23 - Undertaking a budget consultation with residents and stakeholders - Responding to consultations and changes that affect Local Government and or the Council thus ensuring that our voice is heard - Influencing where possible changes that are outside of our control 	CP 19/20/15 - Ensure expenditure is prioritised, regularly reviewed and reflects resident's priorities	<p>Oct 2019 - LTFS Refreshed Strategy to 17 September Policy Committee or 29 October Policy Committee at latest</p> <p>Sept 2019 -2 Sept - 11 Oct 2019 - Budget Consultation with citizens, businesses & other interested parties issue Consultation by 2 Sept 2019</p> <p>Nov 2019 - Presentation of analysis of budget consultation results to CLT</p> <p>Dec 2019 - Consultation outcome information appendix completed for budget report to Policy Committee 14 January 2020</p> <p>As a minimum ensure that Council response submitted to consultation on Autumn Statement / Annual Settlement.</p> <p>Representation on focus and other interest groups - feed-back and up-date to Members where appropriate. Measurement through outcomes of improvements to the district that benefit our residents.</p>	Financial Management	<p>Q1 outturn was presented to Policy Committee in September to confirm expenditure is in line with agreed policy and priorities. Q2 outturn is in progress. Budget consultation is and process for 20/21 is on track.</p> <p>Service submissions have been gathered and are being reviewed. Negotiations regarding rating pools for next year almost complete. Dates for Value for money clinics are set.</p> <p>CFO has agreed with CEO and lead member that LTFS publication will be merged into a single MTFP that will accompany the budget for approval in Jan/Feb.</p>	RW	21/10/19	Green	
<ul style="list-style-type: none"> - Ensuring that the council's Income and Savings plan is robust in order to meet the challenges going forward - Exploring and exploiting opportunities to the Council presented through devolution 	CP 19/20/16 - Improve the Council's commercial acumen and generate additional income	<p>Quarterly reporting of value of savings/income of completed projects achieved in the year to Policy Committee</p> <p>CLT monthly review and challenge of projects</p> <p>Feedback from Leader of Council and Chief Executive on Devolution progress</p>	Financial Management	<p>Savings Plan is being reviewed and challenged by CLT monthly.</p> <p>Plan has been fully updated in October and considered by CLT - it includes revised income projections and new saving proposals that will assist with the current and next year's financial position.</p> <p>Income to the end of September is ahead of</p>	RW	23/10/19	Green	

				budget and ahead of the same point last year. Council is part of negotiations to secure as good a deal as possible from a regional rate pool next year.				
- Identifying opportunities within the Council's acquisition and regeneration investment strategy to acquire property assets to improve the financial sustainability and well-being of the district - Delivering a range of schemes through our Joint Venture Company to make best use of Council owned marginal land sites to support regeneration and growth across the District	CP 19/20/17 - Maximise the Council's assets for the long term sustainability of the Council and the District	May 2019 - Review of potential sites with recommendations submitted Ongoing - Take up of sites	Property Services	Review of small sites completed. These have now been referred to an external consultant who is charged with delivery of the programme. Large schemes remain with the joint venture partner. Programme Board established to monitor progress against programme	DM	01/11/19	Green	

Updaters:- Darren Maycock (DM), Richard Weigh (RW)











INDICATORS

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,761,414	£5,835,046 / Q1 £5,942,484	5,942,484	5,642,441		5,942,484	5,654,837	
FM 14.Q	Financial Management - Additional savings and income generated (Q)	38,000	£300,000	75,000	2,000		150,000	2,000	

Annex D – Council Plan Indicators

Ref.	Name	18/19 Outturn	Annual Target 19/20	Q1 Target	Q1 Actual		Q2 Target	Q2 Actual	
EH 10.Q	Housing Services - Number of affordable homes delivered (Q)	39	69 in line with Council Plan	17	3	■	35	26	■
EW 10.Q	Waste Management - Residual household waste per household in Kgs. (Q)	486	467 kgs. Q2 estimated.	116	117	■	234	237	■
EW 11.Q	Waste Management - Percentage of household waste sent for reuse, recycling and composting - (Q)	37.54%	40.00%. Q2 estimated.	40.00%	41.84%	■	40.00%	41.89%	■
FM 10.Q	Whole Council - Forecasted net expenditure against budget (Q)	4,761,414	£5,835,046 / Q1 £5,942,484	5,942,484	5,642,441	■	5,942,484	5,654,837	■
FM 14.Q	Financial Management - Additional savings and income generated (Q)	38,000	£300,000	75,000	2,000	■	150,000	2,000	■
RE 11.Q	Economic Development - Percentage change in the number of unemployed when compared with the position 12 Months previously - Craven (Q)	-6.5%	Context Indicator - no target set		-6.9%			-8.0%	
RE 15.Q	Economic Development - Number of businesses assisted to improve their performance (Q)	76	100	25	26	■	50	56	■
RE 16.Q	Economic Development - The number of new business formations (Q)	265	Context Indicator - no target set		72			139	
RE 17.AN	Economic Development - The area of land made ready for the construction of employment space in hectares (AN)	0	8 by 2020 per Council Plan	Collected Annually					
RE 18.AN	Economic Development - Visitor spend in previous year to 31st December not adjusted for inflation (AN)	430.6	Context Indicator - no target set	Collected Annually					
RP 13 (NI 154).Q	Planning & Building Control - Net additional homes provided (Q)	242	230 for CDC	58	85	■	115	112	■

Annex E – Additional Information - Benefits and Planning Indicators

Ref.	Name	2018/19 Outturn	Annual Target 2019/20	Quarter 1 Target	Quarter 1 Actual	Quarter 1 Status	Quarter 2 Target	Quarter 2 Actual	Quarter 2 Status
FR 10.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The number of claims in payment (Q)	2,865	Context Indicator - no target set		2,865			2,865	
FR 11.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - The average number of days to process changes in circumstances (Q)	6.0	6 days	6	4.2		6	4.0	
FR 12.Q	Revenues & Benefits - Housing Benefit & Council Tax Reduction - Time taken to process new claims (Q)	20.5	22 days	22.0	21.1		22.0	20.5	
RP 10 (NI 157a).Q	Planning & Building Control - Major applications determined within statutory timescales or extended timescale agreed with the applicant (Q)	50.00%	60%	60.00%	84.62%		60.00%	100.00%	
RP 11 (NI 157b).Q	Planning & Building Control - Minor applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	55.47%	65%	65.00%	91.80%		65.00%	83.62%	
RP 12 (NI 157c).Q	Planning & Building Control - Other applications determined within 8 weeks or extended timescale agreed with the applicant (Q)	77.23%	80%	80.00%	98.98%		80.00%	94.20%	

Policy Committee – 3th December 2019

Treasury Management Mid-year Review Report 2019/20



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 in the context of current and forecast economic climates.

2. **Recommendations**

- 2.1 Members are recommended to Note the Treasury Management Mid-year Review Report for 2019/20.

3. **Background Information**

3.1 Capital Strategy

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. As from 2019/20, all local authorities will be required to prepare a Capital Strategy which is intended to provide the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

- 3.2 The Council operates a balanced budget which broadly means cash raised during the year will meet its cash expenditure. Part of 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.

- 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 Accordingly, 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.”

4. Introduction

- 4.1 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.

- 4.2 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 2019/20 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 2019/20;
- A review of the Council’s borrowing strategy for 2019/20;
- A review of any debt rescheduling undertaken during 2019/20;
- A review of compliance with Treasury and Prudential Limits for 2019/20.

5. **The Economy**

- 5.1 Brexit remains a key uncertainty and as such, forward interest rate forecasts and other economic factors are subject to material change as the situation evolves. Markets have priced some of the risk and potential outcomes into current estimates and most are based around a reasonably orderly withdrawal – in particular, the Bank of England central case for interest rates assumes this.
- 5.2 The first half of 2019/20 has seen UK economic growth fall as Brexit uncertainty took a toll. In its Inflation Report of 1 August, the Bank of England was notably downbeat about the outlook for both the UK and major world economies.. As a consequence, the Monetary Policy Committee (MPC) left Bank Rate unchanged at 0.75% throughout 2019, so far, and is expected to hold off on changes until there is a clearer outcome to Brexit
- 5.3 As for inflation itself, CPI has been hovering around the Bank of England's target of 2% during 2019, but fell to 1.7% in August. It is likely to remain close to 2% over the next two years and so it does not pose any immediate concern to the MPC at the current time. However, MPC modelling suggests a disorderly Brexit could push inflation towards 4%, primarily as a result of imported inflation on the back of a weakened pound.
- 5.4 With regard to the labour market, employment has continued to rise during the year, but at a slower rate. Unemployment continued at a 44 year low of 3.8% on the Independent Labour Organisation measure in July and the participation rate of 76.1% achieved a new all-time high. Job vacancies fell for a seventh consecutive month after having previously hit record levels. However, with unemployment continuing to fall, this month by 11,000, some employers are having difficulty filling job vacancies with suitable staff. This has contributed to wage inflation increasing to a high point of 3.9% in June before easing back slightly to 3.8% in July, (3 month average regular pay, excluding bonuses). This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 2.1%. As the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months.
- 5.5 In the political arena, with the general election on the horizon, all major party policy announcements so far suggest a potential loosening of monetary policy and therefore medium to longer dated gilt yields could rise on the expectation of a weak pound and concerns around inflation picking up although, conversely, a weak international backdrop could provide further support for low yielding government bonds and gilts.
- 5.6 Growth has been slowing from +1.8 % during 2018 to around half of that in 2019. Growth was +0.4% q/q (+1.2% y/y) in quarter 1 and then fell to +0.2% q/q (+1.0% y/y) in quarter 2; there appears to be little upside potential to the growth rate in the rest of 2019.

6. Interest Rate Forecast

- 6.1 The Council's treasury advisor, Link Asset Services, has provided the following forecast. The forecast includes the increase in margin over gilt yields of 100bps introduced by the PWLB on the 09.10.19. This is explained further in para. 10.3.

Link Asset Services Interest Rate View										
	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.25
3 Month LIBID	0.70	0.70	0.70	0.80	0.90	1.00	1.00	1.00	1.10	1.20
6 Month LIBID	0.80	0.80	0.80	0.90	1.00	1.10	1.10	1.20	1.30	1.40
12 Month LIBID	1.00	1.00	1.00	1.10	1.20	1.30	1.30	1.40	1.50	1.60
5yr PWLB Rate	2.30	2.50	2.60	2.70	2.70	2.80	2.90	3.00	3.00	3.10
10yr PWLB Rate	2.60	2.80	2.90	3.00	3.00	3.10	3.20	3.30	3.30	3.40
25yr PWLB Rate	3.30	3.40	3.50	3.60	3.70	3.70	3.80	3.90	4.00	4.00
50yr PWLB Rate	3.20	3.30	3.40	3.50	3.60	3.60	3.70	3.80	3.90	3.90

- 6.2 The above forecasts have been based on an assumption that there is some sort of agreed deal on Brexit. This is a significant assumption and so forecasts may need to be materially reassessed in the light of events over the next few weeks or months. It has been little surprise that the Monetary Policy Committee (MPC) has left Bank Rate unchanged at 0.75% so far in 2019 due to the ongoing uncertainty over Brexit.
- 6.3 The overall balance of risks to economic growth in the UK is probably to the downside due to the weight of all the uncertainties over Brexit, as well as a softening global economic picture. The balance of risks to increases in Bank Rate and shorter term PWLB rates are broadly similarly to the downside.
- 6.4 The downside risks to current forecasts for UK gilt yields and PWLB rates currently include:
- Brexit may cause significant economic disruption and a major downturn in the rate of growth.
 - Bank of England takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than anticipated.
 - A resurgence of the Eurozone sovereign debt crisis.
 - Weak capitalisation of some European banks, particularly Italian banks.
 - There are concerns around the level of US corporate debt which has swollen massively during the period of low borrowing rates in order to finance mergers and acquisitions.
 - World-wide geopolitical risks.
- 6.5 Upside risks to current forecasts for UK gilt yields and PWLB rates
- Brexit – if agreement was reached all round that removed all threats of economic and political disruption between the EU and the UK.
 - The Bank of England is too slow in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than currently expect.

- UK inflation, whether domestically generated or imported, returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.

7 The Council's Capital Position

7.1 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.

7.2 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:

Capital Expenditure by Service	2019/20 Original Estimate £'000	Current Position £'000	2019/19 Revised Estimate £'000
Assets & Commercial Services	922	6,528	6,528
Communication & Engagement	0	0	0
Economic Development	0	1,143	1,068
Environmental Health & Housing	766	726	726
Financial Services	0	0	0
Information Services	75	248	248
Total capital expenditure	1,763	8,645	8,570

7.3 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2019/20 Original Estimate £'000	Current Position £'000	2019/20 Revised Estimate £'000
Total capital expenditure	1,763	8,645	8,570
Financed by:			
Capital receipts	1,354	3,891	3,891
Capital grants	0	1,349	1,349
Other Capital Contributions	0	0	0
Revenue Reserves	409	3,255	3,330
Total financing	1,763	8645	8,570
Borrowing requirement	0	0	0

7.4 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.

	2019/20 Original Estimate £'000	Current Position £'000	2019/20 Revised Estimate £'000
Prudential Indicator – Capital Financing Requirement			
CFR – non housing	6,472	6,462	6,462
Total CFR	6,472	6,462	6,462
Net movement in CFR	0	0	0
Prudential Indicator – the Operational Boundary for external debt			
Borrowing	10,500	10,500	10,500
Other long term liabilities	0	0	0
Total debt (year-end position)	5,988	5,988	5,988

7.5 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 2019/20 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:

	2019/20 Original Estimate £'000	Current Position £'000	2019/20 Revised Estimate £'000
Borrowing	5,988	5,988	5,988
Other long term liabilities	0	0	0
Total debt	5,988	5,988	5,988
CFR (year-end position)	6,325	6,462	6,462

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

- 7.6 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:

Authorised limit for external debt	2019/20 Original Indicator £'000	Current Position £'000	2019/20 Revised Indicator £'000
Borrowing	12,750	12,750	12,750
Other long term liabilities	0	0	0
Total	12,750	12,750	12,750

8. Investment Portfolio 2019/20

- 8.1 In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. As shown by forecasts in section 3.2, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the current 0.75% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment and the fact that increases in Bank Rate are likely to be

gradual and unlikely to return to the levels seen in previous decades, investment returns are likely to remain low.

- 8.2 The Council held £17.00m of investments as at 30 September 2019 (£12.460m at 31 March 2019) and the investment portfolio yield for the first six months of the year is 1.09% against the 7 day LIBID benchmark of 0.57%.
- 8.3 The Chief Financial Officer confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2019/20.
- 8.4 The Council's budgeted investment return for 2019/20 is £120k, and performance for the year to date is forecast to give an outturn of £179k which is £59k above budget.

9. Investment Counterparty Criteria

- 9.1 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function for 2019/20.
- 9.2 The Council's Treasury officers will continue to monitor credit reports and review the counterparty selection and lending limits criteria.

10. Borrowing

- 10.1 The Council's opening capital financing requirement (CFR) for 2019/20 was £6,462m. 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.
- 10.2 The following table shows the Council's current borrowing:

Lender	Date of Borrowing	Date of Maturity	Value £	Interest Rate	Interest Paid £
PWLB	01/12/2005	01/02/2031	700,000	4.25%	14,875
PWLB	17/09/2007	01/08/2057	2,000,000	4.55%	45,500
PWLB	17/09/2007	01/08/2057	2,288,110	4.55%	52,055
PWLB	04/11/2013	04/05/2021	500,000	2.89%	7,225
PWLB	04/11/2013	04/05/2023	500,000	3.28%	8,200

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

- 10.3 On 9 October 2019 the Treasury and PWLB announced an increase in the margin

over gilt yields of 100bps on top of the current margin of 80 bps which this authority has paid prior to this date for new borrowing from the PWLB. There was no prior warning that this would happen and it now means that every local authority has to fundamentally reassess how to finance their external borrowing needs and the financial viability of capital projects in their capital programme due to this unexpected increase in the cost of borrowing. Representations are going to be made to HM Treasury to suggest that areas of capital expenditure that the Government are keen to see move forward e.g. housing, should not be subject to such a large increase in borrowing.

Whereas this authority has previously relied on the PWLB as its only source of funding, it will consider alternative cheaper sources of borrowing. At the current time, this is a developmental area as this event has also taken the financial services industry by surprise. We are expecting that various financial institutions will enter the market or make products available to local authorities. Members will be updated as this area evolves. It is possible that the Municipal Bond Agency will be offering loans to local authorities in the future. This Authority may make use of this new source of borrowing as and when appropriate.

Debt Rescheduling

11.1

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. The 100bps increase in PWLB rates from 9.10.19 only applied to new borrowing rates, not to premature repayment rates.

Implications

13.

Financial and Value for Money Implications

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

Legal implications

- 13.2 There are no legal implications attached to this report.

Contribution to Council Priorities

- 13.3 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

- 13.4 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

- 13.5 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 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.

Consultations with Others

14. None

Access to Information : Background Documents

15. Working papers held in Financial Services. Do we also refer to the TMSS 2019/20 and the policy committee meeting at which it was considered ?

Author of the Report

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

Appendices

17. Appendix A – Treasury Indicators at 30 September
Appendix B – Investments at 30 September

Treasury Indicators	2019/20 Budget	2019/20 Mid-Year Actual
Authorised Limit for External Debt	£12.75m	£12.75m
Operational Boundary for External Debt	£10.50m	£10.50m
Capital Financing Requirement	£6.472m	£6.462m
Gross External Debt	£5.988m	£5.988m
Investments	£11.40m	£18.35m
Net Investments	£5.412m	£12.362m
Maturity Structure of Fixed Rate Borrowing		
Under 12 Months	0.00%	8.35%
12 Months to 2 Years	8.35%	8.35%
2 Years to 5 Years	16.70%	16.70%
5 Years to 10 Years	16.70%	16.70%
10 Years to 25 Years	28.00%	28.00%
Over 25 Years	100.00%	100.00%
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	£4.30m	£4.30m

Appendix B

Counterparty	Date of Investment	Date of Maturity	Value £	Interest Rate	Interest Accountable in 2019/20 £
Fixed term:					
Newcastle BS	01/10/2018	01/10/2019	1,000,000	1.00%	5,013.70
Progressive BS	01/10/2018	01/10/2019	1,000,000	1.08%	5,414.79
North Lanarkshire Council	02/10/2018	01/10/2019	2,000,000	0.95%	9,526.03
National Counties BS	04/04/2018	03/04/2020	1,000,000	1.25%	12,397.26
Cumberland BS	04/04/2019	03/04/2020	1,000,000	1.08%	10,711.23
West Bromwich BS	02/05/2019	30/04/2020	1,000,000	1.10%	10,065.75
Cambridge BS	03/06/2019	01/06/2020	1,000,000	1.25%	10,342.47
Thames Valley Housing Association	09/07/2019	11/01/2021	1,000,000	1.50%	10,931.51
Nottingham BS	01/07/2019	29/06/2020	1,000,000	1.15%	8,632.88
Principality BS	01/07/2019	29/06/2020	1,000,000	1.05%	7,882.19
Lloyds Fixed Notice	01/08/2019	03/02/2020	1,000,000	1.00%	5,095.89
Monmouthshire BS	01/08/2019	03/02/2020	1,000,000	1.05%	5,350.68
Eastleigh BS	19/08/2019	19/02/2020	1,000,000	0.75%	3,780.82
Long Term Loan	21/02/2018	20/02/2022	253,009	6.00%	15,252.12
Money Market Funds:					
CCLA	n/a	n/a	750,000	0.70%	5,031
Aviva	n/a	n/a	2,000,000	0.73%	7,015
Total Investments at 30 September			17,003,009		
Call Accounts:					
Lloyds Bank Current Account	n/a	n/a	1,347,234	0.60%	4,688

Policy Committee – 3rd December 2019

Fees & Charges 2020/21 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 2020/21 financial year.

2. Recommendations

- 2.1 That Members Approve the discretionary fees & charges that are subject to Policy Committee approval.
- 2.2 Note the discretionary fees & charges that are subject to Delegated Authority approval.

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 2020/21 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"> A proposed increase of 0.10p on all time periods up to 4 hours, on the Parking Charges at the Aireville Pool/Park car park. This is to reflect the increased demand and wear and tear as a result of the new play facilities. No other proposed changes to other Car Parks. Propose to remove the evening charge from all car parks as it is confusing to customers. The tariff boards state charges apply from 9am to 6pm but then the board states there is an overnight charge. Customers find this very confusing and parking and CDC customer service receive numerous complaints. It is proposed to increase the long stay/business permit in Skipton to £335 (5%). There has been no increase to this permit for several years, whereas the short and medium stay increased each time over the last 3 years. It is also proposed to increase the long stay Ashfield permit by £5 to £155 (3%) and the long stay Greenfoot permit by £5 to £105 (5%). See Appendix A1 for detailed schedule.
Burial and Cremation fees – subject to Member Approval	Fair charging / Commercial	<ul style="list-style-type: none"> Varying increases proposed most within a range of 3.9% to 4.1%. Notable increases include; <ul style="list-style-type: none"> ~ 3.9% increase in the Same Day (£742) and 4.1% Held Over (£779) Cremation Fees for a week day and 4% for a Saturday. There are a number of new entries on the schedule for 2020/21 regarding the fees applicable for the cremation or burial of Children. It has to be stressed that these charges are notional ONLY and they will not be levied against the families concerned. Publication of the fees is required to enable the Council to reclaim the costs from the Child Funeral Fund, which was established under The Social Fund Regulations 2019. See Appendix A2 for detailed schedule of all the Fees and Charges subject to Member Approval.
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"> 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. See exempt Appendix B the detailed schedule and supporting evidence.
Waste Management - Garden Waste Collection Service	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> It is proposed that the fee will remain at £36.00. This equates to £1.71 per collection. See Appendix A3 for detailed schedule of Member approval items
Environmental Health	Fair Charging	<p>New Charges for 2020/21 and so require Member Approval;</p> <ul style="list-style-type: none"> Cleaner Neighbourhoods; <ul style="list-style-type: none"> Household Duty of Care - £250.00 Penalty Charge Notice - littering from vehicle (outside of London) - £150.00 Animal Establishment Licensing; <ul style="list-style-type: none"> Performing Animals revisit fee - £90.00 Animal Boarding Revisit Fee - £90.00 Animal Home Boarding Revisit Fee - £60.00 Dog day boarding revisit fee - £60.00 Dog Breeding revisit fee - £115.00 Pet Shops* - Revisit Fee - £60.00 Horse Riding Establishment revisit fee - £115.00 See Appendix A4 for detailed schedule of Member approval items.

- 3.4 For information a full list of all fees and Charges for 2020/21 is presented to Policy Committee in Appendix C. This will also be presented as part of the 2020/21 Budget Setting report in February 2020.
- 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.

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

There is a significant risk to the 2020/21 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.

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 – 3rd November 2015*)

11. Appendices

Appendix A(1-4) – Proposed Fees & Charges 2020/21 – Subject to Member Approval

Appendix B – **NOT FOR PUBLICATION**: Commercial Waste Fees & Charges 2019/20

Appendix C – Proposed Fees & Charges 2020/21 – Full Schedule

Appendix D – English Planning App Fees (2018)

12. Author of the Report

James Hordern, Accountancy Services Manager,

Telephone: 01756 706316

E-mail: jhordern@cravendc.gov.uk

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

APPENDIX A

CAR PARKING 2020/2021 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR										
MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2019/20	Sunday % increase 2019/20		CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	
Car Parking Fees										
Aireville Pool/Park Car Park - Skipton - Car & Motor Cycle										
(Charges apply Monday to Sunday 9am - 7pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	0.50	0.50	Standard	N/a	N/a	0.60	0.60	Standard	20%	20%
1 to 2 hours	1.10	1.10	Standard	N/a	N/a	1.20	1.20	Standard	9%	9%
2 to 3 hours	2.10	2.10	Standard	N/a	N/a	2.20	2.20	Standard	5%	5%
3 to 4 hours	3.10	3.10	Standard	N/a	N/a	3.20	3.20	Standard	3%	3%
Over 4 Hours	4.50	4.50	Standard	N/a	N/a	4.50	4.50	Standard	0%	0%
Skipton - Town Hall Car Park -										
(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%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Skipton - High Street Car Park - Coach Parking										
(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%	0%
3 to 4 hours	9.00	9.00	Standard	0%	0%	9.00	9.00	Standard	0%	0%
Up to 9 hours	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Skipton - Bunkers Hill - Car and Motor Cycle										
Max Stay 4 hours Mon to Sat.										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	N/a	0%	N/a	4.50	Standard	N/a	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
Skipton - Waller Hill - Car & Motor Cycle										
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%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
Skipton - Coach Street - Car and Motor Cycle										
(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%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	£2.20	£2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	0%	0%	£5.00	£5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	0%	0%	£15.00	£15.00	Standard	0%	0%

CAR PARKING 2020/2021 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR										
MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2019/20	Sunday % increase 2019/20		CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	
Skipton - Cavendish Street - Car and Motor Cycle (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%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars and Ashfield - Car and Motor Cycle (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%	0%
1 to 2 hours	2.00	2.00	Standard	0%	0%	2.00	2.00	Standard	0%	0%
2 to 3 hours	2.60	2.60	Standard	0%	0%	2.60	2.60	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	0%	0%	3.20	3.20	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm - 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
(Whitefriars ONLY)										
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%	0%
Settle - Whitefriars only - Coach Parking (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	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Settle - Greenfoot - Car and Motor Cycle (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%	0%
1 to 2 hours	1.70	1.70	Standard	0%	0%	1.70	1.70	Standard	0%	0%
2 to 3 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
3 to 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Over 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Car and Motor Cycle (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%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	0%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	0%	0%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	0%	0%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	0%	0%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
(Backgate only)										
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										

CAR PARKING 2020/2021 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2019/20	Sunday % increase 2019/20	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21		
Parking Permits										
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	22%	N/a	70.00	N/a	Standard	0%	N/a
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	14%	N/a	120.00	N/a	Standard	0%	N/a
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)	320.00	N/a	Standard	0%	N/a	335.00	N/a	Standard	5%	N/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	150.00	N/a	Standard	0%	N/a	155.00	N/a	Standard	3%	N/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	100.00	N/a	Standard	0%	N/a	105.00	N/a	Standard	5%	N/a
Skipton Business - Coach Street	320.00	N/a	Standard	0%	N/a	335.00	N/a	Standard	5%	N/a
Ingleton Business	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Cavendish/Coach	165.00	N/a	Standard	10%	N/a	165.00	N/a	Standard	0%	N/a
CDC Staff - Craven Pool	110.00	N/a	Standard	10%	N/a	110.00	N/a	Standard	0%	N/a
NYCC Staff	175.00	N/a	Standard	17%	N/a	175.00	N/a	Standard	0%	N/a
Admin Charge- Replacement Permits	15.00	N/a	Standard	0%	N/a	15.00	N/a	Standard	0%	N/a

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

2020/2021 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges that require Member Approval.

LEAD MEMBER: COUNCILLOR LIS

BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Cremation Fees								
Cremation Fees - Held Over	member approval	Exempt	713.00	713.00	3.0%	742.00	742.00	4.1%
Cremation Fees - Same Day	member approval	Exempt	750.00	750.00	4.2%	779.00	779.00	3.9%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	463.00	463.00	2.9%	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	
Cremation - 1 month - under 5 years old	member approval	Exempt				275.00	275.00	
Cremation - 5 years - under 16 years old	member approval	Exempt				431.00	431.00	
Cremation - 16 years old - under 18 years old - Held over	member approval	Exempt				742.00	742.00	
Cremation - 16 years old - under 18 years old - Same Day	member approval	Exempt				779.00	779.00	
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	1415.00	1415.00	3.0%	1471.00	1471.00	4.0%
Cremation Fees - Saturday - same day	member approval	Exempt	1877.00	1877.00	4.2%	1952.00	1952.00	4.0%
Over running funeral service	member approval	Exempt	125.00	125.00	0.0%	125.00	125.00	0.0%
Cremation Charges								
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	N/a	0.00	0.00	N/a
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%
Sales - Waltonwrays & Ingleton Cemetery								
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	7.7%	700.00	700.00	0.0%
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	N/a	130.00	130.00	N/a
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	N/a
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		#VALUE!	450.00	450.00	#VALUE!

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Burial Charges - Waltonwreys & Ingletton Cemetery								
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	3.0%	817.00	817.00	0.0%
Interment Fee (Grave for 3)	member approval	Exempt	1158.00	1158.00	3.0%	1158.00	1158.00	0.0%
Interment Fee - NVF up to 3 months old	Member approval					188.00	188.00	
Interment Fee - 3 month old up to 5 years old	Member approval					300.00	300.00	
Interment Fee - 5 years old up to 18 years old	Member approval					817.00	817.00	
Interment Fee - 5 years old up to 18 years old (NR)	Member approval					1223.00	1223.00	
Interment Fee for a casket exceeding 29"	Member approval	Exempt	1236.00	1236.00	3.0%	1236.00	1236.00	0.0%
Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	1223.00	1223.00	2.9%	1223.00	1223.00	0.0%
Interment Fee (Grave for 3) NR	member approval	Exempt	1737.00	1737.00	3.0%	1737.00	1737.00	0.0%
Interment Fee for a casket exceeding 29" NR	Member approval	Exempt	1800.00	1854.00	3.0%	1800.00	1854.00	0.0%
Weekend Interment Fee (Grave for 1 or 2)	member approval	Exempt	1633.00	1633.00	3.0%	1633.00	1633.00	0.0%
Weekend Interment Fee (Grave for 3)	member approval	Exempt	2315.00	2315.00	3.0%	2315.00	2315.00	0.0%
Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt	2472.00	2472.00	3.0%	2472.00	2472.00	0.0%
Weekend Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	2447.00	2447.00	3.0%	2447.00	2447.00	0.0%
Weekend Interment Fee (Grave for 3) NR	member approval	Exempt	3475.00	3475.00	3.0%	3475.00	3475.00	0.0%
Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	3708.00	3708.00	3.0%	3708.00	3708.00	0.0%
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	3.0%	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	3.0%	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	3.0%	556.00	556.00	0.0%
Purchase of burial rights - baby grave (NVF up to 3 month old)	member approval					370.00	370.00	
Purchase of burial rights - 3 month old up to 5 years old (half grave)	member approval					556.00	556.00	
Purchase of burial rights - 5 years old up to 18 years old (full grave)	member approval					1107.00	1107.00	
Purchase of burial rights - 5 years old up to 18 years old (full grave) - non resident	member approval					2214.00	2214.00	
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	3.0%	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	3.0%	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	3.0%	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	3.0%	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	3.0%	2214.00	2214.00	0.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Open and Inter of constructed vault	member approval	Exempt	699.00	699.00	3.1%	699.00	699.00	0.0%
Open and Inter of constructed vault NR	member approval	Exempt	1398.00	1398.00	3.0%	1398.00	1398.00	0.0%
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%

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

2020/2021 - FEES AND CHARGES								
WASTE MANAGEMENT SERVICES								
DISCRETIONARY CHARGES - Member Approval items only								
Lead member: COUNCILLOR LIS								
		V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc v.a.t where applicable)	% increase 20/21
Garden Waste								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	36.00	36.00	11%	36.00	36.00	0%

2020/2021 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21
Cleaner Neighbourhoods						
Household duty of care	Introduced in FY 20/21	Introduced in FY 20/21	N/A	250.00	250.00	N/A
Penalty Charge Notice - littering from vehicle (outside of London)	Introduced in FY 20/21	Introduced in FY 20/21	N/A	150.00	150.00	N/A
Animal Establishment Licensing						
Performing Animals Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	90.00	90.00	N/A
Animal Boarding Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	90.00	90.00	N/A
Animal Home Boarding Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	60.00	60.00	N/A
Dog day boadring revisit fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	60.00	60.00	N/A
Dog Breeding revisit fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	115.00	115.00	N/A
Pet Shops* - Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	60.00	60.00	N/A
Horse Riding Establishment revisit fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	115.00	115.00	N/A
* Vets Fees are payable where applicable in addition to the licensing fee						

APPENDIX B - NOT FOR PUBLICATION

This Appendix is exempt from publication by virtue of Category 3 (financial or business affairs of any particular person (including the Council) of the Council's Access to Information Procedure Rules and Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

APPENDIX C



Craven District Council

Fees & Charges

2020/21

CAR PARKING 2020/2021 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR										
MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2019/20	Sunday % increase 2019/20		CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	
Car Parking Fees										
Aireville Pool/Park Car Park - Skipton - Car & Motor Cycle (Charges apply Monday to Sunday 9am - 7pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	0.50	0.50	Standard	N/a	N/a	0.60	0.60	Standard	20%	20%
1 to 2 hours	1.10	1.10	Standard	N/a	N/a	1.20	1.20	Standard	9%	9%
2 to 3 hours	2.10	2.10	Standard	N/a	N/a	2.20	2.20	Standard	5%	5%
3 to 4 hours	3.10	3.10	Standard	N/a	N/a	3.20	3.20	Standard	3%	3%
Over 4 Hours	4.50	4.50	Standard	N/a	N/a	4.50	4.50	Standard	0%	0%
Skipton - Town Hall Car Park - (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%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Skipton - High Street Car Park - Coach Parking (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%	0%
3 to 4 hours	9.00	9.00	Standard	0%	0%	9.00	9.00	Standard	0%	0%
Up to 9 hours	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Skipton - Bunkers Hill - Car and Motor Cycle Max Stay 4 hours Mon to Sat.										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Over 4 Hours (Sun only)	N/a	4.50	Standard	N/a	0%	N/a	4.50	Standard	N/a	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
Skipton - Waller Hill - Car & Motor Cycle 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%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
Skipton - Coach Street - Car and Motor Cycle (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%
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	£2.20	£2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm to 9am)	£5.00	£5.00	Standard	0%	0%	£5.00	£5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	£15.00	£15.00	Standard	0%	0%	£15.00	£15.00	Standard	0%	0%

CAR PARKING 2020/2021 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2019/20	Sunday % increase 2019/20		CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	
Skipton - Cavendish Street - Car and Motor Cycle (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%	0%
1 to 2 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm) (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%	0%
1 to 2 hours	2.00	2.00	Standard	0%	0%	2.00	2.00	Standard	0%	0%
2 to 3 hours	2.60	2.60	Standard	0%	0%	2.60	2.60	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	0%	0%	3.20	3.20	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	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%	0%
Settle - Whitefriars only - Coach Parking (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	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										
Settle - Greenfoot - Car and Motor Cycle (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%	0%
1 to 2 hours	1.70	1.70	Standard	0%	0%	1.70	1.70	Standard	0%	0%
2 to 3 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
3 to 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Over 4 hours	2.30	2.30	Standard	0%	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	0%	0%	5.00	5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Car and Motor Cycle (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%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	0%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	0%	0%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	0%	0%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	0%	0%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)	2.20	2.20	Standard	0%	0%	Remove in 20/21	Remove in 20/21	Standard		
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	0%	0%	15.00	15.00	Standard	0%	0%
Ingleton - Community Centre/Backgate - Coach Parking (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun				Mon - Sat	Sun			
0 to 1 hour	Fees suspended		Standard	n/a	n/a	Fees suspended		Standard	n/a	n/a
1 to 2 hours										
2 to 3 hours										
3 to 4 hours										
Over 4 Hours										

CAR PARKING 2020/2021 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2019/20 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2019/20	Sunday % increase 2019/20		CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	
Parking Permits										
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	22%	N/a	70.00	N/a	Standard	0%	N/a
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	14%	N/a	120.00	N/a	Standard	0%	N/a
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)	320.00	N/a	Standard	0%	N/a	335.00	N/a	Standard	5%	N/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	150.00	N/a	Standard	0%	N/a	155.00	N/a	Standard	3%	N/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	100.00	N/a	Standard	0%	N/a	105.00	N/a	Standard	5%	N/a
Skipton Business - Coach Street	320.00	N/a	Standard	0%	N/a	335.00	N/a	Standard	5%	N/a
Ingleton Business	150.00	N/a	Standard	0%	N/a	150.00	N/a	Standard	0%	N/a
CDC Staff - Cavendish/Coach	165.00	N/a	Standard	10%	N/a	165.00	N/a	Standard	0%	N/a
CDC Staff - Craven Pool	110.00	N/a	Standard	10%	N/a	110.00	N/a	Standard	0%	N/a
NYCC Staff	175.00	N/a	Standard	17%	N/a	175.00	N/a	Standard	0%	N/a
Admin Charge- Replacement Permits	15.00	N/a	Standard	0%	N/a	15.00	N/a	Standard	0%	N/a

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

2020/2021 - FEES AND CHARGES

N.B. This is a schedule of all the Fees and Charges that require Member Approval.

LEAD MEMBER: COUNCILLOR LIS

BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Cremation Fees								
Cremation Fees - Held Over	member approval	Exempt	713.00	713.00	3.0%	742.00	742.00	4.1%
Cremation Fees - Same Day	member approval	Exempt	750.00	750.00	4.2%	779.00	779.00	3.9%
No Service Cremation Only, times 8:40 and 8:50	member approval	Exempt	463.00	463.00	2.9%	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	
Cremation - 1 month - under 5 years old	member approval	Exempt				275.00	275.00	
Cremation - 5 years - under 16 years old	member approval	Exempt				431.00	431.00	
Cremation - 16 years old - under 18 years old - Held over	member approval	Exempt				742.00	742.00	
Cremation - 16 years old - under 18 years old - Same Day	member approval	Exempt				779.00	779.00	
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	1415.00	1415.00	3.0%	1471.00	1471.00	4.0%
Cremation Fees - Saturday - same day	member approval	Exempt	1877.00	1877.00	4.2%	1952.00	1952.00	4.0%
Chapel usage - burial at non CDC site	delegated authority	Exempt				250.00	250.00	
Web Cam of Service	delegated authority	Standard	30.00	30.00	0.0%	30.00	30.00	0.0%
Web Cam 28 Days viewing access	delegated authority	Standard	54.00	54.00	0.0%	54.00	54.00	0.0%
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	10.00	12.00	0.0%	10.00	12.00	0.0%
Simple Slideshow - max 25 photos	delegated authority	Standard	37.50	45.00	0.0%	37.50	45.00	0.0%
Additional Photos - upto 25	delegated authority	Standard	16.67	20.00	0.0%	16.67	20.00	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%	15.00	18.00	0.0%
Storage of cremated remains per week	delegated authority	Exempt	20.00	20.00	0.0%	20.00	20.00	0.0%
Over running funeral service	member approval	Exempt	125.00	125.00	0.0%	125.00	125.00	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%
Cremation Charges								
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	N/a	0.00	0.00	N/a
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%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Sales - Crematorium								
Book of Remembrance - 2 line entry	delegated authority	Standard	47.21	56.65	3.0%	54.17	65.00	14.7%
Book of Remembrance - 5 line entry	delegated authority	Standard	69.17	83.00	3.8%	78.33	94.00	13.3%
Book of Remembrance - 8 line entry	delegated authority	Standard	85.83	103.00	3.0%	97.50	117.00	13.6%
Book of Remembrance - 5 line entry with floral emblem	delegated authority	Standard	112.50	135.00	3.1%	128.33	154.00	14.1%
Book of Remembrance - 8 line entry with floral emblem	delegated authority	Standard	123.33	148.00	2.8%	140.83	169.00	14.2%
Book of Remembrance - 5 line entry with badge shield crest	delegated authority	Standard	140.83	169.00	3.0%	160.00	192.00	13.6%
Book of Remembrance - 8 line entry with badge shield crest	delegated authority	Standard	146.67	176.00	2.9%	166.67	200.00	13.6%
Book of Remembrance - 5 line entry with illuminated capital	delegated authority	Standard	138.33	166.00	3.1%	157.50	189.00	13.9%
Book of Remembrance - 8 line entry with illuminated capital	delegated authority	Standard	150.00	180.00	2.9%	170.83	205.00	13.9%
Book of Remembrance - 8 line entry with full coat of arms	delegated authority	Standard	175.00	210.00	2.9%	199.17	239.00	13.8%
Memorial Card (plus cost of inscription)	delegated authority	Standard	10.00	12.00	9.1%	11.67	14.00	16.7%
Deluxe Booklet (plus cost of inscription)	delegated authority	Standard	19.17	23.00	4.5%	21.67	26.00	13.0%
Card/Booklet - 2 line entry	delegated authority	Standard	17.50	21.00	5.0%	20.00	24.00	14.3%
Card/Booklet - 5 line entry	delegated authority	Standard	29.17	35.00	2.9%	33.33	40.00	14.3%
Card/Booklet - 8 line entry	delegated authority	Standard	40.83	49.00	2.1%	46.67	56.00	14.3%
Card/Booklet - 5 line entry with floral emblem	delegated authority	Standard	90.00	108.00	2.9%	102.50	123.00	13.9%
Card/Booklet - 8 line entry with floral emblem	delegated authority	Standard	103.33	124.00	3.3%	117.50	141.00	13.7%
Card/Booklet - 5 line entry with badge shield crest	delegated authority	Standard	101.67	122.00	3.4%	115.83	139.00	13.9%
Card/Booklet - 8 line entry with badge shield crest	delegated authority	Standard	113.33	136.00	3.0%	129.17	155.00	14.0%
Card/Booklet - 5 line entry with illuminated capital	delegated authority	Standard	115.83	139.00	3.0%	131.67	158.00	13.7%
Card/Booklet - 8 line entry with illuminated capital	delegated authority	Standard	127.50	153.00	2.7%	145.00	174.00	13.7%
Card/Booklet - 8 line entry with full coat of arms	delegated authority	Standard	132.50	159.00	3.2%	150.83	181.00	13.8%
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Exempt	25.00	25.00	N/a	25.00	25.00	N/a
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%	158.00	158.00	0.0%
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%	105.00	105.00	0.0%
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%	525.00	525.00	0.0%
Four Season replacement / additional plaque	delegated authority	Exempt	102.00	102.00	0.0%	102.00	102.00	0.0%
Four Season re-new lease period exsisting 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	152.50	183.00	8.9%	158.33	190.00	3.8%
Replacement plaque exsisting lease period 6"x4"	delegated authority	Standard	92.50	111.00	8.8%	95.83	115.00	3.6%
Re-new lease period exsisting 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	216.67	260.00	7.0%	225.00	270.00	3.8%
Replacement plaque exsisting lease period 6"x6"	delegated authority	Standard	125.83	151.00	7.1%	130.83	157.00	4.0%
Re-new lease period exsisting plaque 6"x6"	delegated authority	Standard	95.83	115.00	12.7%	98.33	118.00	2.6%
Commemorative bench with bronze plaque	delegated authority	Standard	900.00	1080.00	0.0%	900.00	1080.00	0.0%
Additional bronze plaque on a Commemorative bench	delegated authority	Standard	72.50	87.00	0.0%	72.50	87.00	0.0%
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	
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 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Sales - Waltonwrays & Ingleton Cemetery								
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%	368.00	368.00	0.0%
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%	87.50	105.00	0.0%
Purchase of Exclusive Rights - Airedale Memorial	delegated authority	Exempt				414.00	414.00	
Dales Column - Lease of plaque - including inscription	delegated authority	Exempt				350.00	350.00	
Dales Column - additional inscription	delegated authority	Exempt				150.00	150.00	
Purchase of stone plaque 15" x 15"	delegated authority	Standard	76.67	92.00	0.0%	76.67	92.00	0.0%
Purchase of stone plaque 15" x 20"	delegated authority	Standard	80.83	97.00	0.0%	80.83	97.00	0.0%
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%	74.17	89.00	0.0%
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	105.00	126.00	0.0%	112.50	135.00	7.1%
Memorial Shoe	delegated authority	Standard	77.50	93.00	0.0%	77.50	93.00	0.0%
Vase Insert	delegated authority	Standard	5.00	6.00	0.0%	6.67	8.00	33.3%
Provision of a member of staff to undertake reading (interment of ashes - grave side)	delegated authority					25.00	25.00	
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	7.7%	700.00	700.00	0.0%
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	N/a	130.00	130.00	N/a
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	N/a
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		#VALUE!	450.00	450.00	#VALUE!
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

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Burial Charges - Waltonwrays & Ingleton Cemetery								
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	3.0%	817.00	817.00	0.0%
Interment Fee (Grave for 3)	member approval	Exempt	1158.00	1158.00	3.0%	1158.00	1158.00	0.0%
Interment Fee - NVF up to 3 months old	Member approval					188.00	188.00	
Interment Fee - 3 month old up to 5 years old	Member approval					300.00	300.00	
Interment Fee - 5 years old up to 18 years old	Member approval					817.00	817.00	
Interment Fee - 5 years old up to 18 years old (NR)	Member approval					1223.00	1223.00	
Interment Fee for a casket exceeding 29"	Member approval	Exempt	1236.00	1236.00	3.0%	1236.00	1236.00	0.0%
Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	1223.00	1223.00	2.9%	1223.00	1223.00	0.0%
Interment Fee (Grave for 3) NR	member approval	Exempt	1737.00	1737.00	3.0%	1737.00	1737.00	0.0%
Interment Fee for a casket exceeding 29" NR	Member approval	Exempt	1800.00	1854.00	3.0%	1800.00	1854.00	0.0%
Weekend Interment Fee (Grave for 1 or 2)	member approval	Exempt	1633.00	1633.00	3.0%	1633.00	1633.00	0.0%
Weekend Interment Fee (Grave for 3)	member approval	Exempt	2315.00	2315.00	3.0%	2315.00	2315.00	0.0%
Weekend Interment Fee for a casket exceeding 29"	Member approval	Exempt	2472.00	2472.00	3.0%	2472.00	2472.00	0.0%
Weekend Interment Fee (Grave for 1 or 2) NR	member approval	Exempt	2447.00	2447.00	3.0%	2447.00	2447.00	0.0%
Weekend Interment Fee (Grave for 3) NR	member approval	Exempt	3475.00	3475.00	3.0%	3475.00	3475.00	0.0%
Weekend Interment Fee for a casket exceeding 29" NR	member approval	Exempt	3708.00	3708.00	3.0%	3708.00	3708.00	0.0%
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	3.0%	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	3.0%	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	3.0%	556.00	556.00	0.0%
Purchase of burial rights - baby grave (NVF up to 3 month old)	member approval					370.00	370.00	
Purchase of burial rights - 3 month old up to 5 years old (half grave)	member approval					556.00	556.00	
Purchase of burial rights - 5 years old up to 18 years old (full grave)	member approval					1107.00	1107.00	
Purchase of burial rights - 5 years old up to 18 years old (full grave) - non resident	member approval					2214.00	2214.00	
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	3.0%	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	3.0%	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	3.0%	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	3.0%	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	3.0%	2214.00	2214.00	0.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Open and Inter of constructed vault	member approval	Exempt	699.00	699.00	3.1%	699.00	699.00	0.0%
Open and Inter of constructed vault NR	member approval	Exempt	1398.00	1398.00	3.0%	1398.00	1398.00	0.0%
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%

Waltonways 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

2020/2021 - FEES AND CHARGES							
ELECTORAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER:							
COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
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 BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
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%

2020/2021 - 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 BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
*V.A.T. exempt status applies if part of servi							
Conveyancing - Freehold Land/Prop							
up to £5,000	Exempt	463.10	463.10	10%	463.10	463.10	0%
£5,001 - £10,000	Exempt	491.70	491.70	10%	491.70	491.70	0%
£10,001 - £25,000	Exempt	607.20	607.20	10%	607.20	607.20	0%
£25,001 - £40,000	Exempt	729.30	729.30	10%	729.30	729.30	0%
Over £40,000	Exempt	729.30	729.30	10%	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	10%	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.							
Road Closures							
Legal costs	Exempt	89.00	89.00	0%	100.00	100.00	12%
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)							

2020/21- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Hire Charges - Hourly Rates							
Monday – Wednesday 8am – 5pm: Rate per hour							
Main Hall	Standard	25.00	30.00	0%	25.00	30.00	0%
Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%
Main Hall & Annex	Standard	35.00	42.00	0%	Remove in 20/21	Remove in 20/21	
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	Remove in 20/21	Remove in 20/21	
Hub	Standard	16.00	19.20		16.00	19.20	
Education Room	Standard	16.00	19.20		16.00	19.20	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	Remove in 20/21	Remove in 20/21	
Stand in Foyer	Standard	15.00	18.00	0%	Remove in 20/21	Remove in 20/21	
Monday – Wednesday 5pm - midnight: Rate per hour							
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%
Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%
Main Hall & Annex	Standard	45.00	54.00	0%	Remove in 20/21	Remove in 20/21	
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Hub	Standard	16.00	19.20		16.00	19.20	
Education Room	Standard	16.00	19.20		16.00	19.20	
Annex & Kitchen	Standard	25.00	30.00	0%	Remove in 20/21	Remove in 20/21	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Commerical Promotion)	Standard	55.00	66.00	N/a	Remove in 20/21	Remove in 20/21	
Stand in Foyer	Standard	15.00	18.00	N/a	Remove in 20/21	Remove in 20/21	
Thursday - Saturday 8am - midnight : Rate per Hour							
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%
Gallery or Backstage Room	Standard	16.00	19.20	0%	16.00	19.20	0%
Main Hall & Annex	Standard	45.00	54.00	0%	Remove in 20/21	Remove in 20/21	
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Hub	Standard	16.00	19.20		16.00	19.20	
Education Room	Standard	16.00	19.20		16.00	19.20	
Annex & Kitchen	Standard	25.00	30.00	0%	Remove in 20/21	Remove in 20/21	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	Remove in 20/21	Remove in 20/21	
Stand in Foyer	Standard	15.00	18.00	0%	Remove in 20/21	Remove in 20/21	
Sunday or Bank Holiday: Rate per Hour							
Main Hall	Standard	45.00	54.00	0%	45.00	54.00	0%
Gallery or Backstage Room	Standard	36.00	43.20	0%	36.00	43.20	0%
Main Hall & Annex	Standard	65.00	78.00	0%	Remove in 20/21	Remove in 20/21	
Kitchen	Standard	36.00	43.20	0%	36.00	43.20	0%
Hub	Standard				36.00	43.20	
Education Room	Standard				36.00	43.20	
Annex & Kitchen	Standard	45.00	54.00	0%	Remove in 20/21	Remove in 20/21	
Council Chamber	Standard	POA	POA	N/a	POA	POA	N/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	Remove in 20/21	Remove in 20/21	
Stand in Foyer	Standard	15.00	18.00	0%	Remove in 20/21	Remove in 20/21	

2020/21- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Hire Charges - Full Day Rates							
Monday - Wednesday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	450.00	540.00	0%	450.00	540.00	0%
Thursday - Saturday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	550.00	660.00	0%	550.00	660.00	0%
Sunday: 8am - 5pm (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	600.00	720.00	0%	600.00	720.00	0%
Monday - Wednesday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	600.00	720.00	0%	600.00	720.00	0%
Thursday - Saturday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	800.00	960.00	0%	800.00	960.00	0%
Sunday: 8am - Midnight (Whole Time Hire)							
Main Hall , Annexe and Kitchen	Standard	1000.00	1200.00	0%	1000.00	1200.00	0%
Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) *							
*A 30% reduction on core hire rates as above is applied.							
Sundry Items							
Provision of flip chart, paper and pens*	Standard	10.00	12.00	0%	10.00	12.00	0%
Refreshments and Catering							
Tea, Coffee and Water - per head -- per serving	Standard	2.00	2.40	0%	2.00	2.40	0%

2020/2021 - FEES AND CHARGES

Craven Museum and Gallery and Tourist Information Centres

ALL DISCRETIONARY CHARGES

LEAD MEMBER:

COUNCILLOR MYERS

	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Craven Museum and Gallery							
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	2.00	2.00	0%	3.00	3.00	50%
Education Visit - Per child from outside Craven	Exempt	3.00	3.00	0%	5.00	5.00	67%
Hire of gallery for meetings - per hour	Exempt	16.00	16.00	0%	Removed in 20/21	Removed in 20/21	
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%
Museum Shop/Skipton Tourist Information Centre							
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 - 4 week	Standard	75.00	90.00	0%	75.00	90.00	0%
TIC 40" Screen Promotions - 4 week promotion - Voluntary and Community Groups (30% discount)	Standard	52.50	63.00	0%	52.50	63.00	0%
Photograph Printing (per copy)	Standard	3.75	4.50	0%	3.75	4.50	0%
Commission for event ticket sales	Standard	5- 10% subject to event	5- 10% subject to event	0%	50p per ticket	50p per ticket	0%
Settle Tourist Information Centre							
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%

2020/2021 - FEES AND CHARGES							
INFORMATION SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (exc. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 2019/20	CHARGE 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Street Naming and Numbering							
Development - New dwelling Note - Additional charge of £80 each additional unit applies	Outside Scope	125.00	125.00	4%	128.00	128.00	2%
Change of Residential or Commercial Property Name	Outside Scope	94.00	94.00	4%	96.00	96.00	2%
Conversions Note - Additional charge of £80 per unit on street applies	Outside Scope	125.00	125.00	4%	128.00	128.00	2%
ReNaming/ReNumbering Streets Note - Additional charge of £65 per unit on street applies	Outside Scope	343.00	343.00	4%	350.00	350.00	2%
Development - New Street	Outside Scope	94.00	94.00	4%	96.00	96.00	2%
Minor Amendments	Outside Scope	47.00	47.00	4%	48.00	48.00	2%

2020/2021- FEES AND CHARGES							
INFORMATION SERVICES							
STATUTORY CHARGE							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where	% Increase 2020/21
Data Protection							
Data Protection Act - Subject Access Request (statutory)	Outside Scope	0.00	0.00	-100%	0.00	0.00	

2020/2021 - FEES AND CHARGES						
REVENUES AND BENEFITS SERVICE						
STATUTORY/DISCRETIONARY (Summons Costs and Housing Benefit Overpayment Costs are Discretionary)						
LEAD MEMBER: COUNCILLOR BROCKBANK						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where	% Increase 2020/21
Revenues and Benefits Enforcement Costs						
Liability Order Summons Costs	68.00	68.00	5%	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%
Housing Benefit Overpayments						
Housing Benefit Overpayments - Admin Penalty (Civil Penalty)	10.00	10.00	0%	10.00	10.00	0%

2020/2021 - FEES AND CHARGES								
Craven Leisure								
All Discretionary Charges								
Lead Member: Councillor Lis								
	V.A.T Status	Tax code	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 20/21
Activity Prices								
Adult Swim	Standard	S1	4.13	4.95	10.0%	4.33	5.20	5.0%
Junior Swim (under 18 years)	Standard	S1	2.33	2.80	5.6%	2.46	2.95	5.4%
Concession Swim (60+)	Standard	S1	2.50	3.00	7.3%	2.63	3.15	5.0%
Family Swim	Standard	S1	11.75	14.10	6.4%	12.33	14.80	5.0%
10 Swim Card Adult	Standard	S1	41.25	49.50	10.0%	43.33	52.00	5.1%
11 Swim Card Junior (under 18 years)	Standard	S1	23.33	28.00	5.7%	24.50	29.40	5.0%
10 Swim Card Concession (60+)	Standard	S1	25.00	30.00	7.2%	26.25	31.50	5.0%
Child Swimming Lesson	Exempt	0	5.10/4.75 (DD)	5.10/4.75 (DD)	9.7%/2.2%	5.10/4.75 (DD)	5.10/4.75 (DD)	0.0%
Adult Swimming Lesson	Exempt	S1	5.17	6.20	3.3%	5.17	6.20	0.0%
Inflatable Junior	Standard	S1	3.29	3.95	6.9%	3.46	4.15	5.0%
Inflatable Adult	Standard	S1	4.00	4.80	4.4%	4.21	5.05	5.2%
Family Fun Swim (Inflatable)	Standard	S1	13.75	16.50	15.4%	14.46	17.35	5.2%
Aqua Babes	Standard	S1	3.96	4.75	5.6%	4.17	5.00	5.3%
Aqua Tots	Standard	S1	3.96	4.75	5.6%	4.17	5.00	5.3%
1:1 Swimming (30 mins)	Standard	S1	16.67	20.00	4.7%	17.50	21.00	5.0%
1:1 swimming (60 mins or 2:1 for 30 mins)	Standard	S1	25.00	30.00	5.3%	26.25	31.50	5.0%
Shower Only	Standard	S1	2.42	2.90	9.4%	2.54	3.05	5.0%
Fitness Suite and Studio								
Fitness Induction	Standard	S1	8.75	10.50	5.1%	9.17	11.00	4.8%
Fitness Induction (Under 18)	Standard	S1	5.21	6.25	24.9%	5.46	6.55	4.8%
Fitness Induction (Concession)	Standard	S1	7.08	8.50	21.5%	7.46	8.95	5.3%
Pay and Workout	Standard	S1	5.58	6.70	6.3%	5.88	7.05	5.2%
Pay and Workout (under 18 year)	Standard	S1	4.17	5.00	6.3%	4.38	5.25	5.0%
Pay and Workout (Concession)	Standard	S1	4.33	5.20	6.2%	4.50	5.40	3.8%
Personal Training (60 mins)	Standard	S1	20.83	25.00	-18.3%	21.88	26.25	5.0%
ETM Classes	Standard	S1	4.71	5.65	6.5%	4.96	5.95	5.3%
Dance Studio (per hr) *	Standard	S1	22.92	27.50	6.8%	24.17	29.00	5.5%
*some block bookings of the dance studio exempt from V.A.T								

Craven Leisure								
All Discretionary Charges								
Lead Member: Councillor Lis								
	V.A.T Status	Tax code	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 20/21
Memberships (Monthly Rate)								
Freedom (Month to month)	Exempt	S1	38.75	46.50	0.0%	38.75	46.50	0.0%
Loyalty	Exempt	S1	30.42	36.50	4.3%	30.42	36.50	0.0%
Swim Member	Exempt	S1	21.67	26.00	8.3%	21.67	26.00	0.0%
Access Gym Membership (Min 3 months)	Exempt	S1	22.92	27.50	4.7%	22.92	27.50	0.0%
Access Swim Membership (Min 3 months)	Exempt	S1	16.25	19.50	8.3%	16.25	19.50	0.0%
Junior Member (8-14) - No Gym	Standard	S1			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	3.54	4.25	6.4%	3.75	4.50	5.9%
*Joining Fee - compulsory with Freedom, but discretionary w								
Pool Hire								
Per Hour Main Pool	Standard	S1	70.83	85.00	9.7%	74.17	89.00	4.7%
Per Hour Main Pool (Clubs) *	Exempt	0	56.00	56.00	6.7%	59.00	59.00	5.4%
Per Lane Per Hour *	Exempt	0	10.00	10.00	6.4%	10.50	10.50	5.0%
Small Pool Hire (per hr)	Standard	S1	25.83	31.00	6.9%	27.08	32.50	4.8%
* Block booking v.a.t exemption applies								
Pool Parties								
Small Pool Party - fun floats + food - additional child	Standard	S1	Removed in FY 19/20	10.00	N/a	Removed in FY 19/20	Removed in FY 19/20	N/a
Small Pool Party - with inflatable lobster + food (per hr)	Standard	S1	66.67	80.00	-7.0%	70.00	84.00	5.0%
Large Pool Party - Food Charge per Child	Standard	S2	4.13	4.95	-94.3%	4.33	5.20	5.0%
Large Pool Party - with inflatable hire (max. 74 children)	Standard	S1	170.83	205.00	2.5%	179.17	215.00	4.9%
School Swimming								
Teacher per half hour	Exempt	0	9.60	9.60	6.7%	9.60	0.00	0.0%
Child per half hour	Exempt	0	0.85	0.85	13.3%	0.85	0.00	0.0%
Multi Use Games Area (MUGA)								
Adult	Standard	S1	18.96	22.75	0.0%	19.92	23.90	5.1%
Child	Standard	S1	10.83	13.00	0.0%	11.38	13.65	5.0%
Tennis	Standard	S1	5.58	6.70	0.1%	5.88	7.05	5.2%

Craven Leisure								
All Discretionary Charges								
Lead Member: Councillor Lis								
	V.A.T Status	Tax code	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase20/21
Pitch and Putt								
Adult	Standard	S1	3.92	4.70	-0.1%	4.13	4.95	5.3%
Child and Concession	Standard	S1	2.92	3.50	1.3%	3.08	3.70	5.7%
Adult season	Standard	S1	33.33	40.00	2.6%	35.00	42.00	5.0%
Child and Concession season	Standard	S1	25.00	30.00	3.4%	26.25	31.50	5.0%
Club Deposit (refundable subject to conditions)	Standard	S1	4.17	5.00	-0.1%	4.58	5.50	10.0%
Family	Standard	S1	11.33	13.60	0.0%	11.92	14.30	5.1%
Sales of Goods								
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	2.75	3.30	0.0%	3.00	3.60	9.1%
Café and Vending Machine Sales								
Cafe Sales	Standard	S1	Various	Various	n/a	Various	Various	n/a
Vending Products	Standard	S1	Various	Various	n/a	Various	Various	n/a
GP Referral Scheme								
GP Referral - monthly fee	Exempt	0	18.50	18.50	5.7%	25.00	25.00	35.1%

2020/2021 - FEES AND CHARGES							
ASSET AND FACILITIES MANAGEMENT							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2019/20 £ (exc. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 20/21
Business Tenancies , Leases and Licences							
Licence to assign/sublet/change Use/Alter Premises	Exempt	£147.59	£177.10	5%	£154.00	£184.80	4.23%
Agreement to occupy land and property on short-term temporary basis by licence, exchange of correspondence, where rental is market rate	Exempt	£39.99	£47.99	5%	£42.00	£50.40	4.23%
Easements							
Easement (Residential or Commercial)	Exempt	£131.46 to £330.93	£131.46 to £330.93	2%	£135.00 to £339.00	£135.00 to £339.00	2.23%
Additional Items							
Preparation of Plans	Standard	£43.26	£51.91	2%	£45.00	£54.00	2.23%
Provision of additional sets of keys to tenants	Standard	£35.29	£42.35	2%	£37.00	£44.40	2.23%
Allotments							
Allotment plots - Granville Street	Exempt	£34.01 to £68.00 depending on plot	£34.01 to £68.00 depending on plot	RPI + 3%	£36.00 to £72.00 depending on plot	£36.00 to £72.00 depending on plot	5.23%
Allotment plots - Aireville	Exempt	£34.01 to £68.00 depending on plot	£34.01 to £68.00 depending on plot	RPI + 3%	£36.00 to £72.00 depending on plot	£36.00 to £72.00 depending on plot	5.23%
Garages							
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	RPI + 3%
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
Public Conveniences							
Skipton High Street Toilets	Outside Scope	£0.20	£0.20	0%	£0.20	£0.20	0.00%
Rental of Council Land and Property							
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
Sale of Council Land							
Charges for sales of land and property	Exempt	By negotiation but minimum charge of £200.00	By negotiation but minimum charge of £200.00	100% for minimum charge	By negotiation but minimum charge of £250.00	By negotiation but minimum charge of £250.00	100% for minimum charge
Miscellaneous Charges							
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	£0.41	£0.49	5%	£0.43	£0.51	4.23%
Administration charge to Parishes for administering street lighting accounts	Standard S1	£52.50	Most transferred if not all to Parishes	5%	£55.00	Most transferred if not all to Parishes	4.23%

2020/2021 - FEES AND CHARGES

BUILDING CONTROL SERVICES

DISCRETIONARY CHARGES

LEAD MEMBER:

COUNCILLOR FOSTER

	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 20/21	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 20/21
SCHEDULE 1																
Charges for New Residential Buildings (including Flats & Maisonettes) - Applicable where the total internal floor area does not exceed 300m2 and the building has no more than three storeys																
Number of Dwellings	Plan Fee				Inspection Fee				Plan Fee				Inspection Fee			
From																
1	232.95	46.59	279.54	2%	607.73	121.55	729.27	6%	232.95	46.59	279.54	0%	607.73	121.55	729.27	0%
2	292.07	58.41	350.48	2%	964.29	192.86	1157.14	4%	292.07	58.41	350.48	0%	964.29	192.86	1157.14	0%
3	385.33	77.07	462.39	2%	1224.68	244.94	1469.62	4%	385.33	77.07	462.39	0%	1224.68	244.94	1469.62	0%
4	477.29	95.46	572.75	2%	1415.83	283.17	1699.00	4%	477.29	95.46	572.75	0%	1415.83	283.17	1699.00	0%
5	574.49	114.90	689.39	2%	1566.35	313.27	1879.62	4%	574.49	114.90	689.39	0%	1566.35	313.27	1879.62	0%
6	676.96	135.39	812.35	2%	1760.64	352.13	2112.77	4%	676.96	135.39	812.35	0%	1760.64	352.13	2112.77	0%
7	705.42	141.08	846.50	2%	1880.78	376.16	2256.94	4%	705.42	141.08	846.50	0%	1880.78	376.16	2256.94	0%
8	733.89	146.78	880.66	2%	2192.53	438.51	2631.04	4%	733.89	146.78	880.66	0%	2192.53	438.51	2631.04	0%
9	761.91	152.38	914.29	2%	2505.17	501.03	3006.21	4%	761.91	152.38	914.29	0%	2505.17	501.03	3006.21	0%
10	768.47	153.69	922.17	2%	2846.85	569.37	3416.22	4%	768.47	153.69	922.17	0%	2846.85	569.37	3416.22	0%
11	776.80	155.36	932.16	2%	3118.41	623.68	3742.09	4%	776.80	155.36	932.16	0%	3118.41	623.68	3742.09	0%
12	783.80	156.76	940.56	2%	3387.73	677.55	4065.28	4%	783.80	156.76	940.56	0%	3387.73	677.55	4065.28	0%
13	791.25	158.25	949.50	2%	3661.07	732.21	4393.28	4%	791.25	158.25	949.50	0%	3661.07	732.21	4393.28	0%
14	797.38	159.48	956.85	2%	3884.39	776.88	4661.27	4%	797.38	159.48	956.85	0%	3884.39	776.88	4661.27	0%
15	805.69	161.14	966.83	2%	4154.60	830.92	4985.52	4%	805.69	161.14	966.83	0%	4154.60	830.92	4985.52	0%
16	813.58	162.72	976.29	2%	4424.38	884.88	5309.25	4%	813.58	162.72	976.29	0%	4424.38	884.88	5309.25	0%
17	820.58	164.12	984.70	2%	4694.14	938.83	5632.97	4%	820.58	164.12	984.70	0%	4694.14	938.83	5632.97	0%
18	827.59	165.52	993.11	2%	4963.01	992.60	5955.62	4%	827.59	165.52	993.11	0%	4963.01	992.60	5955.62	0%
19	835.03	167.01	1002.04	2%	5172.48	1034.50	6206.98	4%	835.03	167.01	1002.04	0%	5172.48	1034.50	6206.98	0%
20	842.47	168.49	1010.97	2%	5438.24	1087.65	6525.88	4%	842.47	168.49	1010.97	0%	5438.24	1087.65	6525.88	0%
21	849.49	169.90	1019.38	2%	5561.51	1112.30	6673.81	4%	849.49	169.90	1019.38	0%	5561.51	1112.30	6673.81	0%
22	857.80	171.56	1029.36	2%	5750.88	1150.18	6901.05	4%	857.80	171.56	1029.36	0%	5750.88	1150.18	6901.05	0%
23	865.25	173.05	1038.30	2%	5938.47	1187.69	7126.16	4%	865.25	173.05	1038.30	0%	5938.47	1187.69	7126.16	0%
24	872.25	174.45	1046.70	2%	6127.39	1225.48	7352.87	4%	872.25	174.45	1046.70	0%	6127.39	1225.48	7352.87	0%
25	879.69	175.94	1055.63	2%	6317.22	1263.44	7580.66	4%	879.69	175.94	1055.63	0%	6317.22	1263.44	7580.66	0%
26	887.14	177.43	1064.57	2%	6505.25	1301.05	7806.30	4%	887.14	177.43	1064.57	0%	6505.25	1301.05	7806.30	0%
27	894.14	178.83	1072.97	2%	6694.17	1338.83	8033.01	4%	894.14	178.83	1072.97	0%	6694.17	1338.83	8033.01	0%
28	901.59	180.32	1081.91	2%	6882.21	1376.44	8258.65	4%	901.59	180.32	1081.91	0%	6882.21	1376.44	8258.65	0%
29	909.91	181.98	1091.89	2%	7071.13	1414.23	8485.36	4%	909.91	181.98	1091.89	0%	7071.13	1414.23	8485.36	0%
30	916.92	183.38	1100.31	2%	7176.09	1435.22	8611.31	4%	916.92	183.38	1100.31	0%	7176.09	1435.22	8611.31	0%
31	924.36	184.87	1109.23	2%	7277.48	1455.50	8732.98	4%	924.36	184.87	1109.23	0%	7277.48	1455.50	8732.98	0%
Additional Charge for each dwelling over 31	7.44	1.49	8.93	2%	133.10	26.62	159.72	4%	7.44	1.49	8.93	0%	133.10	26.62	159.72	0%

Explanatory Note

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

2020/2021 - FEES AND CHARGES																					
BUILDING CONTROL SERVICES																					
DISCRETIONARY CHARGES																					
LEAD MEMBER:																					
COUNCILLOR FOSTER																					
	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t if applicable)	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t if applicable)	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase	
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				
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.	211.06	42.21	253.27	n/a	n/a	n/a	211.06	42.21	253.27	2%	215.28	43.06	258.33	n/a	n/a	n/a	215.28	43.06	258.33	2%	
2. Where the garage extension exceeds a floor area of 40m2 but does not exceed 60m2.	305.64	61.13		n/a	n/a	n/a	305.64	61.13	366.77	2%	311.75	62.35	374.10	n/a	n/a	n/a	311.75	62.35	374.10	2%	
Extension(s) to dwellings (not shown in items 1, 2, 6 & 7)																					
3. Internal floor area not exceeding 10m2	169.01	33.80	202.82	169.01	33.80	202.82	338.03	67.61	405.64	2%	172.39	34.48	206.87	172.39	34.48	206.87	344.79	68.96	413.75	2%	
4. Internal floor area over 10m2 but not exceeding 40m2	169.01	33.80	202.82	306.67	61.33	368.00	475.68	95.14	570.82	2%	172.39	34.48	206.87	312.80	62.56	375.36	485.20	97.04	582.24	2%	
5. Internal floor area over 40m2 but not exceeding 60m2	169.01	33.80	202.82	447.95	89.59	537.54	616.97	123.39	740.36	2%	172.39	34.48	206.87	456.91	91.38	548.29	629.31	125.86	755.17	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	169.01	33.80	202.82	169.01	33.80	202.82	338.03	67.61	405.64	2%	172.39	34.48	206.87	172.39	34.48	206.87	344.79	68.96	413.75	2%	
7. Loft Conversion & Dormers floor area >10m2 & <=40m2	169.01	33.80	202.82	305.64	61.13	366.77	474.65	94.93	569.59	2%	172.39	34.48	206.87	311.75	62.35	374.10	484.15	96.83	580.98	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	69.37	13.87	83.25	n/a	n/a	n/a	69.37	13.87	83.25	2%	76.31	15.26	91.57	n/a	n/a	n/a	76.31	15.26	91.57	9%	
Where the estimated cost exceeds £10,000, our fee will be individually determined																					
9. Work to improve the thermal performance of a thermal element.	78.09	15.62	93.71	n/a	n/a	n/a	78.09	15.62	93.71	2%	79.65	15.93	95.58	n/a	n/a	n/a	79.65	15.93	95.58	2%	
10. Controlled domestic electrical work.	190.75	38.15	228.90	n/a	n/a	n/a	190.75	38.15	228.90	2%	194.57	38.91	233.48	n/a	n/a	n/a	194.57	38.91	233.48	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 be added together to determine the charge																					
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 DISCOUNTED BY 50%, SUBJECT TO A MAXIMUM ESTIMATED COST OF £9,000 (excluding paragraphs 8, 9 & 10).																					
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%	

2020/2021 - FEES AND CHARGES

BUILDING CONTROL SERVICES

DISCRETIONARY CHARGES

LEAD MEMBER:
COUNCILLOR
FOSTER

	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	CHARGE 2019/20 £ (ex. v.a.t)	V.A.T £	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t if applicable)	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t if applicable)	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (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

	FULL PLANS SUBMISSION						BUILDING NOTICE					FULL PLANS SUBMISSION						BUILDING NOTICE				
Estimated Cost of Works	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 £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT					To Ex excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To Ex (excl. VAT) add £x 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 £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT					To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To Ex (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT				
" 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 application and all inspections. The charge is equivalent to the Building Notice net. fee plus 22.5%. These charges are not subject to VAT. E.g. for calculating regularisation fees – take the base fee excluding VAT x this by 22.5% this will give you the total fee payable.

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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.

2019/2020 - 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 2019/20 £ (exc. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase 19/20	CHARGE 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase 20/21
Pre Planning Application Advice Charges.Threshold Charge for 1 meeting plus written advice							
Category 1 - Written Advice Only	Standard	262.50	315.00	0%	275.63	330.75	5%
Category 1 - Follow up Request	Standard	131.50	157.80	0%	138.08	165.69	5%
Category 2 - Written Advice Only	Standard	525.00	630.00	0%	551.25	661.50	5%
Category 2 - Follow up Request	Standard	262.50	315.00	0%	275.63	330.75	5%
Category 3 - Written Advice Only	Standard	1050.00	1260.00	0%	1102.50	1323.00	5%
Category 3 - Follow up Request	Standard	525.00	630.00	0%	551.25	661.50	5%
Preparation of Planning Performance	Standard	1050.00	1260.00	0%	1102.50	1323.00	5%
Preparation of Planning Performance	Standard	525.00	630.00	0%	551.25	661.50	5%
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							
Advice and Enquiries							
Tree Applications - Pre-application meeting with tree officer - 30 min on site meeting inclusive of mileage	Standard	52.50	63.00	0%	55.13	66.15	5%
Permitted development enquiries	Outside Scope	30.00	30.00	20%	31.50	31.50	5%
Other							
Copy of Environmental Statement on a CD to accompany a planning application	Standard	8.33	10.00	0%	8.75	10.50	5%

2020/2021 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR BROCKBANK						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Room Hire Charges						
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%

2020/2021 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR BROCKBANK						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Room Hire Charges - Not for Profit, Voluntary or Charitable Organisation Charges - (30% concession on main prices)						
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%

2020/2021 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR BROCKBANK						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Sundry Items						
Note: if applied as ancilliary charges to room rental then the following sundry items will be exempt from v.a.t.						
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
Refreshments and Catering						
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 depend on requirements

2020/2021 - FEES AND CHARGES							
FINANCIAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Sundry Debtor Recovery Costs							
Sundry Debtor Admin Penalty (applied at legal debt recovery stage) <u>Fixed Legal Rep charge</u> <u>plus 1 Hr of Finance</u> <u>Officer Evidence Collation</u>	Standard	see below for additonal breakdown in 19/20	see below for additonal breakdown in 19/20	N/a	see below for additonal breakdown in 20/21	see below for additonal breakdown in 20/21	N/a
<i>Where – •the value of the claim exceeds £25 but does not exceed £500</i>		71.50	85.80	43%	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	N/a	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	N/a	101.50	121.80	0%
<i>Where – •the value of the claim exceeds £5,000</i>		121.50	145.80	N/a	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

2020/2021 - FEES AND CHARGES

TAXI LICENSING FEES

DISCRETIONARY CHARGES

LEAD MEMBER:

COUNCILLOR BROCKBANK

	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Hackney							
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%
Private Hire							
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%
Combined HCD & PHD (Combined Drivers Licence)							
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%
New Driver							
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%
Change Of Vehicle							
Retaining same plate to a new vehicle (Inc. Plate)	Outside Scope	120.35	120.35	0%	120.35	120.35	0%
Transfer of Vehicle & Licence to New Operator/Driver							
Fee payable by the new driver/operator	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Other Fees							
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%

2020/2021 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Alcohol Premises Licences							
Premises Licences - New Application and Variation							
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%
Premises Licences - Annual Charge*							
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%
Club Premises Certificate - New Application and Variation							
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%
Club Premises Certificates - Annual Charge							
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							

2020/2021 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Additional Fees							
Additional Premises licence fee							
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%
Additional annual fee payable if applicable							
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%

2020/2021 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Other Fees							
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%

2020/2021- 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 BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
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%
Application to Vary							
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%

2020/2021- 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 BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Application to Transfer							
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%
Application for Re-Instatement							
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%
Licence Application (provisional Statement holders)							
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%
Copy Licence							
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%
Notification of Change							
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%

2020/2021- 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 BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
PERMITS							
Application Fee							
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%
Annual Fee							
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%
Renewal Fee							
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%
Transational Application Fee							
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%
PERMITS - MISCELLANEOUS FEES							
Change of Name							
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	Outside Scope	25.00	25.00	0%	25.00	25.00	0%
Copy of Permit							
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%
Transfer							
Alcohol Licences Premises - More than 2 machines	Outside Scope	25.00	25.00	0%	25.00	25.00	0%

2020/2021 - FEES AND CHARGES							
COMMUNICATIONS, PARTNERSHIPS AND ENGAGEMENT & SPORTING EV							
All DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Inflatable Start and Finish Banner							
Hire of Inflatable Start and Finish Banner - Day Rate Self Collection and Return - maximum 3 day hire	Standard	104.00	124.80	0%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - additional day	Standard	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	Standard	207.00	248.40	0%	207.00	248.40	0%
Delivery Surcharge over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
Timing System Hire - Single Day events up to 500 participants							
Timing System Hire, set up, delivery and collection up to 20 miles radius	Standard	520.00	624.00	0%	520.00	624.00	0%
Timing chip per entrant	Standard	0.25	0.30	0%	0.25	0.30	0%
Delivery Surcharge for over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
Timing System Hire - Single Day Events over 500 participants							
Timing System Hire, set up, delivery and collection up to 20 miles radius and timing chip - fee per entrant	Standard	1.25	1.50	0%	1.25	1.50	0%
Delivery Surcharge for over 20 mile radius - rate per mile	Standard	1.00	1.20	0%	1.00	1.20	0%
Bikeability Courses							
Level 1 Bikeability Course - 3 hrs (per head)	Exempt-0	25.00	25.00	0%	25.00	25.00	0%
Level 2 Bikeability Course - 4 hrs (per head)	Exempt-0	45.00	45.00	0%	45.00	45.00	0%
Level 3 Bikeability Course - 2 hrs (per head)	Exempt-0	40.00	40.00	0%	40.00	40.00	0%
Skipton Triathlon							
Early-bird/special offer race entry fee (individual) BT Member	Standard	31.67	38.00	0%	33.33	40.00	5%
Standard entry fee (individual) BT Member	Standard	35.83	43.00	0%	37.50	45.00	5%
Early-bird/special offer race entry fee (individual) Non -BT Member	Standard	34.17	41.00	0%	36.67	44.00	7%
Standard entry fee (individual) Non -BT Member	Standard	38.33	46.00	0%	40.83	49.00	7%
Early-bird/special offer race entry fee (team)	Standard	50.00	60.00	0%	54.17	65.00	8%
Standard entry fee (team)	Standard	58.33	70.00	0%	62.50	75.00	7%

2020/2021 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21
Dog Warden Service/Stray Dogs						
Sale of Dog Waste Bags to Retail Outlets - Per Box of 3000	20.83	25.00	0.0%	20.83	25.00	0.0%
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%
Environmental Protection						
Environmental Search	0.00	0.00	0.0%	0.00	0.00	0.0%
Littering Fines/Penalties						
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%
Cleaner Neighbourhoods						
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	N/A	100.00	100.00	0.0%
Household duty of care	Introduced in FY 20/21	Introduced in FY 20/21	N/A	250.00	250.00	N/A
Penalty Charge Notice - littering from vehicle (outside of London)	Introduced in FY 20/21	Introduced in FY 20/21	N/A	150.00	150.00	N/A

2020/2021 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER:						
COUNCILLOR LIS						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21
Animal Establishment Licensing						
Inspection of Performing Animal Site	115.00	115.00	N/a	175.00	175.00	52.2%
Performing Animals Registration	60.00	60.00	20.0%	60.00	60.00	0.0%
Performing Animals Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	90.00	90.00	N/A
Application for animal boarding licence	60.00	60.00	N/a	60.00	60.00	0.0%
Animal Boarding Est* - Annual Licence	175.00	175.00	34.6%	175.00	175.00	0.0%
Animal Boarding Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	90.00	90.00	N/A
Application for home boarding licence	60.00	60.00	N/A	60.00	60.00	0.0%
Animal Home Boarding - Annual Licence	115.00	115.00	4.4%	115.00	115.00	0.0%
Animal Home Boarding Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	60.00	60.00	N/A
Application for dog day boarding licence	60.00	60.00	N/a	60.00	60.00	0.0%
Animal Dog Day Boarding Establishment - Annual Licence	115.00	115.00	4.5%	115.00	115.00	0.0%
Dog day boarding revisit fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	60.00	60.00	N/A
Application for Cat day boarding licence	60.00	60.00	N/a	60.00	60.00	0.0%
Animal Cat Day Boarding Establishment - Annual Licence	115.00	115.00	N/a	115.00	115.00	0.0%
50% reduction of Cat Boarding for Combined Application of Cat and Dog Boarding.	90.00	90.00	-50.0%	90.00	90.00	0.0%
50% reduction of Cat Boarding for Combined inspection of Cat and Dog Boarding.	262.50	262.50	-50.0%	262.50	262.50	0.0%
Application for Dog breeding licence	80.00	80.00	N/a	80.00	80.00	0.0%
Dog Breeding* - Annual Licence	320.00	320.00	91.7%	320.00	320.00	0.0%
Dog Breeding revisit fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	115.00	115.00	N/A
Application for Pet shop licence	60.00	60.00	N/a	60.00	60.00	0.0%
Pet Shops* - Annual Licence	115.00	115.00	-4.2%	115.00	115.00	0.0%
Pet Shops* - Revisit Fee	Introduced in FY 20/21	Introduced in FY 20/21	N/A	60.00	60.00	N/A
Dangerous Wild Animals* - Annual Licence	230.00	230.00	15.0%	230.00	230.00	0.0%
Zoo Licence* - Initial - 4 year Licence	600.00	600.00	20.0%	600.00	600.00	0.0%
Zoo Licence* Renewal - 6 year Licence	800.00	800.00	6.7%	850.00	850.00	6.3%
Application for Horse Riding Est. Licence	80.00	80.00	N/a	80.00	80.00	0.0%
Riding Establishment - 1-10 horses* (Annual)	230.00	230.00	15.0%	230.00	230.00	0.0%
Riding Establishment - 11 - 20 horses* (Annual)	300.00	300.00	15.4%	300.00	300.00	0.0%
Riding Establishment - 21 and over horses* (Annual)	335.00	335.00	15.5%	335.00	335.00	0.0%
Horse Riding Establishment revisit fee	Introduced in FY 20/21	Introduced in FY 20/21	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	#	Cost to Council recharged	Cost to Council recharged	n/a

2020/2021 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21
Food Safety						
Food Export Certificates	80.00	80.00	0.0%	84.00	84.00	5.0%
Issue of Certificate of Inventory of Condemned Food	105.00	105.00	0.0%	110.25	110.25	5.0%
Voluntary surrender	105.00	105.00	0.0%	110.25	110.25	5.0%
Food Hygiene Rating Scheme - Revisit Fee	180.00	216.00	2.9%	189.00	226.80	5.0%
Charge for copy of whole food register	150.00	150.00	0.0%	157.50	157.50	5.0%
Food reg per A4 sheet	10.00	10.00	0.0%	10.50	10.50	5.0%
Advisory FH Visits/Pre-food hygiene rating visits (per hour)	60.00	72.00	0.0%	63.00	75.60	5.0%
Health Licensing						
Cosmetic piercing, Acupuncture, Electrolysis Tattooing, Semi - Permanent Colouring (premises)	150.00	150.00	20.0%	150.00	150.00	0.0%
Cosmetic Piercing, Acupuncturist, Electrolysis, Tattooist, Semi- Permanent Colouring (personal)	100.00	100.00	0.0%	100.00	1.00	0.0%
Variation Fee	50.00	50.00	0.0%	50.00	50.00	0.0%
Other						
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	15.6%	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%
Scrap Metal Licences						
Scrap Metal Site Licences (3 years)	420.00	420.00	20.0%	420.00	420.00	0.0%
Scrap Metal Collectors Licence (3 years)	200.00	200.00	0.0%	200.00	200.00	0.0%
Variation fee	75.00	75.00	50.0%	75.00	75.00	0.0%
Park Homes/ Caravan sites						
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%
Annual Fee: 1-5 pitches	0.00	0.00	0.0%	0.00	0.00	0.0%
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%

2020/2021 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER:						
COUNCILLOR LIS						
	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21
Private Water Sampling						
Risk Assessment - Commercial Premises	120.00	120.00	0.0%	120.00	120.00	0.0%
Risk Assessment - Domestic Premises	110.00	110.00	0.0%	120.00	120.00	9.1%
Sampling Visit	75.00	75.00	0.0%	100.00	100.00	33.3%
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%
Analysis of Samples						
Taken under regulation 10 for small supplies and single dwellings (plus £75 Sampling visit)	100% of actual laboratory costs up to £25.00 maximum	100% of actual laboratory costs up to £25.00 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	-25.0%	60.00	60.00	0.0%
Taken during audit monitoring	600.00	600.00	2042.9%	500.00	500.00	-16.7%
Bathing Water/Health & Safety analysis	35.00	35.00	0.0%	35.00	35.00	0.0%

2020/2021 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21
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							
Application Fee							
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 .							
Annual Subsistence Charge							
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(+15 6.00)	1161.00(+156. 00)	0.0%	1161.00(+15 6.00)	1161.00(+156. 00)	0.0%
Standard process High	Outside Scope	1747.00+(20 7.00)	1747.00+(207. 00)	0.0%	1747.00+(20 7.00)	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	626.00/1034.0 0/1551.00	0.0%	626.00/1034 .00/1551.00	626.00/1034.0 0/1551.00	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.							
Transfer and Surrender							
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%
Temporary transfer for mobiles							
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%
Substantial Change							
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%
LAPPC mobile plant charges (not using							
1 or 2 Permits							
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	0.0%
3 to 7 Permits							
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	0.0%
8 and Over Permits							
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	198.00/316.00/ 473.00	0.0%	198.00/316. 00/473.00	=Y56	0.0%
Environmental Protection - LA- IPPC							
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.

2020/2021 - FEES AND CHARGES							
PREMISES LICENSING							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t where applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21
Sexual Establishment							
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%

2020/2021- 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 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc. v.a.t if applicable)	% Increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase 20/21
Aireview House Rents								
Unit 1, Unit 1, Unit 2 ,Unit 3,Unit 4,Unit 5,Unit 6,Unit 7								
Concierge	Exempt & Outside Scope	0	37.73	37.73	729%	37.73	37.73	0%
Service Charges	Exempt & Outside Scope	0	44.68	44.68	63%	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	46%	164.29	164.29	0%
Client Service Charge	Exempt & Outside Scope	0	24.50	24.50	0%	24.50	24.50	0%
Total Charge	Exempt & Outside Scope	0	188.79	188.79	38%	188.79	188.79	0%
Unit 9 (2 bed unit) - per week (Formerly unit 5)								
Concierge	Exempt & Outside Scope	0	37.73	37.73	729%	37.73	37.73	0%
Service Charges	Exempt & Outside Scope	0	47.24	47.24	43%	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	33%	179.97	179.97	0%
Client Service Charge	Exempt & Outside Scope	0	24.50	24.50	0%	24.50	24.50	0%
Total Charge	Exempt & Outside Scope	0	204.47	204.47	28%	204.47	204.47	0%

2020/2021 - FEES AND CHARGES										
LOCAL LAND CHARGES										
All DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR FOSTER										
		V.A.T Status	CHARGE 2019/20 £ (inc. v.a.t if applicable)			% Increase 19/20	CHARGE 2020/21 £ (inc. v.a.t if applicable)			% Increase 20/21
			Postal	Electronic (In House)	Electronic (via a third party)		Postal	Electronic (In House)	Electronic (via a third party)	
Form LLC1 Only (Residential)		Outside Scope	29.00	29.00	23.50	0%	29.00	29.00	23.50	0%
Form LLC1 Only (Non Residential)		Outside Scope	43.50	43.50	35.67	N/a	43.50	43.50	35.67	N/a
Form CON29R (Residential) individual questions can be asked, for the prices see below		Standard	107.85	107.85	N/A	0%	107.85	107.85	N/A	0%
Form CON29R (Non-Residential) individual questions can be asked, for the prices see below		Standard	172.15	172.15	N/A	N/a	172.15	172.15	N/A	N/a
Form CON29R Only (Residential)		Standard	136.85	136.85	112.22	0%	136.85	136.85	112.22	0%
Form CON29R Only (Non-Residential)		Standard	215.65	215.65	176.83	N/a	215.65	215.65	176.83	N/a
Con 290 (optional enquiries) Questions 1 - 22 (each)		Standard	21.00	21.00	21.00	0%	21.00	21.00	21.00	0%
Additional Enquiries(Each)		Outside Scope	21.00	21.00	21.00	0%	21.00	21.00	21.00	0%
Each extra parcel of land (CON29)		Standard	15.00	15.00	15.00	0%	15.00	15.00	15.00	0%
Extra parcel of land (LLC1) (each)		Outside Scope	15.00	15.00	15.00	0%	15.00	15.00	15.00	0%
Search in any part of the register		Outside Scope	5.50	5.50	5.50	0%	5.50	5.50	5.50	0%
'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	95.00	95.00	95.00	0%	95.00	95.00	95.00	0%
Con290 enquiries on refresh searches are charged at the full price		Standard	21.00	21.00	N/a	0%	21.00	21.00	N/a	0%
Non-standard planning history search 1974 to date (Residential).		Outside Scope	17.50	17.50	N/a	N/a	17.50	17.50	N/a	N/a
Non-standard planning history search 1974 to date (Non-Residential).		Outside Scope	35.00	35.00	N/a	N/a	35.00	35.00	N/a	N/a
1.1 Decisions and Pending Applications Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements? Bold Price is for Non-Residential.	(a) to (i) This information is publicly available. (a) to (i) Information also available by tailored report if required. Information available from 1/4/1974 to date. For information prior to this there will be an additional charge.	Outside Scope			(a) £3.50 / £7.00 (b) £3.50 / £7.00 (c) £3.50 / £7.00 (d) £3.50 / £7.00 (e) £3.50 / £7.00 (f) £0.75 / £1.25 (g) £0.75 / £1.25 (h) £0.75 / £1.25 (i) £0.75 / £1.25				(a) £3.50 / £7.00 (b) £3.50 / £7.00 (c) £3.50 / £7.00 (d) £3.50 / £7.00 (e) £3.50 / £7.00 (f) £0.75 / £1.25 (g) £0.75 / £1.25 (h) £0.75 / £1.25 (i) £0.75 / £1.25	
	(j) – (l) Full Building Control information is not currently available on public register. In the meantime information is available by tailored report only.	Outside Scope			(j) £4.00 / £8.00 (k) £4.00 / £8.00 (l) £4.00 / £8.00				(j) £4.00 / £8.00 (k) £4.00 / £8.00 (l) £4.00 / £8.00	
1.2 Planning Designations and Proposals What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan? Bold Price is for Non-Residential.	This information is publically available. Information also available by tailored report if required.	Outside Scope			£2.00 / £4.00				£2.00 / £4.00	
3.3. Drainage Matters 3.3(a-b) Bold Price is for Non-Residential.	Information also available by tailored report if required.				£4.00 / £8.00				£4.00 / £8.00	
3.5. Nearby Railway Schemes Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail? Bold Price is for Non-Residential.	Information is also available by tailored report if required.	Outside Scope			£2.00 / £4.00	0%			£2.00 / £4.00	0%

2020/2021 - FEES AND CHARGES										
LOCAL LAND CHARGES										
All DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR FOSTER										
		V.A.T Status	CHARGE 2019/20 £ (inc. v.a.t if applicable)			% Increase 19/20	CHARGE 2020/21 £ (inc. v.a.t if applicable)			% Increase 20/21
			Postal	Electronic (In House)	Electronic (via a third party)		Postal	Electronic (In House)	Electronic (via a third party)	
3.7. Outstanding Notices Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this schedule:- Bold Price is for Non-Residential. (a) building works (b) environment (c) health and safety (d) housing (e) highways (f) public health		Outside Scope			(a) £0.80 / £1.60 (b, c, d, f) - Contact Craven Districts Environmental Health Office (e.g) Contact North Yorkshire County Council who are the Highway Authority for the Craven District.				(a) £0.80 / £1.60 (b, c, d, f) - Contact Craven Districts Environmental Health Office (e.g) Contact North Yorkshire County Council who are the Highway Authority for the Craven District.	
3.8. Contraventions of Building Regulations Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations? Bold Price is for Non-Residential.	Information is also available by tailored report if required.	Outside Scope			£0.80 / £1.60				£0.80 / £1.60	
3.9. Notices, Orders, Directions and Proceedings under Planning Acts Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:- (a) enforcement notice (b) stop notice (c) listed building enforcement notice (d) breach of condition notice (e) planning contravention notice (f) other notice relating to breach of planning control (g) listed building repairs notice (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation (i) building preservation notice (j) direction restricting permitted development (k) order revoking or modifying a planning permission (l) order requiring discontinuance of use or removal of building works (m) tree preservation order (n) proceedings to enforce a planning agreement or planning contribution? Bold Price is for Non-Residential.	(a) to (e) This information is publicly available. (a) to (e) This information is also available by tailored report if required. (f) to (l) This information is available by tailored report only. (m) This information is publicly available. (m) This information is also available by tailored report if required. (n) This information is available by tailored report only.	Outside Scope			(a) £1.00 / £2.00 (b) £1.00 / £2.00 (c) £1.00 / £2.00 (d) £1.00 / £2.00 (e) £1.00 / £2.00 (f) £1.00 / £2.00 (g) £1.00 / £2.00 (h) £1.00 / £2.00 (i) £1.00 / £2.00 (j) £1.00 / £2.00 (k) £1.00 / £2.00 (l) £1.00 / £2.00 (m) £1.50 / £3.00 (n) £1.50 / £3.00			(a) £1.00 / £2.00 (b) £1.00 / £2.00 (c) £1.00 / £2.00 (d) £1.00 / £2.00 (e) £1.00 / £2.00 (f) £1.00 / £2.00 (g) £1.00 / £2.00 (h) £1.00 / £2.00 (i) £1.00 / £2.00 (j) £1.00 / £2.00 (k) £1.00 / £2.00 (l) £1.00 / £2.00 (m) £1.50 / £3.00 (n) £1.50 / £3.00		
3.10. Community infrastructure levy (CIL) Bold Price is for Non-Residential.	This information is available by tailored report only.				£0.50 / £1.00				£0.50 / £1.00	
3.11. Conservation Areas Do the following apply in relation to the property:- (a) the making of the area a Conservation Area before 31 August 1974; or (b) an unimplemented resolution to designate the area a Conservation Area? Bold Price is for Non-Residential.	(a) and (b) This information is publicly available. FOC (a) and (b) This information is also available by tailored report.	Outside Scope			£1.60 / £3.20				£1.60 / £3.20	
3.13. Contaminated Land Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm of pollution of controlled waters might be caused on the property). Bold Price is for Non-Residential.	This information is available by consulting the Contaminated Land Register. FOC This information is also available by tailored report.	Outside Scope			£1.60 / £3.20				£1.60 / £3.20	
3.15. Assets of Community Value Bold Price is for Non-Residential.	This information is also available by tailored report	Outside Scope			£4.00 / £8.00				£4.00 / £8.00	

2020/2021 - FEES AND CHARGES
WASTE MANAGEMENT SERVICES
DISCRETIONARY CHARGES

Lead member: COUNCILLOR LIS

		V.A.T Status	CHARGE 2019/20 £ (ex. v.a.t)	CHARGE 2019/20 £ (inc v.a.t where applicable)	% increase 19/20	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc v.a.t where applicable)	% increase 20/21
Bulky Waste								
Bulky Waste Collection: up to and including 3 items	Delegated Authority	Exempt	30.00	30.00	7%	32.00	32.00	7%
Bulky Waste Collection: additional items (charge per item)*	Delegated Authority	Exempt	9.00	9.00	13%	10.00	10.00	11%
Domestic Litter Bins								
Green 140L Wheeled Bin - Initial Issue/Replacement	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	5%	42.00	42.00	0%
Green 360L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	48.00	48.00	4%	48.00	48.00	0%
Blue/Brown (recycling) 140L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	0.00	No Charge	N/a	0.00	No Charge	No Charge
Blue/Brown (recycling) 240L Wheeled Bin - Initial Issue/Replacement	Delegated Authority	Outside Scope	40.00	No Charge	N/a	40.00	No Charge	No Charge
Litter Picking Equipment	Delegated Authority	Standard Rated	22.61	27.13	0%	23.00	27.60	2%
Garden Waste								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	36.00	36.00	11%	36.00	36.00	0%
Refuse Collection Private Work - Charges per hour								
Vehicle & Driver	Delegated Authority	Standard Rated	113.00	136.00	3%	115.00	138.00	1%
Vehicle & Driver + 1 operative	Delegated Authority	Standard Rated	185.00	222.00	3%	190.00	228.00	3%
Vehicle & Driver + 2 operatives	Delegated Authority	Standard Rated	258.00	309.60	3%	260.00	312.00	1%
Disposal Charges per disposal	Delegated Authority	Standard Rated	Determined by NYCC	Determined by NYCC	n/a	Determined by NYCC	Determined by NYCC	n/a
On Street Litter Bins								
Supply and Installation of Litter Bin	Delegated Authority	Outside Scope	At Cost + £30 fitting fee	At Cost + £30 fitting	0%	At Cost + £30 fitting fee	At Cost + £30 fitting	0%
MOT Testing								
MOT Private Test	Delegated Authority	Outside Scope	42.00	42.00	5%	44.00	44.00	5%

Craven District Council
1 Belle Vue Square
Broughton Road
Skipton
North Yorkshire
BD23 1FJ

Tel: 01756 700600

Email: contactus@cravendc.gov.uk

Web: www.cravendc.gov.uk



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



APPENDIX D

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](#).

Outline Applications		
£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

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

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse
New dwellinghouses (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...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
Erection of buildings (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
The erection of buildings (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...

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) continued...		
Erection of glasshouses (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
Erection/alterations/replacement of plant and machinery		
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

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£234
Waste (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
Operations connected with exploratory drilling for oil or natural gas		
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...

Applications other than Building Works continued...		
Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
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
Other operations (winning and working of minerals) excluding oil and natural gas		
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
Other operations (not coming within any of the above categories)		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028

Lawful Development Certificate	
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.

Continued on next page...

Prior Approval	
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

Continued on next page...

Prior Approval 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

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

Continued on next page...

Approval/Variation/discharge of condition	
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

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
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
Other Changes of Use of a building or land		£462

Advertising	
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

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

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

Continued on next page...

Concessions

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

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:

- 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
- Facilities designed to secure that person's greater safety, health or comfort.

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.

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal

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:

- For a withdrawn application: Within 12 months of the date the application was received
- For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
- 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

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

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

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

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)

Continued on next page...

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 – 3rd Dec 2019

Re-Letting of RAFA Club, Moorview Way Skipton



Report of Director of Services

Ward(s) affected: Skipton East

Lead Member: Cllr P Mulligan

1 Purpose of the Report

- 1.1 To seek approval for the re-letting of the RAFA Club located at Moorview Way, Skipton.

2 Recommendations

Members are recommended to grant;

- 2.1 Delegated authority to the Director of Services to issue a lease to the trustees of the Skipton RAFA Club for a term of 10 years with option to break in favour of the Council on the 5th anniversary of same. To be granted at a rent of £1500 per annum exclusive of rates and taxes.

3 Report

- 3.1 The Council's property assets are a key resource and play an important role in the delivery of services to Craven's residents. They also play a major role in the majority of Council projects, its finances and priorities.
- 3.2 Effective asset management requires the Council to ensure assets are fit for purpose, represent value for money and are making the optimal financial contribution to the Council, challenge the need for assets and examine the justification for its continued use in the provision of services.
- 3.3 The existing lease on the RAFA Club dated 2005 expires on the 31st March 2020 and a new lease should be put in place from this date. The present rent passing is in the sum of £1500 per annum and has remained static from 2009. The new lease is materially unchanged from the original save as to a break clause at 5 years in favour the Council. Taking into consideration inflation an increase to £1900 per annum would be reasonable.

An open market let of the property for purposes other than its present use would be considered to achieve a sum of circa £3200 per annum based on the square footage and condition.

- 3.4 It is however recognised the present usage has social value and that the premises are

located in an area of Skipton that has seen a reduction in community premises in recent times. Further, a requirement for the premises to be used by the landlord for a polling station will be added as a condition of the lease. A lease at the current annual rent of £1,500 is therefore proposed.

4 Financial Implications

- 4.1 The lease would return an annual rent of £1500 per annum subject to Rent Review on the third anniversary of the lease and every three years thereafter.
- 4.2 The Council's Legal and Surveyors Fees of up to £200 will not be paid.

5 Legal Implications

- 5.1 The proposed lease is at an undervalue. Under the Scheme of Delegation to officers any asset with an estimated value of less than £100,000 can be disposed of by the Strategic Manager, in consultation with the relevant ward member(s), the Chief Finance Officer and the Solicitor to the Council. If the estimated value is more than £100,000 or the disposal is to be at an undervalue the disposal must be approved by the Council's Policy Committee.
- 5.2 The property is held by the Council for the purposes of the Housing Act 1985. The Council has power to dispose of assets (that are not dwellings) at any price determined by the Council under section 32 of the Housing Act 1985 and the General Housing Consents issued by the Secretary of State in support of that section.

6 Contributions to Corporate Priorities

- 6.1 The proposals in this report support the Council priorities of "Financial Resilience" and "Enterprising Craven".

7 Equality Impact Assessment

- 7.1 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.

8 Consultations with Others

- 8.1 Skipton East Ward Members, Cllrs Harbron and Jacquin have been consulted.

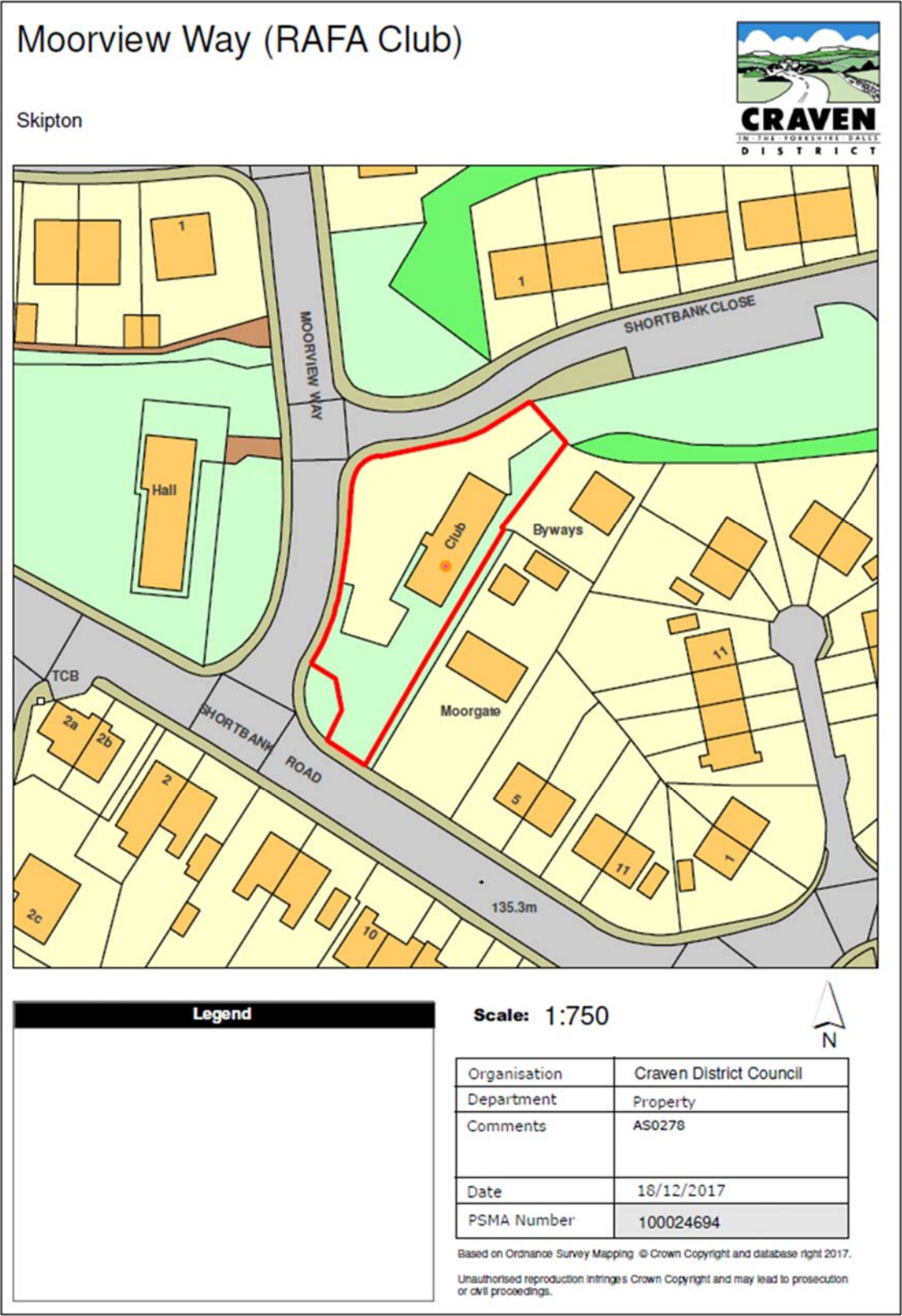
9 Appendix

- 10.1 Appendix A – Site Location Plan

11 Author of the Report

John Trenor, Commercial Surveyor (MRICS MISVA Registered Valuer),
jtrenor@cravendc.gov.uk,
01756 706329

Appendix A – Site location Plan

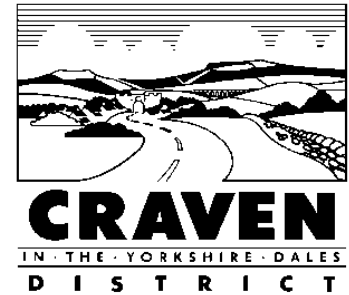


Policy Committee – 3rd December 2019

York & North Yorkshire Dance Hub and Rural Steps

Report of the Strategic Manager

Lead Member – Cllr Simon Myers



Ward(s) affected: All

1. Purpose of Report

To provide Members with an update on the Council's involvement with Dance initiatives in the District and seek approval to provide a Chairperson for the York and North Yorkshire Dance Hub and act as lead Authority for the Rural Steps dance project.

2. Recommendations – Members are recommended to:

- 2.1 Note that the projects identified contribute to the Council's priority to enable active communities and improve quality of life
- 2.2 Authorise the Strategic Manager, Planning & Regeneration to provide a Chairperson for the York and North Yorkshire Dance Hub
- 2.3 Authorise the Strategic Manager, Planning & Regeneration, in consultation with the Solicitor to the Council (Monitoring Officer), to enter into any Agreements and take any steps required for the Council to act as Lead Authority for the Arts Council England funded dance project Rural Steps. Members will receive a report at the conclusion of the project.
- 2.4 Give delegated authority to the Strategic Manager, Planning & Regeneration to agree the future development of York and North Yorkshire Dance Hub and Craven's role within it after the current project is complete.

3. Background

- 3.1 The regional body for dance, Yorkshire Dance (based in Leeds), receives funding from Arts Council England to support the development of youth dance across Yorkshire.
- 3.2 To distribute the funds and get local buy-in, Yorkshire Dance has supported the set-up of regional hubs, funding them a maximum of £4,000 per year. From April 2020 the funds will no longer be allocated as a matter of course; Hubs will have to apply for funding.

- 3.3 The York and North Yorkshire Dance Hub, (the local regional hub), has struggled to find somebody to chair the organisation as the members consist of dance teachers, consultants and the local authority arts development officers from Craven and Hambleton. The Hambleton arts development officer was Chairperson for a number of years. The work consists of a maximum of 4 meetings per year, 2 meetings at Yorkshire Dance per year and the distribution of funds from Yorkshire Dance.
- 3.4 In March 2018 the York and North Yorkshire Dance Hub submitted an application to Arts Council England for funding for the Rural Steps project.
- 3.5 The Rural Steps project was set up to enable new and sustain existing youth dance groups in various places in North Yorkshire. Due to the Council's Arts Development Officer's involvement in writing the application and support of £500 towards the project, the Council has been able to benefit from two youth dance groups being set up and/or sustained – in Ingleton and in Skipton.
- 3.6 Youth dance differs from traditional ballet, tap and jazz currently available in Craven. Youth dance is very inclusive, there are no exams, and its aim is to encourage young people of all shapes, sizes and fitness levels to develop their dance and choreography skills; grow in confidence; develop physical and emotional health and wellbeing; work with others in a collaborative team; widen their experience of dance; and broaden their horizons.
- 3.7 The project management of Rural Steps is carried out by a freelance Project Manager engaged on behalf of York and North Yorkshire Dance Hub. The time needed to manage the Project Manager is approximately a meeting every two to three months plus a small amount of email correspondence. Invoices would be processed via the Council's financial systems from the Rural Steps funding.
- 3.8 The previous Chairperson of the York and North Yorkshire Dance Hub, who was the instigator of the Rural Steps project, has since retired and now largely lives in Spain. There was an urgent need for a Chair to take over the role on his retirement to make sure that the Rural Steps project was delivered and ensure that Arts Council England continued to fund the project. Craven Council stepped in at this point to protect its interests in the project which will be complete by 15 April 2020. It is proposed that the Council continues as the Lead Authority for the duration of the project and continues to chair the York and North Yorkshire Dance Hub after the project has finished.
- 3.8 As Lead Authority for the project the Council would need to ensure that the appropriate documentation is in place regarding contracting, in particular in relation to the dance artists and having consistency regarding child protection policies. Income and expenditure will go through the Council's financial systems. The Council would need to ensure that the project is delivered according to the original application, or if changed, as agreed with Arts Council England. The project is over half way through.

Benefits to the Council

- 3.9 By providing a Chairperson for the York and North Yorkshire Dance Hub, the Council proves its ongoing support for the arts and culture. Working regionally shows Arts Council England that the Council is serious in its desire to be a leader of arts delivery in North Yorkshire. This kind of regional working is noted favourably by Arts Council England.

- 3.10 By managing the Rural Steps project, the Council has four clear benefits:
 - a. It once again shows commitment to culture to Arts Council England
 - b. It ensures that young people in Craven have the opportunity to take part in youth dance.
 - c. It supports the Bentham-based Blue Moose Dance company.
 - d. Zanna Dennis one of the directors of Blue Moose Dance is a young dance artist who has also been working closely with the Great Place: Lakes and Dales project. The success of the Great Place project is also important to Arts Council England and the National Lottery Heritage Fund.

- 3.11 Through the Rural Steps project the Blue Moose Dance Company based in Bentham has been able to recruit new young dancer teachers, which contributes to the organisation's long term sustainability. Through the project continuing professional development opportunities have been taken up by their dance teachers.

- 3.12 In addition, young people from the youth dance groups in Settle and Ingleton have the opportunity to take part in contemporary dance on a professional stage, have their dance performance professionally filmed, and visit performances of contemporary dance.

- 3.14 A digital toolkit, which will enable and encourage young dance practitioners to set up their own youth dance classes in Craven, will be developed as part of the Rural Steps project.

- 3.15 If supported by the Council, the Rural steps project and the digital toolkit will be highlighted at the Rural Culture conference at Skipton Town Hall in June 2021. This conference is funded by Arts Council England and will have a national and possibly international reach as it will be about delivering arts in rural areas. It will be livestreamed. Arts Council England are very keen to support the Council in its programming and delivery of this event and have funded us to deliver it. This is an additional opportunity to showcase Craven as an ambitious and thriving cultural partner for funding bodies.

4. Financial and Value for Money Implications

- 1.1 The initial £500 match funding for the Rural Steps project has already been committed and paid. The input from the project has far exceeded the initial investment.

- 1.2 There will be no additional money required for either the York and North Yorkshire Dance Hub or the Rural Steps project. The only costs incurred will be time for the Arts Development Officer to attend and chair meetings and manage the Rural Steps Project Manager. Invoices relating to the Dance Hub and Rural Steps will be processed through the Council's financial systems.

5. Legal Implications

- 5.1 As Lead Authority the Council will be responsible for ensuring that the terms of the funding agreement are adhered to.
- 5.2 Under s2 of the Local Government Act 2000 the Council has power to do anything which is likely promote or improve of the social well-being of any part of the District

6. Contribution to Council Priorities

- 6.1 The Council's involvement in the York and North Yorkshire Dance Hub and the Rural Steps project will contribute to the Resilient Communities priority, enabling active communities and improving quality of life for young people in the district.

7. Risk Management

- 7.1 If a Chairperson for the York & North Yorkshire Dance Hub is not appointed, decisions can't be made and the Rural Steps project cannot deliver the required objectives.
- 7.2 All dance practitioners are required to provide details of their current DBS numbers, Safeguarding documentation for their practice and Public Liability insurance details.

8. Equality Impact Analysis

- 8.1 Initial Screening has been carried out and indicates EIA not relevant or proportionate. The screening identified that
- 8.2 The project is a positive opportunity for young people aged 11 – 19
- 8.2 If a disabled person wishes to take part in the youth dance activity, so far as we know this could be accommodated because of the venues used and the experience of the dance tutors.
- 8.3 If a young woman under 19 who was pregnant wished to take part in youth dance they could be accommodated so far as we know, depending on the experience and confidence of the dance tutors.

9. Consultations with Others

- 9.1 Legal Services
- 9.2 Financial Service

10. Background Documents

- 10.1 None

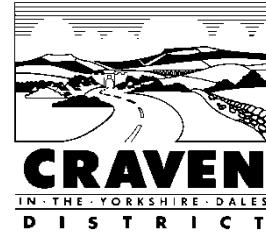
11. Author of the Report

David Smurthwaite

01756 706409

dsmurthwaite@cravendc.gov.uk

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

Policy Committee – 3rd December 2019**DEVELOPMENT AND ACQUISITION
OF SHARED OWNERSHIP HOMES
BY CRAVEN DISTRICT COUNCIL-
UPDATE**

Report of the Director of Services

Lead Member: Councillor Richard Foster

Ward(s) affected: All

1. **Purpose of Report**

To provide Members with an update on the Council's acquisition and development of shared ownership properties both under section 106 agreements and also through the development of Council owned land.

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

Note the contents of the report.

3. **Background**

Shared Ownership

- 3.1 Shared ownership is a government backed tenure which allows purchasers to buy their homes a 'bit at a time'. Initial shares are available from 25% - 75%, with a subsidised rent payable on the unsold equity. In most areas, property owners can 'staircase out' to full ownership.
- 3.2 In high value areas nationally, shared ownership is fast becoming the route by which most households buy their first home. The Council itself holds a rapidly growing list of 160 households interested in shared ownership, following the success of recent schemes at Sutton, Glusburn, Skipton and Giggleswick.
- 3.2 Potential purchasers must register with www@helptobuyneyh.co.uk (the regional shared ownership agent). Affordability checks are carried out and mortgages sourced through independent Financial Advisers specialising in the tenure. There are now around 25 lenders who provide shared ownership mortgages at very competitive rates, often with only a 5% deposit needed for the purchased share.

Direct Provision of Shared Ownership by the Council

- 3.3 At its meetings of 9 June 2015 (POL.669) and 7 March 2017 (\$POL.820) Policy Committee approved the acquisition of shared ownership homes delivered under planning policy requirements using affordable housing commuted sums. This funding is recyclable, subject to the Council recouping its costs on first sale of the properties. The acquisition of specific dwellings was delegated to the Director of Services in consultation with the Leader, the Lead Member for Housing and the relevant Ward Member(s).
- 3.4 A further initiative to develop shared ownership homes on Council owned land (primarily small garage sites) was approved by Policy Committee at its meetings of 3 November 2015 and 6 June 2017, to be funded through the capital programme. Ten shared ownership homes on sites at Burnroyd Avenue and Colne Road, Glusburn and Harper Grove, Sutton in Craven have since been built and sold by the Council.
- 3.5 The Council's direct provision of shared ownership housing through development and acquisition helps meet a need for c30 homes per year (as evidenced by the Strategic Housing Market Assessment 2017) for first time buyers who cannot afford to access the housing market and contributes to its Enterprising Craven objective. Moreover, the initiative will enable the Council to achieve a target revenue stream of £100,000 p.a by March 2022 (which equates to rental income from approximately 40 units).

4. Shared Ownership Initiative – Update

Acquisition

- 4.1 Appendix A lists the shared ownership units purchased via s106 agreements as a result of planning policy requirements - dwellings built by private developers and transferred to the Council on completion and at affordable values. One of the homeowners at Sutton has now staircased out to own 100% of the property.
- 4.2 Most recently, in October 2019, the Council acquired four homes at Raikes Road, Skipton. All these homes were reserved prior to completion and are now sold subject to contract with completion expected before Christmas.
- 4.3 The ten homes listed in Appendix A were purchased at a total cost of £758,087 (plus legal fees, where conveyancing has been outsourced). Although the Council must be in a position to offer 25% shares to meet the affordability criteria of any eligible occupier, the initial share of the ten homes already purchased averages out at a little over 50%. Initial sales have generated £1,060,250 (including agreed share sales at Raikes Road). This is an increase of £302,163 (or c40%) on the Council's investment.
- 4.4 The acquisition of shared ownership homes has been funded by affordable housing commuted sums. Whilst on-site provision of affordable homes is the norm, commuted sums may be agreed by the Council, in particular in respect of flatted developments. This is because Registered Providers are unwilling to take apartments where they do not hold the freehold and where they cannot control service charges or management fees and therefore housing costs. Commuted sums generated from these developments are 'developer subsidy' and ringfenced for the provision of affordable

housing elsewhere in the District; with any surplus from their sale returned to the commuted sums pot for re-use by the Council on other affordable homes.

- 4.5 The standard Homes England lease is used for shared ownership homes, whether these are grant or non grant funded. This ensures that they are readily mortgageable. Homes England sets a maximum rent and maximum rate of rent increase (which must comply with the Regulator of Social Housing's Standards). Providers are encouraged to set rents that average no more than 2.75% of the value of the unsold equity at the point of initial sale.

As an example: (2.75% of the unacquired percentage) - if the property is valued at £150,000 and the purchaser buys 25% for £37,500 they will pay 2.75% on the balance of £112,500 - £3,093 pa, with an annual rent increase of RPI plus 0.5%.

- 4.6 Rental income for the shared ownership properties bought and sold by the Council to date is payable at 2.75% per annum and currently totals £10,644 per year (£26,752 including Raikes Road). Rent increases are forecast at 2% annually.
- 4.7 Only in Skipton and Sutton will the purchaser be able to acquire more than 80% of the property. This is because properties in Designated Rural Areas are governed by restricted leases which currently prevent staircasing to 100%. As a result, the Council will be able to generate a rental income on these homes in perpetuity.
- 4.8 Forthcoming opportunities to buy shared ownership homes will be allocated through the Council's Development Partnership, comprising 15 housing associations and Craven and Harrogate Councils. Members of the Partnership work together to nominate one Registered Provider per development opportunity and adhere to agreed transfer values, seeking to achieve an even spread of development opportunities. This eliminates abortive work and costs, reduces risk and speeds up the process. It is via this mechanism, that Craven has secured and will continue to secure s106 development opportunities.
- 4.9 Currently allocated to the Council are two dwellings at Embsay and four at Glusburn. The Council also has an option on two dwellings at Bentham.

New Build

- 4.10 In addition to acquisitions, the Council has also developed shared ownership homes on small sites in its ownership. Three schemes totalling 10 dwellings have been constructed to date at Burnroyd, and Townend, Glusburn and Harper Grove, Sutton. Rental income for these sites equates to £22,533 p.a. with an annual 2% rent increase forecast.
- 4.11 A cost summary for the development of the three Craven owned sites is as follows:
- Development Costs = £1,182,141
 - Sales Values = £596,589
 - Grant (Homes England and Land Release Fund) = £372,000
 - Capital Funding = £213,552

These costs do not include officer time.

- 4.12 Sales of shares of only 25% and 35% across two of the sites have contributed to the need for borrowing.
- 4.13 A further five sites have been identified and are being taken through the development process. These are:
- North Parade, Skipton – 5 homes with planning permission. On site by March 2020
 - Banksway Bentham – 2 homes – planning submitted November 2019
 - Duke Street, Bentham – 4 homes – planning submitted November 2019
 - Station Road, Hellifield – 13 homes – planning to be submitted
 - Riversdale, Giggleswick – 4 homes – pre planning

5. **Implications**

Financial

- 5.1 The Council's income and savings plan includes an additional income from shared ownership acquisitions and developments of £40,000 by end 2020/21. Subject to the sale of acquisitions at Raikes Road in Skipton this is expected to be exceeded by approximately £20,000 per annum.
- 5.2 The Capital Programme 2019/20 – 2022/23 includes a capital budget of £2,787,859 for the development of housing units on five Council owned sites.

The Capital Programme 2019/20 – 2022/23 has also allocated £600,000 s106 monies to be allocated for shared ownership acquisitions.

Legal

- 5.3 There are no legal implications of this report which is for information only.

6. **Contribution to Council Priorities**

- 6.1 The recommendations directly contribute to a number of Council Priorities, namely
- **Enterprising Craven**
By buying and developing shared ownership homes the Council contributes directly to delivering affordable homes for first time buyers on local incomes.
 - **Financial Sustainability**
Ensuring the Council remains financially sustainable and has robust arrangements in place for securing value for money and achieving returns from its shared ownership portfolio through capital uplift and rental income

7. **Risk Management**

- 7.1 Not applicable. The report is for information only.

Appendix A - Shared Ownership**s106 Acquisitions**

Address	Purchase date and price	Sale Date	% share sold	Rental per Annum	Staircased out
WEST LANE, SUTTON IN CRAVEN	Sep-16				
2 Lumb Croft – 2 bed bungalow	£66,730	May-17	£105,000 for 60%	N/A	June 2018 - 100%
3 Lumb Croft – 2 bed bungalow	£66,730	Jan-17	£87,500 for 50%	£2406	
LORDS CLOSE, GIGGLESWICK	Sep-16				
33 Lords Close – 2 bed house	£71,119	Oct-16	£90,000 for 50%	£1322	
HUNTERS VIEW, GIGGLESWICK	Nov-18				
2 Hunters View -3 bed house	£85,000	May-19	£107,500 for 50%	£2956	
4 Hunters View – 2 bed house	£70,000	Apr-19	£126,000 for 70%	£1485	
6 Hunters View – 2 bed house	£70,000	Apr-19	£90,000 for 50%	£2475	
RAIKES ROAD SKIPTON	Oct-19				
17 Higher Raikes Rd – 3 bed house	£89,852		£96,250 for 35%	£4916	
18 higher Raikes Rd – 3 bed house	£89,852		£137,500 for 50%	£3781	
23 Higher Raikes Rd – 2 bed house	£74,402		£159,250 for 65%	£2358	
24 Higher Raikes Rd – 2 bed house	£74,402		£61,250 for 25%	£5053	

Developments

BURNROYD GLUSBURN					
22 Burnroyd		Feb-18	£69,975 for 50%	£1933.92	
24 Burnroyd		Jan-18	£83,970 for 60%	£1547.16	
26 Burnroyd		Jan-18	£83,970 for 60%	£1547.16	

CROSSBURN CLOSE GLUSBURN					
1 Crossburn Close		Dec-18	£69,975 for 50%	£1933.92	
2 Crossburn Close		Dec-18	£34,987.50 for 25%	£2900.88	
3 Crossburn Close		Mar-19	£34,987.50 for 25%	£2886.46	
4 Crossburn Close		Nov-19	£69,975 for 50%	£1933.92	

HARPER GROVE SUTTON					
11a Harper Grove		Oct-19	£75,000 for 50%	£2062.50	
11b Harper Grove		Oct-19	£36,250 for 25%	£2990.63	
11c Harper Grove		Sept-19	£37,500 for 25%	£3093.75	