

## POLICY COMMITTEE

(Online meeting)

**Tuesday, 1 December 2020 at 6.30pm**

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

Substitutes: Conservatives – Councillors Handley, Moorby and Whitaker; Independents – Councillors Shuttleworth and Solloway plus (1 vacancy); Labour – Councillor Mercer; Green – Brown.

(Please note that due to Covid-19, this meeting will be held remotely and will be livestreamed here <https://www.youtube.com/channel/UCdfb6ZRbYnZ1-rRliLmjUwg>)

**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 Items \$15 and \$16 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).

## AGENDA

1. **Apologies for absence and substitutes** – To receive any apologies for absence and notification of substitutes.
2. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 20 October 2020 (there is also an exempt minute which is not for publication).
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

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

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

5. **Revenue Budget Monitoring Report Quarter 2 2020/2021** – 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 2 review of income and expenditure to the end of September 2020.

6. **Capital Programme Monitoring Report Quarter 2 2020/2021** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To inform Members of the Council's capital programme position, based on the quarter 2 review of income and expenditure to the end of September 2020.

- 7 **Performance Monitoring Report Quarter 2 2020/2021** – Report of the Chief Finance Officer. Attached.

Purpose of Report - To present the Council's Performance Monitoring Report for Quarter 2 2020/2021 in accordance with arrangements set out in the Council's Performance Management Framework.

8. **Fees and Charges 2021/2022** – Report of the Chief Finance Officer. Attached.

Purpose of Report – To present the fees and charges for the 2021/22 financial year.

9. **Treasury Management Mid-Year Review 2020/2021** – 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 climate.

10. **Additional Restrictions Grant – Local Scheme** - Report of the Chief Finance Officer. Attached.

Purpose of Report – To approve a local Additional Restrictions Grants (ARG) scheme as part of a range of the latest support being delivered to businesses.

11. **Local Government Association Peer Challenge** – Planning Service - Report of the Director of Services. Attached.

Purpose of report –To receive the report from Local Government Association following their Peer Challenge of the Council's Planning Service.

12. **Skipton Crematorium Extension** – Report of the Director of Services. Attached.

Purpose of Report – To provide information relating to the construction of a small enclosed extension to the entrance of Skipton Crematorium.

13. **New Lease for Aireville Nurseries, Aireville Park, Skipton** – Report of the Director of Services. Attached.

Purpose of Report –To seek approval to grant a new lease for the land and buildings at Aireville Nurseries within Aireville Park, Skipton at an undervalue to North Yorkshire County Council for 10 years.

- 14. Community Assets Transfer Report** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To seek approval to investigate options to utilise the assets of Craven District Council for the long term cultural and economic well-being of Craven's communities.

#### **Items Exempt from Publication**

- \$15. Craven Arts House** – Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To seek approval for the acquisition of the former Craven Prevention Hub at Otley Street Skipton from NYCC for the provision of a creative arts centre.

- \$16. Joint Venture – Redevelopment of Council Depot Site, Engine Shed Lane, Skipton** – Joint report of the Director of Services. Solicitor to the Council and Chief Finance Officer. Attached.

Purpose of Report – To present the detailed business case for the redevelopment of the Council owned depot/workshop site at Engine Shed Lane, Skipton.

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

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

- 19. Date and Time of Next Meeting** – Tuesday, 12 January 2021 at 6.30pm.

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23 November 2020

## **POLICY COMMITTEE (On-line)**

20 October 2020

**Present** – The Chairman, Councillor Foster and Councillors Barrett, Handley (substitute for Welch), Ireton, Lis, Madeley, Metcalfe, Morrell, Mulligan, Myers, Noland, Place, Rose, Solloway (substitute for Heseltine) and Wheeler.

**Officers** – Chief Executive, Director of Services, Chief Finance Officer (S151 Officer), Strategic Manager for Planning and Regeneration, Solicitor to the Council and Monitoring Officer, Democratic Services Manager, Interim Spatial Planning Manager, HR Manager, Business Services Manager, Strategic Housing Manager, Cultural Services Manager and Senior Democratic Services Officer.

**Apologies for Absence** – Apologies for absence were received from Councillors Heseltine and Welch.

**Confirmation of Minutes** – The minutes of the Policy Committee meeting held on 15 September 2020 were confirmed as a correct record.

**Declarations of Interest** – Councillor Myers declared a Paragraph 15 interest in respect of Minutes POL.1094 and POL.1096 and he withdrew from the meeting and took no part in the debate or voting thereon. Councillor Mulligan declared an interest in \$POL.1097 and he withdrew from the meeting and took no part in the debate or voting thereon.

### **Exclusion of the Public -**

**Resolved** – That, in accordance with the Council's Access to Information Procedure Rules, the public is excluded for the purposes of Minutes \$POL.1096 and \$POL.1097 below (marked \$) on the grounds that it is not in the public interest to disclose the Category 3 exempt information (relates to the financial or business affairs of any particular person).

**Start:** 6.32pm

**Finish:** 8:13pm

Councillor Madeley joined the meeting at 6.36pm and left at 7.01pm.  
Councillor Solloway left the meeting at 7.55pm.

### **Minutes for Report**

POL.1087

#### **TEST AND TRACE ISOLATION PAYMENTS – DISCRETIONARY SCHEME**

The Chief Finance Officer (s151 Officer) submitted a report asking Members to approve the Test and Trace Discretionary Payments Scheme. The Government had introduced that scheme, to be administered by local authorities, who had been given the power to make a discretionary payment of £500 in exceptional circumstances to individuals meeting qualifying criteria but who were not in receipt of a qualifying benefit.

Between 28<sup>th</sup> September 2020 and 31<sup>st</sup> January 2021 individuals who were told to self-isolate would be entitled to a Test and Trace support payment of £500 if they:

- Had been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive
- Are employed or self-employed
- Are unable to work from home and will lose income as a result
- Are currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit



The Payment was designed to encourage people to get tested if they had symptoms by providing additional financial support should they lose income as a result of self-isolating.

**Resolved** – (1) That, the Test and Trace Discretionary Payments Scheme as set out in Appendix 1 to the report now submitted, is approved.

(2) That, delegated authority is given to the Chief Finance (S.151 Officer) in consultation with the Lead Member for Financial Resilience to make minor technical adjustments should the need arise.

POL.1088

### **APPRENTICESHIP POLICY**

The Business Support Manager submitted a report presented an Apprenticeship Policy, which followed on from an internal audit carried out earlier in the year which recommended that a policy should be implemented as that would define the scheme, both for apprenticeship positions and for upskilling existing staff (upskilling). Apprentices had been employed by the Council since 2004 and since that time 30 individuals had been recruited into permanent positions within the Authority.

**Resolved** – (1) That, the Apprenticeship Policy appended to the report now submitted, is adopted.

(2) That, the Chief Executive is authorised, in consultation with the Lead Member for Internal Services to make minor amendments to the Policy.

POL.1089

### **RESERVED FORCES POLICY**

The HR Manager submitted a report presenting a Reserve Forces Policy for Members' approval. Currently the Council did not have such a policy and as a number of staff were employed in the Reserve Forces and could be subject to call up and mobilisation to areas of conflict it was prudent to introduce a policy that set out the Council's approach to leave required as part of mobilisation and training commitments and the procedures that should be followed.

**Resolved** – (1) That, the Reserved Forces Policy appended to the report now submitted, is adopted.

(2) That, the Chief Executive is authorised, in consultation with the Lead Member for Internal Services to make minor amendments to the Policy.

POL.1090

### **REVIEW OF ENFORCEMENT TEAM**

The Director of Services submitted a report seeking approval to implement a revised structure for Planning Enforcement Team and to adopt a new customer charter for the service. The Select Committee had reviewed the performance of the Planning Enforcement Team and its three recommendations were accepted by the Policy Committee at its meeting on 4<sup>th</sup> February 2020.

Members noted that the Peer Review report on the Planning Service was due in the next couple of weeks and wished to consider any conclusions and recommendations from that report before a decision on the Enforcement Team structure was taken. It was, therefore

**Resolved** – That, the report now submitted on the review of the Enforcement Team is deferred to the next meeting of this Committee to enable the Peer Review report to be taken into account.

POL. 1091

### **WHITE PAPER: PLANNING FOR THE FUTURE**

The Strategic Manager for Planning and Regeneration submitted a report seeking Members' approval for the officer comments contained in the appendix to the report now submitted, as the basis for the Council's response to the Government's consultation on the White Paper: Planning for the Future.

The White Paper proposed a fundamental and comprehensive reform of the current planning system. The proposals were to streamline the planning process; focus on design and sustainability; and infrastructure delivery.

Members were asked for their comments on the White Paper and were also informed that an all Member briefing was being held where Members could also make their views known.

During the debate, Members expressed concern about the delivery of affordable housing particularly on smaller sites and villages whereby developers could 'buy out' their obligation to provide affordable housing which was not helpful to the local rural communities who badly needed that type of housing.

**Resolved** – (1) That, the officer comments contained in the appendix to the report now submitted as the basis for Craven District Council's response to the Government's consultation on the White Paper are approved.

(2) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to use the officer comments set out in the appendix to the report now submitted, as amended by the Committee's views as necessary, to inform the Council's response to the detailed questions set out in the White Paper to the Ministry of Housing, Communities and Local Government prior to the consultation deadline on the 29<sup>th</sup> October 2020.

(3) That, this report was presented to a meeting of Craven Spatial Planning Sub-Committee held on 22<sup>nd</sup> September 2020 and that the input of that Sub-Committee will also refine the Council's response to the Government's White Paper, is noted.

POL. 1092

**PROPERTY FLOOD RESILIENCE RECOVER SUPPORT  
SCHEME 2020**

The Director of Services submitted a report seeking approval for the Council to apply for, and administer the Property Flood Resilience Recovery Support Scheme 2020. Following storms Ciara and Dennis and the subsequent adverse weather events last February 2020, the Department for Food and Rural Affairs (DEFRA) established the scheme

Local authorities were eligible to join the Scheme if a minimum of 25 properties in their area had been internally flooded and Government would determine whether central support was available to help communities and businesses recover. The Council was aware that 29 properties met DEFRA criteria. Grants of up to £5,000 were available to assist property owners (residential and commercial) to improve the flood resilience of their individual properties when they repair them after a flood. The scheme was time limited and ended on 1 July 2022.

**Resolved** – (1) That, the participation of the Council in the DEFRA Property Flood Resilience Recovery Support Scheme 2020 is approved.

(2) That, delegated authority is given to the Solicitor to the Council (Monitoring Officer) to enter into a Memorandum of Understanding with DEFRA to enable the Council to participate in the scheme.

(3) That, delegated authority is given to the Director of Services to administer the scheme in accordance with DEFRA Local Authority Guidance published in April 2020 and the terms of the Memorandum of Understanding.

POL.1093

**ARTS AWARD OFFER AT SKIPTON TOWN HALL**

The Strategic Manager for Planning and Regeneration submitted a report informing Members of the Trinity College Arts Award programme and requested permission for ongoing implementation of the scheme at Skipton Town Hall.

The scheme provided inspiration to young people up to the age of 25, to grow their arts and leadership talents achieved at five levels – four qualifications and an introductory award. The object was to support young people who wanted to deepen their engagement with the arts whilst gaining nationally recognised qualifications. It was considered that the scheme would fit well with other activities on offer at Skipton Town Hall and complemented the Council's vision and purpose as a cultural hub for the whole community.

The administration and financial implications were set out in the Strategic Manager's report.

**Resolved** – (1) That, the purpose of the Arts Award scheme is noted.

(2) That, implementation of the scheme and associated administration of costs are approved.

(3) That, delegated authority is given to the Solicitor to the Council (Monitoring Officer) to enter into an agreement with Trinity College, London, in respect of the administration of the scheme.

POL.1094

### **Craven Museum Acquisition Opportunity**

The Strategic Manager for Planning and Regeneration submitted a report providing Members with information on an acquisition opportunity and to obtain authority to accept related funding if offered.

The item in question was a Roman lead 'Pig' ingot and it had excellent provenance and significance to the Craven area and had been recently offered for sale at auction. The ingot was one of a pair found by Sir Thomas Ingilby c.1731 at Heyshaw Bank; its companion had been at the British Museum since 1772, whilst this ingot had remained at Ripley Castle with the Ingilby family.

It was extremely unusual to find two Roman lead ingots from any area and to have two from this area of Craven where lead mining was a significant reason for the presence of Romans was particularly important. The Cast inscription dated it to AD81 and this date of manufacture could help underpin the wider research into relations between Romans and the local tribe, the Brigantes at that time.

The ingot had been auctioned but at that time the Authority was not in position to secure funding in time to participate so, in order to save the ingot from being sent abroad and to give Craven Museum the opportunity to acquire it, RN Myers & Son Antiques, Gargrave purchased the item entirely at their own risk and had subsequently offered it to the Museum at cost.

The impeccable provenance of the ingot had been confirmed and the price paid at auction by the vendor less VAT was £22,941.50, it was not necessary for an independent valuation as the ingot had already been valued by the auctioneers. A funding application had been made to the Victoria and Albert purchase grant fund for the maximum of 50% of the purchase price namely £11,470. Should the application be successful, the Headley Trust who support archaeological acquisitions part funded by the V&A, would accept an application for a further £9,470. The remaining £2000.75 could be met from the existing cultural services budget (£950 from the annual acquisition budget and £1050.75 from the exhibitions budget).

**Resolved** – (1) That, the significance of the object to Craven Museum's collections is noted.

(2) That, permission is given to accept V&A purchase grant funding (if offered) and submit an application for partial match to the Headley Trust, and give permission to contribute the funder required local funding from existing Cultural Services revenue budgets.

### **Minutes for Decision**

POL.1095

### **Confirmation of the Council Tax Base 2021/2022**

The Chief Finance Officer (S.151 Officer) submitted a report inviting Members to approve the Council Tax Base for the 2021/22 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 £22,363 of expenditure in 2021/22 compared with £22,617 in 2020/21. The reduction in the Council Tax Base from 22,617 to 22,363 was the net effect of a growth in the number of properties from 27584 to 27786 but also taking into account an increase in claims for Council Tax Support (estimated at 15%) together with a general reduction in the collection rate.

**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 2021/22 financial year is set at 22,363.

(2) That, the amount calculated by Craven District Council as the tax base for each of its Parishes for the 2021/22 financial year is that as set out in Appendix A appended to these minutes.

\$POL.1096

**GREEN RECOVERY CHALLENGE FUND**

(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.)

\$POL.1097

**REDEVELOPMENT OF FORMER COUNCIL DEPOT SITE,  
LANGCLIFFE QUARRY, SETTLE**

(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.)

**Date and Time of Next Meeting** – Tuesday, 1<sup>st</sup> December 2020 at 6.30pm.

Chairman

**Appendix A: Parish Summary**

Parish	21/22 Taxbase	Parish	21/22 Taxbase	Parish	21/22 Taxbase
AIRTON	92.18	ELSLACK	38.05	LANGCLIFFE	163.52
APPLETREEWICK	103.78	EMBSAY w EASTBY	776.45	LAWKLAND	125.93
ARNCLIFFE	39.36	ESHTON	40.48	LINTON	71.33
AUSTWICK	236.53	FARNHILL	210.54	LITTON	33.84
BANK NEWTON	28.70	FLASBY w WINTERBURN	56.66	LONG PRESTON	313.20
BARDEN	32.54	GARGRAVE	757.94	LOTHERSDALE	252.71
BEAMSLEY	67.69	GIGGLESWICK	545.90	MALHAM	66.66
BENTHAM	1218.76	GLUSBURN	1457.44	MALHAM MOOR	20.57
BOLTON ABBEY	44.60	GRASSINGTON	542.53	MARTONS BOTH	142.86
BORDLEY	7.67	HALTON EAST	45.72	OTTERBURN	21.50
BRADLEY	493.08	HALTON GILL	26.46	RATHMELL	140.33
BROUGHTON	30.85	HALTON WEST	27.11	RYLSTONE	70.12
BUCKDEN	98.54	HANLITH	16.55	SCOSTHROP	34.69
BURNSALL	53.85	HARTLINGTON	33.56	SETTLE	1096.75
BURTON IN LONSDALE	251.21	HAWKSWICK	34.31	SKIPTON	5377.83
CALTON	27.02	HAZLEWOOD w STORITHS	40.39	STAINFORTH	107.42
CARLETON	442.96	HEBDEN	111.91	STIRTON w THORLBY	94.33
CLAPHAM	293.47	HELLIFIELD	543.00	SUTTON	1261.48
CONISTON COLD	89.85	HETTON	71.33	THORNTON IN CRAVEN	201.47
CONISTONE w KILNSEY	66.47	HORTON IN RIBBLESDALE	180.91	THORNTON IN LONSDALE	146.22
CONONLEY	539.91	INGLETON	835.72	THORPE	24.87
COWLING	872.84	KETTLEWELL w STARBOTTOM	187.45	THRESHFIELD	385.37
CRACOE	80.31	KILDWICK	107.42	WIGGLESWORTH	136.31
DRAUGHTON	126.03	KIRKBY MALHAM	47.59		

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 97.6%.

## Policy Committee – 1<sup>st</sup> December 2020



### REVENUE BUDGET MONITORING REPORT - QUARTER 2 2020/2021

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 2020.

#### 2. Recommendations

- 2.1 Members to note the outturn revenue budget monitoring position as at 30<sup>th</sup> September 2020.
- 2.2 Members note the latest position of the savings achieved this quarter and identified as green in Appendix B and that these savings could be transferred to an earmarked reserve for support to the 2020/21 budget and beyond.
- 2.3 Members note the Central Government COVID Grant Support and the estimated Sales, Fees and Charges Compensation receivable and the estimated contributions to support the future years budgets and collection fund, shown in Appendix A.
- 2.4 Members continue to note the impact of the COVID pandemic has had a significant impact on income and the costs of the Council and it is likely some draw on reserves will be required in 20/21. This apportionment will be delegated to the Chief Finance Officer (S151 Officer).

#### 3. Report

- 3.1 On 4<sup>th</sup> February 2020 the Council approved its Net Revenue Budget at £7,042,116 for 20120/21. This was subsequently increased by 2019/120 revenue budget slippage of £28,790. Giving a revised Net Revenue Budget £7,070,906.

### 3.2 Quarter 2 Financial Performance – Revenue Budget

The Council's financial position has continued to be affected by the impacts of the Covid-19 pandemic. Major income streams, such as car parking and leisure have been affected by facility closure initially and will continue to be affected as activity recovers, but will not generate income levels that were assumed when the budget was approved in February 2020. The impact of the second national lockdown is not yet fully known but is assumed to be similar to that of the previous restrictions. The government introduced a claim mechanism to allow the Council to claim income losses of up to 75% of 95% of the budgeted income for a given period. This Sales Fees and Charges (SFC) compensation claimed for the period Apr-Jul is £866k. Other income streams have also been affected and these are highlighted throughout the detail of the report. Some additional costs have been incurred in specific areas – some one-off in nature, such as ICT expenditure to facilitate remote working and some on-going, such as the additional costs associated with safely performing waste collection services. Again, these are covered in more detail within the report.

Council funding from business rates and Council Tax will be affected, though at this stage, it is not certain to what extent by the end of the year. The local position to the end of September is in line with national averages, where Council Tax revenue is forecast to be around 2.5% below the assumed level and business rates around 10%. The impact of this will likely be felt over the coming three years through the Collection Fund, as well as potentially having to fund some of the shortfall in the current year.

Based on the September budget monitoring exercise, the Council's performance against budget is a forecasted overspend of £222k for the full financial year. Of this overspend, £1,379k is within the Net Cost of Services and an underspend of £1,157k within the corporate costs. Corporate costs include the MRP saving and COVID-19 government support grants, reported at Q1, plus an estimation of the SFC compensation from government of £866k. Also included is an estimated level of support for future years budget mitigation and collection fund support of £450k.

The budget position is set out as Appendix A.

### 3.3 Service Related Costs

Services are currently showing a projected net adverse variance of £1,379k. The detailed behind the Service variances can be found in Appendix A.

### 3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 39% of Budgeted Revenue Expenditure. Second quarter performance shows net underspends in staffing costs of £244k. This consists of salary cost underspends of £488k being offset by spending on Agency staff of £244k. Some of the underspend in salaries is due to the pay award being 0.25% less than budgeted for.

### 3.5 The Council aims to minimise the use of agency staff, but it is sometimes unavoidable to ensure services are delivered. The amount spent on agency staff is 21.82% less compared to the same period last year.

- 3.6 Some staffing savings have been achieved through the continued successful application of the Modern Apprentice scheme throughout the council.
- 3.7 Environmental Services and Housing: (Appendix A)
- Across Waste management there has been an increased amount of Agency staff as a result of measures taken to allow the service to continue while adhering to social distancing guidelines.
  - Trade Waste income has been significantly reduced due to the postponement of levying charges for collection and disposal within the first few months of 20/21.
  - Water Sampling income is also significantly reduced as a consequence of dealing with the pandemic.
  - These figures are excluding the SFC compensation yet to be recognised at service level, but shown against the overall council position.
- 3.8 Leisure Services: (Appendix A)  
Excluding those that are employee related, the following sets out the significant variances;
- The Leisure Centre income is currently forecasting a loss of income of circa £790k for the year. This equates to approximately 69% of the original target.
  - The Revivie Café is also forecasting a loss of income this year as a result of the closure, this is currently estimated to be around £106k, 60% of the original target.
  - These figures are excluding the SFC compensation yet to be recognised at service level.
- 3.9 Planning & Building Control: (Appendix A)
- Development control costs are currently forecasting an income of £300k this is £163k less than expected at the start of the year, a reduction of 35%.
  - These figures are excluding the SFC compensation yet to be recognised at service level.
- 3.10 Assets and Commercial Services: (Appendix A)
- The Car Parking income has also been significantly impacted upon, due to the Council's decision to suspend charges in the first months of lockdown. The current estimate is a forecasted income outturn of £900k, this is around 54% of the original prediction.
  - These figures are excluding the SFC compensation yet to be recognised at service level.
- 3.11 Corporate  
At the end of the Quarter 2 the Corporate Costs outside the Net Cost of Service are showing a favourable variance of £1,157k. This is made up of the underspend in relation to the MRP policy change, the government COVID support received to date of £668k and the estimated sales, fees, and charges compensation for Apr-Jul period of £866k. The grant and compensation will be apportioned to relevant services during the year. The favourable variance is offset by the estimated support for the future years budget mitigation and potential collection fund support requirement. The investment income is also forecasting at £35k under that expected at the start of the year.
- 3.12 Projected financial performance at the end of Q2 is summarised in Appendix A.



3.13 Income & Savings Plan

The Council's financial pressures will continue. The COVID-19 pandemic has significantly impacted the Council's fiscal capacity over the next year and beyond. The latest MTFP was taken to Policy in February this year, just prior to the imposition of 'lockdown' measures in response to Covid-19. The Council is working with MHCLG and others to carefully monitor and record the increased costs and income losses as the current year progresses and is monitoring the potential impact on future year's budgets.

- 3.14 As at the end of Quarter 2, £176k of savings have been confirmed as achieved (or classed as 'green') per the definitions of the Income & Savings Plan. This position is unchanged from quarter 1. Further in-year cash savings and better than forecast income collected in some areas have supported the latest reported position.

3.15 Main Risk Areas

The 2020/21 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings targets that have been built into the budget. Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2020/21 budget. However, the impacts of Covid-19 have had a significant impact on income. At Q2, income from fees and charges is forecast to be 28.6% (£1.27m) down on the budgeted levels. However the SFC compensation will help the council to manage some of the the losses. Once confirmed this is to be apportioned to Services as appropriate.

Funding income from taxes and rates is also likely to suffer but the impacts are less clear currently. Membership of the business rates pool helps to shield the council from significant local impacts of specific business relocation or closure but conversely, significant changes across the pool area will impact all partners. The government grant intervention supporting significant categories of business premises this year also defers some of the potential impacts on yield that may arise in future years.

Council Tax collection is, so far, reduced but remaining close to budgeted rates but there is a steady growth in Council Tax Support eligibility and this is a cost that is funded locally, so impacts the overall position. These risks along with further measures as a result of COVID-19, will continue into 2021/22 and beyond, as will wider risks around the future of local government funding.

- 3.16 Budgets are closely monitored throughout the year and statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis
- 3.17 As part of the monitoring of income streams members have previously requested more detailed analysis of Car Parking Income. This information has been provided to members as a background document.

3.18 Business Rates:

The Council is a member of the North Yorkshire & West Yorkshire Business Rates Pool in 2020/21. The Pool operates on a 50% retained growth model and is in place for the current year only.

3.19 The Council estimated that it would receive £1,720k from Business Rates in 2020/21. As highlighted in previous paragraphs, collection and growth expectations this year will be affected by business closure or changes and government grant intervention.

3.20 The Business Rates Contingency Reserve had a balance of £1,132k as at 1<sup>st</sup> April 2020. This provides the council with some protection as a contingency for variances to be funded in the current year, if required. As part of the Revenue forecasts it is assumed that the collection fund will require some support as a consequence of pandemic effect on collectable rates.

3.21 Financial Position

3.22 The Council had a General Fund unallocated balance of £995k at 1 April 2020. It is possible that support from general balances may be required in the current year or over the medium term as part of the response to current financial pressures.

3.23 However, it remains the Council's policy is to maintain the General Fund Balance at a prudent level.

3.24 The 2020/21 revenue budget was set with a contingency of £75k and this will be used to support the current pressures facing the council's budget.

3.25 The Council had £6,720k in earmarked reserves at 1 April 2020. Appendix C shows the position in more detail, with previously agreed commitments noted. As highlighted throughout this report, it is possible that there will be more movement than planned against some reserves during the year.

3.26 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 and is a particularly significant risk in the current climate as the impacts of Covid-19 continue.

3.27 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. The latest forecast position is better than estimates previously reported to members but is still a major concern. The forecasts have improved because of additional government support and key income streams now projecting some recovery – but not full recovery to budgeted levels. It is likely that reserves will have to be applied to support the position this financial year and indeed in future years, in a managed and prudent way. It is vital that effective budgetary control measures continue to ensure financial stability over the medium term.

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

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

**5. Legal implications**

- 5.1 S151 of the Local Government Act 1972 requires that the council makes adequate arrangements of the administration of its financial affairs. The Council set a balanced budget for 2020/21 and is required to annually.

**6. Contribution to Council Priorities**

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

**7. Risk Management**

- 7.1 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop its plans to mitigate against the Budget Gap that is evident in the MTFP, which is caused by the on-going reductions to council funding.

**8. Equality Impact Assessment**

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

**9. Consultations with Others**

- 9.1 None

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

- 10.1 Car Parking Income Analysis  
Agency Staff Expenditure Analysis

**11. Appendices**

Appendix A – Revenue Budget – by Service Department

Appendix B – Green and Amber items on the Income & Savings plan  
Appendix C – Earmarked reserve detail

**12. Author of the Report**

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

## Craven District Council

## Summary By Service - Net Cost of Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21				
Actual	Net Cost of Services	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(38,890)	Licensing Services	(30,555)	0	(30,555)	(28,607)	1,948
651,721	Environmental Health & Housing Services	675,365	0	675,365	682,395	7,030
1,569,274	Waste Management Services	1,606,133	(3,000)	1,603,133	1,707,956	104,823
(523,359)	Bereavement Services	(457,011)	0	(457,011)	(547,062)	(90,051)
507,375	Planning & Building Control Services	305,616	41,299	346,915	525,630	178,715
339,153	Economic Development	421,788	0	421,788	411,951	(9,837)
304,821	Cultural Services (incl. Museum & Town Hall)	333,088	11,840	344,928	294,933	(49,995)
123,324	Leisure Services	68,502	0	68,502	869,729	801,227
(405,379)	Assets & Commercial Services	(373,990)	0	(373,990)	229,189	603,179
112,352	Legal Services	130,481	0	130,481	120,706	(9,775)
265,888	Member Services	285,509	0	285,509	281,700	(3,809)
132,980	Election Services	161,639	0	161,639	154,797	(6,842)
745,715	Chief Execs & Business Support	1,372,373	10,815	1,383,188	1,350,886	(32,302)
432,340	Financial Management	993,652	0	993,652	902,717	(90,935)
488,980	ICT & Transformation	549,397	0	549,397	525,314	(24,083)
4,706,295	Craven District Council : NCOS	6,041,987	60,954	6,102,941	7,482,233	1,379,292

2019/20		2020/21				
Actual	Corporate Costs	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£		£	£	£	£	£
(186,387)	Investment Income (6760)	(170,386)	0	(170,386)	(135,386)	35,000
255,177	Interest Payable (6770)	255,710	0	255,710	255,710	0
88,005	MRP for Capital Financing (8530)	300,000	0	300,000	191,943	(108,057)
616,695	Revenue Contributions to Capital Outlay (8535)	498,000	0	498,000	498,000	0
0	Grants to Parishes - CDC Contribution	0	0	0	0	0
75,000	Corporate Contingency	75,000	0	75,000	75,000	0
0	Central Government COVID Grant Support <i>To be apportioned to Services</i>	0	0	0	(668,000)	(668,000)
0	Estimated Sales, Fees and Charges Compensation <i>(as per Apr-Jul Claim)</i>	0	0	0	(866,000)	(866,000)
0	Estimated contingency support – revenue budget and collection fund	0	0	0	450,000	450,000
5,554,786	Total Revenue Budget 2019/20	7,000,311	60,954	7,061,265	7,283,500	222,235

Craven District Council

Section 1 - Licensing Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(2,605)	Hackney Carriages	R226	2,575	0	2,575	9,338	6,763
(36,285)	Liquor Licensing	R227	(33,130)	0	(33,130)	(37,945)	(4,815)
<b>(38,890)</b>	<b>Total Licensing Services</b>		<b>(30,555)</b>	<b>0</b>	<b>(30,555)</b>	<b>(28,607)</b>	<b>1,948</b>

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
312,952	Environmental Health	R220	372,662	0	372,662	392,818	20,156
(15,678)	Flooding 2015/16	R228	0	0	0	0	0
(0)	Homeless Prevention Support Service	R339	(374)	0	(374)	2,674	3,048
37,406	Aireview House	R342	30,188	0	30,188	42,114	11,926
280,883	Homelessness	R343	251,238	0	251,238	264,113	12,875
15,559	Private Sector	R344	(4,767)	0	(4,767)	(47,131)	(42,364)
20,599	Housing (Service Unit)	R347	26,418	0	26,418	27,806	1,388
<b>651,721</b>	<b>Total Environmental Health &amp; Housing Services</b>		<b>675,365</b>	<b>0</b>	<b>675,365</b>	<b>682,395</b>	<b>7,030</b>

Craven District Council

Section 3 - Waste Management Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
837,330	Refuse Domestic	R200	791,180	(3,000)	788,180	797,052	8,872
(318,645)	Refuse Commercial	R201	(322,578)	0	(322,578)	(263,298)	59,280
406,677	Street Cleansing	R202	391,200	0	391,200	388,120	(3,080)
328,695	Recycling	R203	506,837	0	506,837	438,884	(67,953)
79,711	Cleaner Neighbourhoods	R204	98,606	0	98,606	107,850	9,244
42,228	Mechanics Workshop	R209	38,030	0	38,030	44,123	6,093
370,088	Waste Management (Service Unit)	R211	274,421	0	274,421	375,942	101,520
(176,809)	Garden Waste Service	R213	(171,563)	0	(171,563)	(180,716)	(9,153)
<b>1,569,274</b>	<b>Total Waste Management</b>		<b>1,606,133</b>	<b>(3,000)</b>	<b>1,603,133</b>	<b>1,707,956</b>	<b>104,823</b>



Craven District Council

Section 4 - Bereavement Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
(523,920)	Bereavement Services	R190	(444,289)	0	(444,289)	(536,525)	(92,235)
(12,805)	Skipton Cemetery	R191	(15,968)	0	(15,968)	(14,284)	1,684
10,801	Ingleton Cemetery	R192	(4,389)	0	(4,389)	(3,889)	500
565	Closed Churchyard St Andrews (Kildwick)	R193	5,635	0	5,635	5,635	0
1,000	Closed Churchyard St Marys (Ingleton)	R194	1,000	0	1,000	1,000	0
1,000	Closed Churchyard St Margarets (Bentham)	R195	1,000	0	1,000	1,000	0
<b>(523,359)</b>	<b>Total Bereavement Services</b>		<b>(457,011)</b>	<b>0</b>	<b>(457,011)</b>	<b>(547,062)</b>	<b>(90,051)</b>

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
0	Historic Buildings	R250	4,000	0	4,000	4,000	0
36,473	Building Control (Non Fee Earning)	R251	37,679	0	37,679	24,937	(12,742)
(46,940)	Building Control ( Fee Earning)	R252	(23,174)	0	(23,174)	(52,191)	(29,017)
327,679	Local Plan	R253	259,982	0	259,982	236,336	(23,646)
(81,845)	Local Land Charges	R254	(96,609)	0	(96,609)	(67,873)	28,736
272,009	Development Control	R255	123,738	41,299	165,037	380,421	215,383
0	Planning (Service Unit)	R270	0	0	0	0	0
<b>507,375</b>	<b>Total Planning &amp; Building Control Services</b>		<b>305,616</b>	<b>41,299</b>	<b>346,915</b>	<b>525,630</b>	<b>178,715</b>

Craven District Council

Section 6 - Economic Development

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
39,476	Great Places	R307	77,080	0	77,080	40,065	(37,015)
6,904	Attraction Trade & Tourists	R310	21,800	0	21,800	36,800	15,000
86,565	Industrial Development	R311	79,840	0	79,840	79,949	109
27,862	Settle TIC	R315	29,569	0	29,569	31,052	1,483
20,867	New Homes Bonus Projects	R316	42,000	0	42,000	42,000	0
157,479	Economic Development (Service Unit)	R330	171,499	0	171,499	182,084	10,585
(9,032)	Growth Deal - Skipton Station Regeneration	R317	0	0	0	0	0
(433,938)	Growth Deal - Support Work R318	R318	0	0	0	0	0
<b>339,153</b>	<b>Total Economic Development</b>		<b>421,788</b>	<b>0</b>	<b>421,788</b>	<b>411,951</b>	<b>(9,837)</b>

Craven District Council

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

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/Overspend
£			£	£	£	£	£
35,097	Arts Development	R300	40,506	3,740	44,246	44,222	(24)
220,513	Museum	R301	242,680	8,100	250,780	145,942	(104,838)
0	Museum Development Project - Development Phase	R304	0	0	0	0	0
74,059	Museum Development Project - Delivery Phase	R308	49,902	0	49,902	93,891	43,989
0	Rural Culture: Creating a Hub for Craven	R309	0	0	0	10,878	10,878
(10,080)	York & NY Dance Hub	R322	0	0	0	0	0
(9,128)	Rural Steps Project	R323	0	0	0	0	0
(6,944)	Museum – Indispensable	R450	0	0	0	0	0
1,303	Museum - Craven at War: The Home Front Legacy	R456	0	0	0	0	0
<b>304,821</b>	<b>Total Cultural Services (incl. Museum &amp; Town Hall)</b>		<b>333,088</b>	<b>11,840</b>	<b>344,928</b>	<b>294,933</b>	<b>(49,995)</b>

Craven District Council

Section 8 - Leisure Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
137,558	Craven Pool & Fitness Centre	D105	66,836	0	66,836	786,595	719,759
(3,746)	Revive Café	D106	1,301	0	1,301	86,838	85,537
(10,488)	Healthy Lifestyles	D107	365	0	365	(3,704)	(4,069)
<b>123,324</b>	<b>Total Leisure Services</b>		<b>68,502</b>	<b>0</b>	<b>68,502</b>	<b>869,729</b>	<b>801,227</b>

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
13,894	Misc Property (Incl Ind Estates)	R103	12,296	0	12,296	16,352	4,056
27,060	Bus Station	R104	18,628	0	18,628	18,628	0
(32,129)	Private Garages	R346	(19,092)	0	(19,092)	(65,092)	(46,000)
54,918	Skipton Depot	R115	43,244	0	43,244	46,244	3,000
75	Settle Depot	R117	70	0	70	120	50
282,003	Belle View Square	R125	260,868	0	260,868	260,868	0
385,724	Assets & Projects (Service Unit)	R212	392,399	0	392,399	382,818	(9,581)
40,073	Amenity Areas (Incl Aireville Park)	R100	115,560	0	115,560	112,560	(3,000)
(95,270)	Estates	R425	(89,629)	0	(89,629)	(86,929)	2,700
(7,181)	Shared Ownership Scheme	R427	(14,688)	0	(14,688)	(38,076)	(23,388)
1,929	Joint Venture Partnership	R428	0	0	0	0	0
(1,136,610)	Car Parks	R130-151	(1,170,655)	0	(1,170,655)	(503,312)	667,343
60,136	Public Conveniences	R160-181	77,009	0	77,009	85,009	8,000
(405,379)	<b>Total Assets &amp; Commercial Services</b>		<b>(373,990)</b>	<b>0</b>	<b>(373,990)</b>	<b>229,189</b>	<b>603,179</b>

Craven District Council

Section 10 - Legal Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
112,352	Total Legal Services	R361	130,481	0	130,481	120,706	(9,775)

Craven District Council

Section 10 - Member Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
83,227	Democratic Services	R362	100,348	0	100,348	93,357	(6,991)
182,660	Democratic Representation	R410	185,161	0	185,161	188,343	3,182
<b>265,888</b>	<b>Total Member Services</b>		<b>285,509</b>	<b>0</b>	<b>285,509</b>	<b>281,700</b>	<b>(3,809)</b>



Craven District Council

Section 11 - Election Services

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
86,554	Elections	R411	88,052	0	88,052	93,537	5,485
46,426	Electoral Registration	R412	73,587	0	73,587	61,260	(12,327)
<b>132,980</b>	<b>Total Election Services</b>		<b>161,639</b>	<b>0</b>	<b>161,639</b>	<b>154,797</b>	<b>(6,842)</b>

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
478,837	CLT	R350	494,085	0	494,085	492,809	(1,276)
0	Business Support	R375	201,668	0	201,668	140,565	(61,103)
0	Human Resources	R370	135,947	0	135,947	162,966	27,019
14,450	Health and safety	R373	33,943	0	33,943	33,943	0
(14,241)	Tour De Yorkshire	R306	0	0	0	33,069	33,069
0	Partnerships & Communications	R355	199,287	10,815	210,102	224,167	14,065
0	Sporting Events	R356	1,378	0	1,378	(860)	(2,238)
38,443	Craven Crime Reduction	R348	40,784	0	40,784	41,433	649
0	Safer & Stronger Communities	R349	0	0	0	0	0
228,226	Customer Services	R383	265,281	0	265,281	222,793	(42,488)
<b>745,715</b>	<b>Total Chief Execs &amp; Business Support</b>		<b>1,372,373</b>	<b>10,815</b>	<b>1,383,188</b>	<b>1,350,886</b>	<b>(32,302)</b>

Craven District Council

Section 12 - Financial Management

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
439,539	Financial Services	R381	495,824	0	495,824	457,633	(38,191)
197,930	Corporate Management	R420	255,530	0	255,530	262,913	7,383
5,579	Unapportion Overheads	R422	(19,000)	0	(19,000)	(19,000)	0
(210,707)	Revenues & Benefits	R384 & R432-5	261,298	0	261,298	201,171	(60,127)
<b>432,340</b>	<b>Total Corporate Head (Financial Management)</b>		<b>993,652</b>	<b>0</b>	<b>993,652</b>	<b>902,717</b>	<b>(90,935)</b>

**Craven District Council**

**Section 13 - ICT & Transformation**

NCOS At - 30/09/2020 (Quarter 2 - 2020/21)

2019/20		2020/21					
Actual		Cost Centre	Original Budget	Virements (incl. Slippage B/fwd from 18/19)	Revised Budget	Forecast Outturn	(Under)/ Overspend
£			£	£	£	£	£
32,630	Street Naming & Numbering /GIS	R101	45,489	0	45,489	45,375	(114)
456,350	ICT & Transformation	R400	503,908	0	503,908	479,939	(23,969)
<b>488,980</b>	<b>Total Director of Services</b>		<b>549,397</b>	<b>0</b>	<b>549,397</b>	<b>525,314</b>	<b>(24,083)</b>

### Craven District Council Income & Savings Plan

Income & Savings Action Plan 2020/21 - 2022/23 at Nov 2020

Reporting Spreadsheet

Key:

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

Income Generation/Cost Savings Ideas			RAG	Realism	Priority					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					
11		Back scan documents so can reduce building and retrieval costs	Amber	M	M	0	10,000	10,000	10,000	N	Y	Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tennent identified.	Paul Ellis	Darren Maycock
12	PrSe	Develop Land for Shared Ownership or Market Rent Housing	Amber	H	H	26,400	26,400	48,400	48,400	Y	N	Complete 1 in Giggleswick, 2 Sutton, 3 Glusburn. Expected 2019/20 4 Glusburn 3 Sutton Expected 2020/21 10 Skipton	Paul Ellis	Wyn Ashton
13	PrSe	Income from the space in BVS to be let out.	Amber	M	H	0	50,000	50,000	50,000	N	Y	Income only - no estimation of costs associated yet.	Paul Ellis	Darren Maycock
14	EnSe	Commercial waste - attract 50 new accounts. Resigned all existing accounts. AND ensure new model is continuing to work for Craven	Amber	M	H	0	100,000	100,000	100,000	N	N		Paul Ellis	Wyn Ashton
15	EnSe	Developers to pay for new bins on housing developments.	Amber	M	H	0	2,000	2,000	2,000	N	N	Local plan, once adopted can have a sublemenatry arrangement, that specifies developers pay for the bins.	Paul Ellis	Wyn Ashton
TOTAL AMBER SAVINGS						26,400	188,400	210,400	210,400					
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 progesses - HUB based at CDC? Hub resources. Stat duty to provide HUB	Paul Shevlin	Sharon Hudson
20		Financial Management - Revise Minimum Revenue Provision Policy to later the % for older debt.	Green	H	H	0	108,000	0	0	Y	N	Complete in 19/20. The MRP Policy was revised to change the claucluation for the provison of older debt. This resulted in a significant redcuton in the MRP originally calculated as part of the 20/21 budget.	Richard Weigh	James Hordern
TOTAL GREEN SAVINGS						2,000	176,000	68,000	68,000					

**Forecasted Balances and Reserves 2020/21 to 2021/22**

Reserve	2020 - 21			2021 - 22	Purpose of Reserve (all reserves are revenue and their purpose is reviewed as part of the budget process each year)
	Estimated Balance Apr-20 £'000	Budgeted in Year Receipts £'000	Utilisation & Commitments £'000	Estimated Balance Apr-21 £'000	
New Homes Bonus Projects	2,506	564	(513)	2,557	3 Overarching project areas - Infrastructure, Empty Homes & Localism. Plus support for budget.
Planning	465	0	0	465	To contribute towards costs of LDF and contingency for planning enquiry costs / appeals
Enabling Efficiencies	270	0	(17)	253	For use for projects to create future savings and efficiencies
Vehicles	291	30	(342)	(21)	Set up to fund purchase of vehicles
ICT	418	30	(42)	406	Set up to fund investment in IT (enabling technology)
Buildings	449	52	(104)	397	Set up to fund maintenance, repairs and improvements to council properties
Insurance	90	10	0	100	Fund excess on insurance claims
Business Rates Contingency	1,150	0	0	1,150	To mitigate against deficits in the North Yorkshire Business Rates Pool
Elections Reserve	21	0	(16)	5	Proposed new reserve to smooth funding of elections.
Future Year Budget Support	240	0	0	240	Savings achieved as per savings plan in year to support future year budgets. 2017/18 utilisation is maximum available to contribute to budget.
Contingency & Revenue Expenditure	154	0	(413)	(259)	Contingency funding and Slippage requests
Edith Stead, Bishopdale Court, Etc	666	0	0	666	VAT equalisation, LABGI & ERDF & Building Control funds
<b>Total Earmarked Reserves</b>	<b>6,720</b>	<b>686</b>	<b>(1,447)</b>	<b>5,959</b>	
General Fund	995	0	0	995	Unallocated GF reserve acts as contingency for unexpected expenditure
<b>Total Revenue Reserves</b>	<b>7,715</b>	<b>686</b>	<b>(1,447)</b>	<b>6,954</b>	

## Policy Committee – 1<sup>st</sup> December 2020

### Q2 CAPITAL PROGRAMME MONITORING REPORT – 2020/2021



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 2020.

#### 2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2020/21 Capital Programme as at the 30<sup>th</sup> September 2020.
- 2.2 Members note the 2020/21 Capital Programme and the proposed funding – for the projects agreed at Q2.

#### 3. **Report:**

- 3.1 The Council agreed the 2020/21 Capital Programme of £4,495k on 4<sup>th</sup> February 2020. On 11<sup>th</sup> August 2020 the Policy Committee approved for the Capital Programme to include £5,036k of slippage from the 2019/20 Programme. Giving a revised programme of £9,531k.

#### 3.2 **Quarter 2 Financial Performance**

A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 30<sup>th</sup> September expenditure on the programme was £2,349k.

**Table 1: Planned Capital Programme Performance**

	Revised Programme 2020/21 £	Expenditure at Q2 2020/21 £	Forecasted Outturn 2020/21 £
Vehicles	372,323	67,500	372,323
Recreation & Leisure	648,038	426,644	703,625
Council Properties	7,583,384	1,707,415	5,083,091
Private Sector Hsg & Empty Homes	726,708	98,003	726,708
ICT	160,700	49,114	139,000
Town/Village Plans	40,308	-	40,308
<b>Total Capital Programme Costs</b>	<b>9,531,460</b>	<b>2,348,676</b>	<b>7,065,055</b>

- 3.3 At present, there is a forecasted variance in project expenditure of £56k, relating to the Growth Deal - Highways Improvements project, but this is to be funded externally through grant receipts.
- 3.4 In April/May, significant financial and cash-flow risks were emerging as a consequence of COVID-19. As such, the Chief Finance Officer conducted a review of the existing Capital Projects to assess viability, potential project delays and whether projects may have to be delayed or deferred to ease financial pressures. The review highlighted that key commercial projects would have to be reassessed to ensure that assumption made in previously agreed business cases were still valid and acceptable.
- 3.5 As the financial position has stabilised, with government grant and cash-flow support, careful financial management and income streams beginning to recover, it has not been necessary to recommend the removal or deferral of projects agreed in the 2020/21 Capital Programme. Though it is likely that some will may be delayed in the current year, depending on the nature of the project. A more detailed assessment of this will be made at Q3. The Q2 position however shows that the full 2020/21 Programme (assuming full expenditure at this stage) can be financed as planned, without having to intentionally recommend the deferral of projects.
- 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 2020/21 budget setting process it was planned to make contributions to earmarked reserves which are available to support the Capital Programme and other projects. The latest Medium-Term Financial Plan assumes that these contributions will need to continue.



**Table 2: Capital Resources Available & Utilised to Fund 2020/21 Programme**

	<b>2020/21 Estimated (At Q2)</b>	<b>2021/22 Indicative</b>	<b>2022/23 Indicative</b>	<b>2023/24 Indicative</b>
Capital Receipts at Start of Year (CRR)	2,474	4,283	1,883	2,183
In Year resources - (Capital Grants/receipts received)	4,216	1,310	983	983
Use of in Year Capital grants	1,472	983	683	683
Use of Capital Receipts	936	2,727	-	-
Total Use of Capital Resources	2,408	3,710	683	683
Contribution From NHB Reserve	340	-	-	-
Contribution From Enabling Efficiencies Reserve	10	10	10	10
Contribution From Vehicles Reserve	372	342	384	75
Contribution from IT Reserve	130	63	20	20
Contribution from Buildings Reserve	195	104	-	-
Underwrite the Capital Funding to cover the external funding applications	824	-	-	-
Potential utilisation of Borrowing for Shared Ownership and CDC Developments	2,787	-	1,463	1,340
Total Use of Reserves/Borrowing	4,658	519	1,877	1,445
Forecasted Capital expenditure in year	7,066	4,229	2,560	2,128
Capital Receipts at end of Year (CRR)	4,283	1,883	2,183	2,483

3.10 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2020/21, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.

3.11 The “Underwrite the Capital Funding to cover the external funding applications” line represents the amounts allocated for the redevelopment of the Town Hall, that have been underwritten (i.e. funded) by the Council. If external funding is secured, the amount funded by the Council will reduce accordingly.

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

- 4.1 At the start of 2020/21 the Council had available £2,474k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants of £4,216k 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 S.151 of the Local Government Act requires the council makes appropriate arrangements for the administration of its financial affairs.

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

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

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

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

#### **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**

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

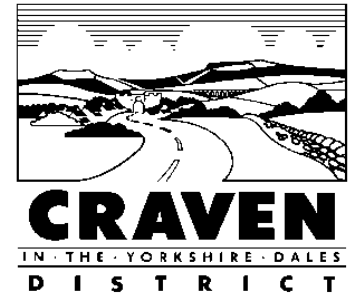
**Capital Programme 2020/21**

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2020/21 £	2019/20 Slippage/ B/fwd into 2020/21 £	Total Programme 2020/21 £	Expenditure at Q2 2020/21 £	Remaining Budget 2020/21 £	Slippage Requested 2021/22 £	Forecasted Outturn 2020/21 £	Q2 comments
Waste Management	Vehicle Replacement Programme	Tracy McLuckie	6305	312,000	30,323	342,323	67,500	274,823		342,323	Review of Vehicle Replacement Programme underway. This will inform the 21/22 Capital programme
Craven Leisure	Dosing System Renewal	Hazel Smith	6158	25,000		25,000	-	25,000		25,000	This project would benefit from being completed while but if lockdown only lasts to 2nd December there may not be enough time to procure and complete. The Business case savings are still valid and would provide a safer, more pleasant water standard.
Craven Leisure	Poolside Grates	Hazel Smith	6159	10,000		10,000	-	10,000		10,000	This does not rely not he Pool being closed to complete. A schedule of planned maintenance on the grates will be maintained, to make sure they don't create a H&S issue where deteriorated significantly.
Property Services	Town Hall Remedial Works	Rachel Sewell		55,000		55,000	-	55,000		55,000	Hoping majority of work to be completed December 2020 to February 2021 and majority funded from HAZ project
Bereavement Services	Re-Roof the Book of Remembrance Chapel	Clair Cooper	6054	14,000		14,000	-	14,000		14,000	As previous comment, working being completd in conjunction with ERDF funding for solar panels
Environmental Services & Housing	Disabled Facilities Grants	Tracy McLuckie	6145 6150 6151	683,000	43,708	726,708	98,003	628,705		726,708	During Q1 and Q2 progress was impacted due to Covid-19 restrictions as we were not able to carry out casework visits and our contractors predominantly suspended all works during the lock down period. We contacted clients during the period to make them aware of assistance (social and community care) available. Our clients are vulnerable and most were in the shielding category. We continued to provide emergency works including provision of retrospective grants for emergency works enabling clients to be discharged from hospital or to sustain care arrangements. Following risk assessments and changes to working procedures and the contractors bringing their workers out of furlough we were able to resume full service in July/August. During the Q1 and Q2 period we completed 4 Grants valued at £ 45,258 and a further 4 Accruals @ £ 18,967. During Q1 and Q2 we received 33 new referrals from North Yorkshire County Council which was a moderate increase when compared to 2019/20. However, as at 13th November we have received a further 16 referrals equating to a 30% increase in referrals when compared to 2019/20. During the first half of Q3 we have already completed 12 Grants with a total value of £87,307 and currently have 25 Grants approved with a confirmed value of £ 237,976 and a further 41 grant enquiries with an estimated value of £ 411,500. We shall continue to monitor this situation.
Assets & Commercial Services	SECTION 106 SHARED OWNERSHIP ACQUISITIONS	Jenny Kerfoot	6026	300,000	208,959	508,959	66,920	442,039		508,959	2x properties in Embsay, 2x properties in Gargrave and 2x properties in Benthams due to complete before March 2021
Assets & Commercial Services	Development of CDC Land	Rachel Sewell		226,824		226,824	-	226,824		226,824	This has been on hold to work on the other development sites and Covid, work will commence on initial surveys, designs and costings
Financial management	Agresso Upgrade	James Hordern		21,700		21,700	-	21,700	21,700	-	Project deferred to 21/22
ICT & Transformation Services	Replace Computer, Server and Appliance equipment.	Darren Maycock	6210	20,000		20,000	10,873	9,127		20,000	
Property Services	Replace Maintenance Vehicles	Darren Maycock	6305	30,000		30,000	-	30,000		30,000	
ICT & Transformation Services	Integrate Systems and review service areas.	Darren Maycock	TBC	10,000	10,000	20,000	-	20,000		20,000	
Assets & Commercial Services	Shared ownership development	Jenny Kerfoot	6026	2,787,850		2,787,850	-	2,787,850		2,787,850	Tender being worked up for start on site March/ April 2021
Bereavement Services	Exit Drive at Waltonwrays	Clair Cooper	6052		28,000	28,000	-	28,000		28,000	Property Services now picking this up to progress.
Bereavement Services	Refurb of Waltonwrays Outbuildings	Darren Maycock	6044		13,000	13,000	-	13,000		13,000	

Service Unit	Description	Budget Officer	Account Code	Agreed Programme 2020/21 £	2019/20 Slippage/ B/fwd into 2020/21 £	Total Programme 2020/21 £	Expenditure at Q2 2020/21 £	Remaining Budget 2020/21 £	Slippage Requested 2021/22 £	Forecasted Outturn 2020/21 £	Q2 comments
Property Services	Ashfield Toilet Refurbishment for Settle TIC Scheme	Jenny Kerfoot	6050		74,880	74,880	-	74,880		74,880	Now within tender for above development, awaiting pre app comments from Planning
Property Services	Integrated Asset Management System	Darren Maycock	6277		11,600	11,600	8,250	3,350		11,600	
ICT & Transformation Services	Digitisation and Archiving Project	Darren Maycock	6278		30,083	30,083	29,991	92		30,083	
Economic Development	DNAire	David Smurthwaite	6149		75,000	75,000	-	75,000		75,000	
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	
Assets & Commercial Services	Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element	David Smurthwaite	6032		144,625	144,625	1,493,232	(1,348,607)		144,625	
Assets & Commercial Services	Parking payment machine replacement	Helen Townsend	6009		25,564	25,564	1,618	23,946		25,564	We need to keep £6000 in case we need to replace the machine at Backgate car park in Ingleton. At the moment I understand that planning has been applied for to build houses on the land. If this doesn't happen and it remains as a car park, the machine needs repacing as it is nearly 30 years old and we can no longer get replacement parts for it. Everything else has been replaced..
Assets & Commercial Services	- 4 Year programme of maintenance of the Council Car Parks	Helen Townsend	6010 CKXX		4,000	4,000	-	4,000		4,000	Money to be used for light replacement in Ashfield car park. And there is now a plan from NYCC for replacement lights for Cavendish St car park,
ICT & Transformation Services	Payroll System improvements	James Hordern	6200		12,000	12,000	-	12,000		12,000	Phase 1 of the project is complete. Phase 2 and the roll out of Self service modules will be completed in 21/22.
Economic Development	Leeds Liverpool Canal - Improving Connectivity in the Southern Dales	Sharon Sunter	6129		225,000	225,000		225,000		225,000	
Economic Development	Ingleton Village Plan	Sharon Sunter	6138		40,308	40,308		40,308		40,308	
Economic Development	Growth Deal - Highways Improvements	Sharon Sunter	6146		-	-	285,763	(285,763)		55,587	
Economic Development	Ings Beck and Gallow Syke (Skipton) Water Management Project	Sharon Sunter	6148		313,038	313,038	140,881	172,157		313,038	
Property Services	JV Development Projects - Craven Share	Rachel Sewell	6057		2,800,293	2,800,293	54,280	2,746,013	2,500,293	300,000	Planning approval obtained for Airedale Avenue in Quarter 3. Tender costs and development agreement being progressed. Target date for contract award March 2021
Property Services	Skipton Depot Project	Hazel Smith	6036		173,300	173,300	16,556	156,744		173,300	Planning permission achieved with some pre commencement conditions. Detailed business case now complete and due to be presented to Policy Committee on 1st December 2020. Lease for temporary depot negotiated and signing also subject to Policy Committee approval on 1st December (same report)
Property Services	Langcliffe Quarry Development	Hazel Smith	6059		27,940	27,940	74,809	(46,869)		27,940	Procurement route approved by Policy Committee October 20. Tender package due to be uploaded onto Yortender week com. 9/11/20. On evaluation project will be subject to final approval of detailed business case by Policy Committee, expected early January 2021.
Waste Management	Vehicle Lift Project	Tracy McLuckie	6136		20,000	20,000	-	20,000		20,000	Suspended awaiting commencement Engine Shed Lane Depot redevelopment
ICT & Transformation Services	InCab Communications & Web Portal Systems	Tracy McLuckie/ Darren Maycock	6276		45,317	45,317	-	45,317		45,317	Any further development have been ceased in relation to In-Cab and there is currently no plans to progress this in 20/21.
<b>Total Capital Programme 2019/20</b>				<b>4,495,374</b>	<b>5,036,086</b>	<b>9,531,460</b>	<b>2,348,676</b>	<b>7,182,784</b>	<b>2,521,993</b>	<b>7,065,055</b>	

## Policy Committee – 2 December 2020

### Quarter Two Performance Monitoring Update



### Report of the Chief Finance Officer (S151)

### Lead Member – Financial Resilience: Councillor P Mulligan

Ward(s) affected: All

#### 1. Purpose of Report

- 1.1 To present performance highlights for Q2 of the financial year 2020/21 in accordance with arrangements set out in the Council's Performance Management Framework

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

- 2.1 Note and comment on performance highlights described in the report

#### 3. Background

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

#### 4. Council Plan Progress

- 4.1 Despite challenges resulting from the pandemic response, the majority of Council Plan actions are progressing as planned. Services returned updates for 19 actions. 13 of these actions (68.4%) were rated 'Green' and are progressing as planned. 2 actions have not yet started. The 4 actions rated 'Amber' are listed below.

Amber:

- The **Town Hall development** is further delayed slightly, as increased safety measures on site have slowed the pace of the development. Despite the delay, the development is progressing and a clear plan is in place to ensure successful completion.
- We are working to stimulate demand for further broadband installations, however pace has not been as quick as we would like and it would appear unlikely that we will meet the 2022 target for **universal access to high-quality broadband**.
- The recycling rate has increased in the past quarter, however we are unlikely to be on track to achieve a **50% recycling rate**.

- We have not started a **Waste Education Programme**, however we do now have a plan in place to address our options.

4.2 Our position in respect of Council Plan progress has not changed since Quarter 1, with the exception of the 'Waste Education Management Programme' moving from Red to Amber due to a plan being put in place.

## **5. Service Performance**

5.1 Service performance highlights are listed in the report under 'Quarter 2 Performance Summaries'.

5.2 Three areas of service performance are of particular concern as performance is low and is not showing improvement. These are the high rate of fly tipping; timescales for determining planning applications and residual waste and recycling rates. Services are aware of these performance issues and Service Managers are taking action to address them.

5.3 Sickness absence rates remain low across the Council. There has been some increased focus on the completion of Personal Development Reviews (PDRs) which has resulted in some improvements, particularly to Leisure Services who have completed 100% of PDRs during Q2.

5.4 A majority of Service Managers are managing their service provision well within budgets. Where the net expenditure position is significantly lower than expected, this is mostly due to the unavoidable loss of fees and charges income during the pandemic response.

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

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

## **7. Legal Implications**

7.1 No legal implications

## **8. Contribution to Council Priorities**

8.1 This report describes our progress towards addressing all 4 priorities in the Council Plan

## **9. Risk Management**

9.1 The Council's Risk Registers form part of the Performance Management Framework. There are no additional risks arising from this report.

**10. Equality Analysis**

- 10.1 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.

**11. Consultations with Others**

- 11.1 Service Managers

**12. Background Documents - None**

**13. Appendices**

Performance Overview, Q2 2020/21

**14. Author of the Report**

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

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





## **Craven District Council**

### Performance Overview

Quarter 2 2020/21 (June-September)

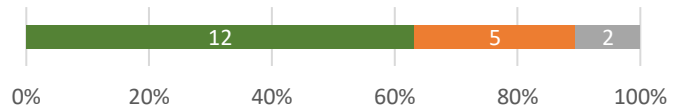
**Contact:** Rob Atkins, Performance & Exchequer Manager  
[ratkins@cravendc.gov.uk](mailto:ratkins@cravendc.gov.uk)

# Quarter 2 Performance Overview

## Council Plan

### Actions rated 'Amber' (not on track; a plan is in place)

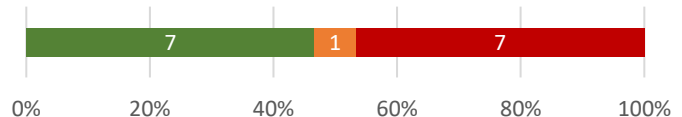
- Town Hall redevelopment
- Access to high-speed broadband
- Cleaner Neighbourhoods (fly tipping)
- Improving recycling rates
- Waste education programme



## Service Performance

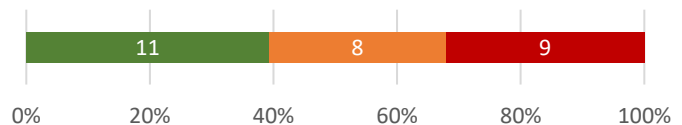
### Q2 Performance (Key areas for improvement)

- Fly Tipping
- Planning Timescales
- Residual Waste & Recycling rates



### Q2 Performance (Direction of Travel)

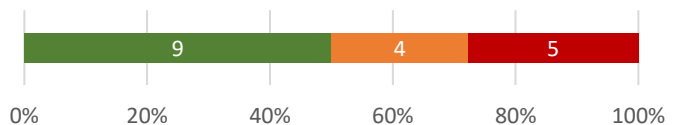
This chart shows that number of Service indicators where performance has improved (Green), declined (Red), or remained roughly the same (Amber)



## People

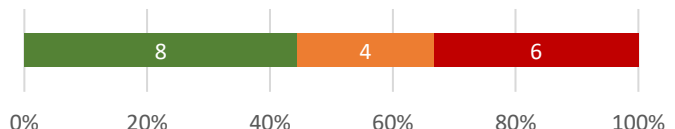
### Q2 Performance (Key areas for improvement)

- Completion of PDRs for some service areas (particularly Economic Development; Financial Management and Waste Management). Plans are in place; improvement expected in Q3



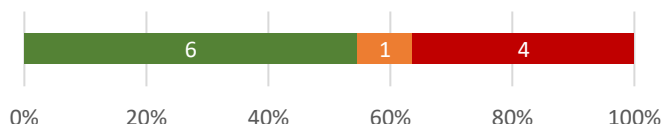
### Q2 Performance (Direction of Travel)

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



## Finance

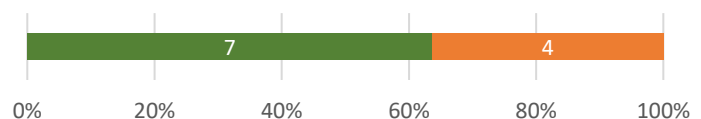
Expected outturn against budget significantly low in areas reliant on high fee income (Craven Leisure; Parking Services; Waste Management). Most other areas managing service within budget.



## Climate Emergency

### Actions rated 'Amber' (a plan is in place)

- Projects relying on the Decarbonising Skipton bid cannot be confirmed until funding is finalised
- Options being reviewed for Waste Management Education Programme
- 'Low Carbon Investments' will be reviewed once a greater level of certainty about economic circumstances and future options is available



## Bereavement Services - Quarter Two Performance Summary

Our services have returned to normal levels following the much busier period during the early pandemic response. Crematorium use remains slightly above normal levels, as we have been able to provide some capacity while Oakworth (Keighley) is closed for refurbishment.

### Council Plan Progress

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

### Service Performance

No. Cremations held (per quarter)

**305**

↓ down 30% on prev. Q    ↑ up 20% on Q2 2019

Ave. Normal Crematorium Capacity used

**54%**

↓ down 22% pts on prev. Q    ↑ up 29% pts on Q2 2019

No. Burials

**22**

Compliments and complaints

**2** compliments / **0** complaints

### People

% PDRs completed on time

**86%**

14%pts below target    ↓ down 14%pts on prev. Q

Ave. days absent through sickness

**0.0 days**

8.5 days below target    ● no change on prev. Q

### Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£90,051** below budget

Forecast (Net Income)

**£547,062**

Budget (Net Income)

**£457,011**

### Internal Audit

No outstanding recommendations.

### Contract Management

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

All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

7 risks on the risk register are monitored by Bereavement Services

2 risks are rated 'Amber'. Plans are in place to reduce exposure to these risks.

### Climate Emergency Strategic Plan

● **On Track – Woodland Memorial Site** – we intend to open a Woodland Memorial Site by 2024. We are currently looking for a suitable site to progress this project.

● Note that we will also benefit from the 'Decarbonising Skipton' project, with renewable energy generation facilities to be installed at our properties. This will include solar panels and potentially heat pumps (providing the bid is successful).

## Craven Leisure - Quarter Two Performance Summary

In Quarter 2 staff rose to the challenge of reopening services safely. The majority of our services were available to residents throughout the quarter, with appropriate changes to ensure that social distancing and hygiene measures could be observed. This included reopening the pool, and running fitness & studio sessions.

We believe that staff have been well supported at this difficult time, and sickness absence rates continue to be particularly low. We have also completed almost all PDRs.

Our projected net expenditure against budget continues to be very high. This is due to the loss of fee income from the closure of our services during the pandemic lockdown, as well as a continuing requirement to run services at a reduced level while the pandemic response continues

### Council Plan Progress

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

### Service Performance

<p><b>Ave. Number of Members</b></p> <p><b>1903</b></p> <p>↓ &lt;1% decrease on prev. Q ↓ 20% on Q2 2019</p>	<p><b>Net No. New Members</b></p> <p><b>29</b></p> <p>↑ 113% improvement on prev. Q</p>
<p><b>Casual Swimming Attendance</b></p> <p><b>2437</b></p> <p>↑ 2437 higher than prev. Q ↓ 3688 down on Q2 2019</p>	<p><b>Fitness &amp; Studio Attendance</b></p> <p><b>180</b></p> <p>↑ 180 higher than prev. Q ↓ 415 down on Q2 2019</p>

### People

<p><b>% PDRs completed on time</b></p> <p><b>94%</b></p> <p>6%pts below target ↑ 91%pts improvement on Q1</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0.8 days</b></p> <p>7.7 days below target ↑ 0.8 days higher than Q1</p>
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### Finance

<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is <b>£801,227</b> above budget</p> <div> <div>Forecast</div> <div>£869,729</div> </div> <div> <div>Budget</div> <div>£68,502</div> </div>	<p>No outstanding recommendations.</p>
	<p><b>Contract Management</b></p> <p>3 contracts over £10k, total value £78k p.a. Two contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. One contract (Food and Beverage Supplies) has expired and is now <b>overdue</b>.</p>

### Risk Management

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

### Climate Emergency Strategic Plan

● Providing the 'Decarbonising Skipton' bid is successful, we will install renewable energy generation at Craven Leisure including the use of ground source heat pumps for pool heating.

## Cultural Services - Quarter Two Performance Summary

We have continued to provide services throughout the pandemic. Providing opportunities for engagement for our NLHF project has been a particular challenge while our buildings have been closed. There has been little opportunity to provide formal education engagement, however we have managed to transfer a lot of informal learning online and are seeing good engagement results. Similarly, volunteers have engaged with training sessions offered by the museum digitally, and staff/volunteers have attended online training and seminars throughout this year. Work on the Town Hall refurbishment is now progressing very well and we have begun the museum fit-out.

### Council Plan Progress

- The redevelopment of the **Town Hall** has been slightly delayed by both issues relating to construction and due to reduced capacity on site during the covid-19 response, however there is a clear plan in place for the completion of this project. Section 1 of the building (museum, gallery, TIC/reception) has been handed over and fit out contractors have begun the museum fit out.
- We are on track with our plans to **stream live events into our rural communities**.
- Our work to **support the delivery of external festivals** has continued, including planning to support the 2021 Puppet Festival as a flagship partner.
- Work to establish a **Cultural Apprenticeship scheme**, in partnership with other organisations, has not yet started. There may be opportunities to offer these alongside the existing Apprenticeship programme.

### Service Performance

#### Informal Learning Engagement

**3098**

↑ 425 above target    ↑ 992 since Q1 2020

#### Formal Education Engagement

**29**

↓ 935 below target    ↑ 29 since Q1 2020

#### Volunteer Engagement and Training

**55**

● on target    ↑ 33 higher than prev. Q

### People

#### % PDRs completed on time

**100%**

On target

#### Ave. days absent through sickness

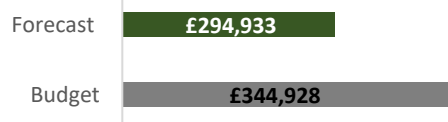
**0 days**

8.5 days below target

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is £49,995 below budget



### Internal Audit

No specific Internal Audit recommendations.

### Contract Management

8 contracts over £10k, total value £770k p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.

### Risk Management

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

### Climate Emergency Strategic Plan

No specific actions relating to Climate Emergency Plan.

## Economic Development - Quarter Two Performance Summary

Our Economic Development work has been progressing well. The Skipton Station Triangle masterplanning exercise has progressed, with a major architectural practice now appointed to carry out the first phase of the work. We are working to funder-imposed deadlines to implement some major schemes, including the redevelopment of the area around the Engine Shed Lane depot, and the Langcliffe Quarry redevelopment. The economic outlook is particularly challenging, and the number of residents claiming out of work benefits has risen significantly over the past 6 months. Note that our HR statistics for this period were affected by one period of longer-term absence.

### Council Plan Progress

- The **production of a masterplan** for the Skipton Railway Station is progressing, the baseline evidence and data gathering has been completed. The consultancy team are starting to formulate ideas; with initial concepts discussed with the ward members for Skipton. Stakeholder consultation is scheduled to commence from Q3.
- With regard to **ensuring all businesses and residents have access to high-quality broadband**, a route to connect Langcliffe Quarry to the local hyperfast broadband connection has been identified with the network provider. This will, not only ensure that the businesses occupying the workspace to be created will have access to high quality information communication technology, but provides a connection to enable the network to extend other parts of north Craven.
- **Development and improvement of employment sites** in South Skipton/Engine Shed Lane and Langcliffe Quarry is progressing as planned. The contractor for the improvement of the highway network around Engine Shed Lane/Ings Lane has been appointed. Planning permission to develop Langcliffe Quarry as an enterprise centre is approved in principle; designs are being refined, together with preparation of a full application for ERDF grant.
- Development of further employment sites in Bentham, Ingleton, Settle and Threshfield has not yet started.

### Service Performance

#### New Business Starts

**121**

↓ 19% decrease on Q2 2019

#### Claimant Count

**1150**

↑ 650 since Q2 2019

### People

#### % PDRs completed on time

**0%**

100%pts below target ↓ 63%pts decrease on Q1

#### Ave. days absent through sickness

**29.3 days**

20.8 days above target ↑ 13.6 days increase

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is £9,837 above budget

£421,788

£411,951

### Internal Audit

No outstanding Internal Audit requirements.

### Contract Management

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

### Risk Management

No entries in Risk Register monitored by Economic Development

### Climate Emergency Strategic Plan

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

## Environmental Health - Quarter Two Performance Summary

The team have continued to provide a high quality service throughout 2020 despite the increased demands of the pandemic response.

There is a particular concern around the number of fly-tipping incidents, which seems to have increased over the first half of this year. This is likely to be related to either perceived or actual restrictions on appropriate waste disposal at this present time. The Cleaner Neighbourhoods team are working hard to address this, including placing cameras at known hotspots and actively monitoring areas where incidence is particularly high.

### Council Plan Progress

● **Cleaner Neighbourhoods:** The number of dog fouling and littering incidents remains low, however the number of fly-tipping incidents is high and has slightly increased.

### Service Performance

<p><b>Fly Tipping Incidents</b></p> <p><b>50</b></p> <p>↑ 20 above target ↑ 3 more than Q1 2020</p>	<p><b>Littering Incidents</b></p> <p><b>4</b></p> <p>↓ 9 fewer than Q1 2020</p>
<p><b>Dog Fouling Incidents</b></p> <p><b>8</b></p> <p>↑ 5 more than Q1 2020</p>	

### People

<p><b>% PDRs completed on time</b></p> <p><b>82%</b></p> <p>18%pts below target ● no change on prev. Q</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0 days</b></p> <p>8.5 days below target ↓ 1.9 day decrease on Q2 2019</p>
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### Finance

### Internal Audit

<p><b>Forecast Net Expenditure against Budget</b></p> <p>Outturn <b>£372,662</b></p> <p>Forecast <b>£392,818</b></p> <p>Forecast expenditure is <b>£20,156</b> below budget</p>	<p>No specific Internal Audit recommendations.</p>
	<p><b>Contract Management</b></p> <p>1 contract with a value above £10k, procured in accordance with Contract Procedure Rules.</p>

### Risk Management

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

### Climate Emergency Strategic Plan

No specific actions relating to Climate Emergency Plan.

## Financial Management - Quarter Two Performance Summary

Overall performance to Quarter 2 remains strong. Most actions and indicators are on track despite increased demands from the covid-19 recovery programme.

Payment of invoices continues to be timely. Whilst it is still well off-target, we have seen a slight increase in the proportion of payments with an official order and we are continuing to work with Service Managers to improve this. We believe that most of the team's PDRs have now been completed, however these were submitted after the end of the quarter – this improvement should be reflected in Q3.

### Council Plan Progress

- The Council's **financial plans remain robust**. A 2020/21 balanced budget has been agreed pending audit.
- The Council **continues to explore and exploit opportunities presented by grant funding and devolution**. A range of grants have been taken up. CDC jointly commissioned KPMG to explore devolution options.
- The team continues to support Members and Officers to understand the **financial impact of decision-making**.
- The team has promoted **understanding of the balance of risk and award**, agreeing a new Risk Appetite Statement and reviewing risk registers in light of the covid-19 response and recovery.

### Service Performance

<p><b>% Invoices paid within 30 days</b></p> <p><b>97%</b></p> <p>1%pt above target ↓ 1%pt decrease</p>	<p><b>% payments with an official order</b></p> <p><b>31%</b></p> <p>29%pts below target ↑ 4%pts improvement</p>
<p><b>No. NFI Matches outstanding (Payroll)</b></p> <p><b>13</b></p>	<p><b>No. NFI Matches outstanding (Creditors)</b></p> <p><b>216</b></p>

### People

<p><b>% PDRs completed on time</b></p> <p><b>9%</b></p> <p>91%pts below target ↓ 74%pts decrease</p>	<p><b>Ave. days absent through sickness</b></p> <p><b>0 days</b></p> <p>8.5 days below target ↓ 4.2 days fewer than Q2 2019</p>
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### Finance

### Internal Audit

<p><b>Forecast Net Expenditure against Budget</b></p> <p>Forecast expenditure is £30,808 below budget</p> <div> <p>Outturn</p> <p>£701,546</p> </div> <div> <p>Forecast</p> <p>£732,354</p> </div>	<p>3 recommendations outstanding from Q4 2019/20. 2 of these were <b>completed</b> during Q1. 1 rated 'Amber' (review of Procurement Card Policy).</p>
	<p><b>Contract Management</b></p> <p>9 contracts over £10k, total value £x. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules.</p>

### Risk Management

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

### Climate Emergency Strategic Plan

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



## Housing Needs Services - Quarter Two Performance Summary

We have continued to provide a comprehensive Housing Needs service has continued throughout Quarter 2, despite the increased challenges introduced by the Covid-19 response. Our bespoke rough sleeper service, delivered by Horton Housing, helped to ensure that no-one slept rough in Craven during the pandemic response phase. There was an increased requirement for housing adaptations, and we made effective use of procurement flexibility granted by central government to ensure that all adaptations were made in a timely way, keeping residents safe at home and reducing pressure on the NHS.

### Council Plan Progress

● We have continued to work with partners to provide **improved support and intervention services for rough sleepers and those at risk of sleeping rough**. These services have been successfully delivered throughout the pandemic response.

### Service Performance

No. Supported at Pinder House this quarter

**10**

No. supported through Supported Lettings

**5**

The Council has entered into a contract with Horton Housing to provide supported accommodation for rough sleepers, which will run until the 30th June 2022. Horton will provide 10 units of supported housing at Pinder House, and in addition four new units of move on accommodation have been completed at Highfield Terrace in Skipton, and are due to be occupied in Q3. Horton also provide a supported lettings service (funded by MHCLG grant) to those rough sleepers who have moved onto their own tenancies. MHCLG have also approved 12 months funding for a Dual Diagnosis Nurse who will work this client group on tackling mental health and drug and alcohol issues. This role will be carried out by a new partner, Spectrum, who are a primary care provider working across North Yorkshire. The first round of recruitment was unsuccessful however the post will be readvertised shortly.

In partnership with North Yorkshire County Council, the Council is also delivering a homeless prevention support service which provides assistance to any resident in Craven experiencing difficulties in their housing situation, with the aim of achieving positive outcomes and developing or sustaining a person's capacity to live independently within the community, thus preventing loss of their home or tenancy.

### People

Contracted services – no staff managed directly.

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is **£13,146** below budget

Outturn

**£289,557**

Forecast

**£302,703**

### Internal Audit

No specific requirements.

### Contract Management

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

### Risk Management

No specific risks identified in the Risk Register.

### Climate Emergency Strategic Plan

● **On Track – Residential energy efficiency** – We have applied, jointly with our regional partners, to provide further insulation and energy efficiency retrofit to residents on low incomes and those living in park homes.

## Parking Services - Quarter Two Performance Summary

Parking Services began to return to normal in Quarter 2, following the suspension of enforcement due to covid-19 in Quarter 1. Pay & Display income returned to close to the level achieved in Q2 2019.

We have been progressing towards encouraging a higher proportion of card payments. This change has increased benefits for both security and efficiency.

We were pleased to commission our first Electric Vehicle charging points in June; these have functioned well throughout the first full quarter of operation.

### Council Plan Progress

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

### Service Performance

#### Pay & Display Income

**£452,972**

↑ £407,047 higher than Q1 2020 ↓ £1,506 on Q2 2019

#### Permit Income

**£17,826**

↓ £4,033 on Q2 2019

#### Faults Raised

**18**

↑ 13 higher than Q1 2020 ↑ 9 higher than Q2 2019

#### % Payments made by Card vs Cash

**44.7%**

↑ 12.9% higher than prev. Q

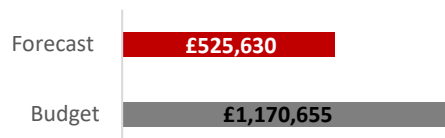
### People

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

### Finance

#### Forecast Net Income against Budget

Forecast income is £667,343 below budget



### Internal Audit

No outstanding recommendations.

### Contract Management

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

### Risk Management

No specific risks on the Council's Risk Registers

### Climate Emergency Strategic Plan

- EV charging point successfully installed. Usage will be reviewed in early 2021.

## Planning - Quarter Two Performance Summary

We acknowledge that our performance in processing planning applications is currently not as good as it should be. We invited the LGA to carry out a Peer Review focussing specifically on our Planning services. This is now complete. We are already acting on early feedback received from the review and have started to change structures and processes for determining planning applications. There may be some early improvement from this action in Q3; we expect to see more of an improvement in Q4.

### Council Plan Progress

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

### Service Performance

#### Major applications processed within timescale

**75%**

15%pts above target    ↑ 25%pts increase on Q1  
(3 of 4 applications determined within timescale)

#### Minor applications processed within timescale

**48%**

12%pts below target    ↓ 22%pts decrease on Q1  
(22 of 44 applications determined within timescale)

#### Other applications processed within timescale

**56%**

24%pts below target    ↓ 21%pts decrease on Q1  
(32 of 57 applications determined within timescale)

### People

#### % PDRs completed on time

**0%**

100%pts below target    ↓ 17% pts decrease

#### Ave. days absent through sickness

**0.1 days**

8.4 days below target    ↑ 0.1 days increase

### Finance

#### Forecast Net Expenditure against Budget

Forecast expenditure is **£178,715** above budget

**£525,630**

**£346,915**

### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

No current contracts on the Contract Register.

### Risk Management

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

### Climate Emergency Strategic Plan

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

## Revenues and Benefits - Quarter Two Performance Summary

This was another challenging quarter for the Revenues and Benefits Team who have continued to step up to make sure that our businesses and residents received the financial support that they needed. We've paid out over £25m to almost 2400 businesses. We are now processing Test & Trace payments and are about to start paying further grants to an estimated 2000 businesses.

### Council Plan Progress

No specific council plan actions

### Service Performance

Time to process Change of Circumstances

**3.4 days**

3.6 days below target ↑ 0.2 days increase

Time to process new claims

**23.8 days**

2.8 days above target ↓ 1.5 days improvement

No. Council Tax Support Claims

**2847**

Tax and Rates collected

**61.8%** of Council Tax collected

**59.7%** of Non Domestic Rates collected

### People

% PDRs completed on time

**93%**

7%pts below target ↓ down 7%pts on prev. Q

Ave. days absent through sickness

**0.1 days**

6.5 days below target ↑ 0.1 days increase

### Finance

Forecast Net Expenditure against Budget

Forecast expenditure is £37,274 below budget

Outturn

£201,171

Forecast

£261,198

### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

No external contracts over £10k.

### Risk Management

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

### Climate Emergency Strategic Plan

No specific actions in the Climate Emergency Strategic Plan.

## Waste Management - Quarter Two Performance Summary

Throughout the Covid-19 response our Waste Management team have continued to collect all refuse and recycling safely and professionally. The team continue to receive a great many compliments from members of the public regarding the service that they are providing at this time. We have continued to apply high safety standards to our work, and this was confirmed following a successful visit to Engine Shed Lane by the Health and Safety Executive (HSE) who confirmed that our arrangements are safe. Unfortunately recycling rates are still not improving as quickly as we would like, and this challenge appears to have become greater during the pandemic as some residents appear to have found advice for the safe disposal of waste somewhat confusing. Residual waste rates have also been high during the pandemic. We have now dedicated some resource to assessing our options for waste education and behaviour change. The pandemic response resulted in additional costs and in a large reduction in chargeable commercial waste collections. These unavoidable factors have continued to result in an overspend in Q2. However, income from trade waste and a reduced reliance on agency staff have slightly recovered the position compared to Q1. The pandemic response also delayed the completion of PDRs. We have been working hard to rectify this. A small improvement is shown this quarter. We have now completed all PDRs and this should be reflected in Q3.

### Council Plan Progress

- We are not currently making sufficient progress towards achieving a **50% recycling rate**.
- Our opportunities for delivering a **Waste Education Programme** are now being assessed. The Waste Management Team are working with the Financial Services Team to review options, and a business case will be presented in Q4. Publicity has already been increased with an article on the website and a press release.

### Service Performance

Residual waste – volume per household

**120.8kg**

38kg above target

% Waste recycled

**43.7%**

(estimated)

6.3%pts below target ↓0.7%pts decrease on Q1

### People

% PDRs completed on time

**14%**

86%pts below target ↑12%pts improvement

Ave. days absent through sickness

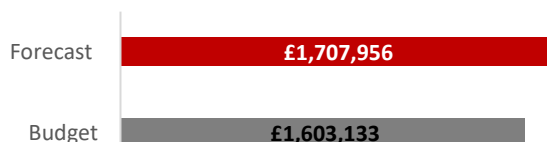
**5.3 days**

3.2 days below target ↑3.1 days increase

### Finance

Forecast Net Expenditure against Budget

Forecast expenditure is **£104,823** above budget



### Internal Audit

No outstanding Internal Audit recommendations.

### Contract Management

6 contracts over £10k, total value £1.03m p.a. All contracts have monitoring arrangements in place and were procured within Contract Procedure Rules. Contracts for fuel and vehicle spares have **expired**; a new procurement exercise is planned

### Risk Management

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

### Climate Emergency Strategic Plan

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



### Policy Committee – 1<sup>st</sup> December 2020

#### Fees & Charges 2021/22 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 2021/22 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 2021/22 are presented for Member Approval, see Appendix A for detailed schedules.

Fee / Charge	Charging Policy	Proposal
Car Parking	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>Given the current situation it is proposed that there is no increase to the Car Parking Fees and Charges for 21/22.</li> <li>There has been a new permit introduced in 20/21 – a CDC Staff - Cavendish/Coach low usage permit. This is to reflect the new remote working arrangements.</li> <li>See Appendix A1 for detailed schedule.</li> </ul>
Burial and Cremation fees – subject to Member Approval	Fair charging / Commercial	<ul style="list-style-type: none"> <li>Varying increases proposed most within a range of 3.0% to 8.3%.</li> <li>Notable increases include; <ul style="list-style-type: none"> <li>~ 3.0% increase in the Same Day (£802) and 3.1% Held Over (£765) Cremation Fees for a weekday and 4% for a Saturday.</li> </ul> </li> <li>There are a couple of new charges for 21/22; <ul style="list-style-type: none"> <li>~ Copy of Professional Tribute £58.00</li> <li>~ Download copy of tribute £15.00</li> </ul> </li> <li>See Appendix A2 for detailed schedule of all the Fees and Charges subject to Member Approval.</li> </ul>
Trade Waste Collection Charges	Commercial <i>With a recognition of local competitors and the need to remain competitive.</i>	<ul style="list-style-type: none"> <li>Since the change to the charging model, to a by weight charge in 2019/20, it has been determined that the Fees and Charges proposed shall be exempt from publication.</li> <li>See exempt Appendix B the detailed schedule of charges</li> </ul>
Waste Management - Garden Waste Collection Service	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>It is proposed that the fee will remain at £36.00.</li> <li>This equates to £1.71 per collection.</li> <li>See Appendix A3 for detailed schedule of Member approval items.</li> </ul>
Development Control – Pre-Planning Application Advice Charges	Fair Charging / Cost Recovery	<ul style="list-style-type: none"> <li>An additional change is to bring listed building enquiries into the chargeable bracket of Category 1 Written Enquiries only. These enquiries can be complex and therefore lengthy. The charge is to be £347.29</li> <li>See Appendix A4 for detailed schedule of new charges in 21/22 for Member approval items</li> </ul>

3.4 For information a full list of all fees and Charges for 2021/22 is presented to Policy Committee in Appendix C. This will also be presented as part of the 2021/22 Budget Setting report in February 2021.

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 2021/22 Revenue Budget if the proposed fees are not approved. In that event, further savings will have to be identified to balance the budget.

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

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

The pandemic is having a significant impact on fees and charges income in 2020/21 and this is a consideration when setting fees for 2021/22.

## **8. Equality Impact Assessment**

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

## **9. Consultations with Others**

- Lead Members
- Corporate Leadership Team
- Service Managers

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

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

## **11. Appendices**

Appendix A(1-4) – Proposed Fees & Charges 2021/22 – Subject to Member Approval

Appendix B – **NOT FOR PUBLICATON**: Commercial Waste Fees & Charges 2021/22  
Appendix C – Proposed Fees & Charges 2021/22 – Full Schedule  
Appendix D – English Planning App Fees (2018)

**12. Author of the Report**

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

CAR PARKING 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22		
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	0.60	0.60	Standard	20%	20%	0.60	0.60	Standard	0%	0%
1 to 2 hours	1.20	1.20	Standard	9%	9%	1.20	1.20	Standard	0%	0%
2 to 3 hours	2.20	2.20	Standard	5%	5%	2.20	2.20	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	3%	3%	3.20	3.20	Standard	0%	0%
Over 4 Hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Skipton - Town Hall Car Park - Car and Motor (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)			Standard	-100%	-100%			Standard	n/a	n/a
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%

CAR PARKING 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22		
Skipton - Bunkers Hill - Car and Motor Cycle Max Stay 4 hours Mon to Sat. (Charges apply Monday to Sunday 9am to 6pm)										
	Mon - Sat	Sun			Mon - Sat	Sun				
0 to 1 hour	1.20	1.20	Standard	0%	0%	1.20	1.20	Standard	0%	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)			Standard	-100%	-100%			Standard	n/a	n/a
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)			Standard	-100%	-100%			Standard	n/a	n/a
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)			Standard	-100%	-100%			Standard	n/a	n/a
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 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21		CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	
<b>Skipton - Cavendish Street - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)</b>										
	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)			Standard	-100%	-100%			Standard	n/a	n/a
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%
<b>Settle - Whitefriars and Ashfield - Car and Motor Cycle (Charges apply Monday to Sunday 9am to 6pm)</b>										
	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)			Standard	-100%	-100%			Standard	n/a	n/a
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%

CAR PARKING 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22		
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)			Standard	-100%	-100%			Standard	n/a	n/a
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%

CAR PARKING 2021/2022 FEES AND CHARGES									
DISCRETIONARY CHARGES									
LEAD MEMBER: COUNCILLOR MULLIGAN									
All subject to Member Approval									
CAR PARKING									
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	
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%	0.20	0.20	Standard	0%	0%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	0%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	0%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	0%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	-100%	-100%			Standard	n/a
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	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
1 to 2 hours									
2 to 3 hours									
3 to 4 hours									
Over 4 Hours									

CAR PARKING 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22		
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)	335.00	N/a	Standard	5%	n/a	335.00	n/a	Standard	0%	n/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	155.00	N/a	Standard	3%	n/a	155.00	n/a	Standard	0%	n/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	105.00	N/a	Standard	5%	n/a	105.00	n/a	Standard	0%	n/a
Skipton Business - Coach Street	335.00	N/a	Standard	5%	n/a	335.00	n/a	Standard	0%	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 - Cavendish/Coach low useage permit	50.04	N/a	Standard	0%	N/a	50.04	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
CDC Staff - Cavendish/Coach low usage permit	50.04	N/a	Standard	0%	n/a	50.04	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

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

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

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

#### SUSPENSION OF PARKING CHARGES

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

**2021/2022 - FEES AND CHARGES**

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

LEAD MEMBER: COUNCILLOR LIS

**BEREAVEMENT SERVICES**

	Member Approval / Delegated Authority	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Cremation Fees - Held Over	member approval	742.00	742.00	7.2%	765.00	765.00	3.1%
Cremation Fees - Same Day	member approval	779.00	779.00	8.2%	802.00	802.00	3.0%
No Service Cremation Only, times 8:40 and 8:50	member approval	463.00	463.00	2.9%	463.00	463.00	0.0%
Early morning cremation service - 9.10 am - held over only	member approval	600.00	600.00	0.0%	600.00	600.00	0.0%
Cremation - NVF up to 1 month old	member approval	168.00	168.00	n/a	168.00	168.00	0.0%
Cremation - 1 month - under 5 years old	member approval	275.00	275.00	n/a	275.00	275.00	0.0%
Cremation - 5 years - under 16 years old	member approval	431.00	431.00	n/a	431.00	431.00	0.0%
Cremation - 16 years old - under 18 years old - Held over	member approval	742.00	742.00	n/a	742.00	742.00	0.0%
Cremation - 16 years old - under 18 years old - Same Day	member approval	779.00	779.00	n/a	779.00	779.00	0.0%
Late Afternoon Service 3 p.m - additional charge	member approval	78.00	78.00	0.0%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	150.00	150.00	0.0%	150.00	150.00	0.0%
Cremation of adult organs	member approval	55.00	55.00	0.0%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	1471.00	1471.00	7.1%	1471.00	1530.00	4.0%

BEREAVEMENT SERVICES							
	Member Approval / Delegated Authority	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Cremation Fees - Saturday - same day	member approval	1952.00	1952.00	8.3%	2011.00	2011.00	3.0%
Copy of Professional Tribute	member approval	New for 21/22	New for 21/22	n/a	48.33	58.00	n/a
Download copy of tribute	member approval	New for 21/22	New for 21/22	N/a	12.50	15.00	n/a
Over running funeral service	member approval	125.00	125.00	0.0%	125.00	125.00	0.0%
Scatter of cremated remains from another crematoria	member approval	115.00	115.00	0.0%	115.00	115.00	0.0%
Scatter of Cremated Remains from own Crematorium - family present	member approval	100.00	100.00	0.0%	100.00	100.00	0.0%
Scatter of cremated remains from own crematorium - NO family present	member approval	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	207.00	207.00	0.0%	207.00	207.00	0.0%
Moorland Above Ground Vault 30 years lease period - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	700.00	700.00	7.7%	700.00	700.00	0.0%
Moorland Inscription including Consent - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	130.00	130.00	N/a	130.00	130.00	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	90.00	90.00	N/a	90.00	90.00	0.0%
Purchase of Ashes Grave - Section B - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	450.00	450.00	12.5%	450.00	450.00	0.0%
Interment of cremated remains - Weekend	member approval	368.00	368.00	0.0%	368.00	368.00	0.0%

BEREAVEMENT SERVICES							
	Member Approval / Delegated Authority	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Interment of cremated remains	member approval	188.00	188.00	0.0%	188.00	188.00	0.0%
Interment Fee (Grave for 1 or 2)	member approval	817.00	817.00	3.0%	817.00	817.00	0.0%
Interment Fee (Grave for 3)	member approval	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		188.00	188.00	0.0%
Interment Fee - 3 month old up to 5 years old	Member approval	300.00	300.00		300.00	300.00	0.0%
interment Fee - 5 years old up to 18 years old	Member approval	817.00	817.00		817.00	817.00	0.0%
Interment Fee - 5 years old up to 18 years old (NR)	Member approval	1223.00	1223.00		1223.00	1223.00	0.0%
Consent for a memorial - Angel's section	Member approval				101.00	101.00	n/a
Interment Fee for a casket exceeding 29"	Member approval	1236.00	1236.00	3.0%	1236.00	1236.00	0.0%

BEREAVEMENT SERVICES							
	Member Approval / Delegated Authority	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Interment Fee (Grave for 1 or 2) NR	member approval	1223.00	1223.00	2.9%	1223.00	1223.00	0.0%
Interment Fee (Grave for 3) NR	member approval	1737.00	1737.00	3.0%	1737.00	1737.00	0.0%
Interment Fee for a casket exceeing 29" NR	Member approval	1800.00	1854.00	3.0%	1800.00	1854.00	0.0%
Weekend Interment Fee (Grave for 1 or 2)	member approval	1633.00	1633.00	3.0%	1633.00	1633.00	0.0%
Weekend Interment Fee (Grave for 3)	member approval	2315.00	2315.00	3.0%	2315.00	2315.00	0.0%
Weekend Interment Fee for a casket exceeding 29"	Member approval	2472.00	2472.00	3.0%	2472.00	2472.00	0.0%
Weekend Interment Fee (Grave for 1 or 2 NR)	member approval	2447.00	2447.00	3.0%	2447.00	2447.00	0.0%
Weekend Interment Fee (Grave for 3 NR)	member approval	3475.00	3475.00	3.0%	3475.00	3475.00	0.0%
Weekend Interment Fee for a casket exceeding 29" NR	member approval	3708.00	3708.00	3.0%	3708.00	3708.00	0.0%
Purchase of burial rights - full grave - resident - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	1107.00	1107.00	3.0%	1107.00	1107.00	0.0%
Purchase of burial rights - full grave - non resident - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	2214.00	2214.00	3.0%	2214.00	2214.00	0.0%
Purchase of burial rights - half grave - resident - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	556.00	556.00	3.0%	556.00	556.00	0.0%

BEREAVEMENT SERVICES							
	Member Approval / Delegated Authority	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Purchase of burial rights - baby grave (NVF up to 3 month old)	member approval	370.00	370.00		370.00	370.00	0.0%
Purchase of burial rights - 3 month old up to 5 years old (half grave)	member approval	556.00	556.00		556.00	556.00	0.0%
Purchase of burial rights - 5 years old up to 18 years old (full grave)	member approval	1107.00	1107.00		1107.00	1107.00	0.0%
Purchase of burial rights - 5 years old up to 18 years old (full grave) - non resident	member approval	2214.00	2214.00		2214.00	2214.00	0.0%
Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	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 - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	4429.00	4429.00	3.0%	4429.00	4429.00	0.0%
Purchase of Burial Rights for a Vault/Bricked/Wooden Grave - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	member approval	1660.00	1660.00	3.0%	1660.00	1660.00	0.0%
Purchase of Burial Rights for a Vault / Bricked/Wooden Grave - non-resident - <i>Available to be purchased on a Instalment payment plan - over 12 or 6 months</i>	Member approval	3321.00	3321.00	3.0%	3321.00	3321.00	0.0%
Purchase of cremation remains plot - Section G	member approval	414.00	414.00	0.0%	414.00	414.00	0.0%
Transfer of burial rights (up to 2 hrs)	member approval	94.00	94.00	0.0%	94.00	94.00	0.0%
Transfer of burial rights (per extra hr)	member approval	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	2214.00	2214.00	3.0%	2214.00	2214.00	0.0%

BEREAVEMENT SERVICES							
	Member Approval / Delegated Authority	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Open and Inter of constructed vault	member approval	699.00	699.00	3.1%	699.00	699.00	0.0%
Open and Inter of constructed vault NR	member approval	1398.00	1398.00	3.0%	1398.00	1398.00	0.0%
Additional inscription on headstone	member approval	109.00	109.00	0.0%	109.00	109.00	0.0%
Consent to place headstone (including 1st inscription)	member approval	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	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	442.00	442.00	0.0%	442.00	442.00	0.0%
Consent to place kerbs on half grave	member approval	290.00	290.00	0.0%	290.00	290.00	0.0%
Consent to place kerbs on full grave	member approval	440.00	440.00	0.0%	440.00	440.00	0.0%
Consent to place inscription on stone plaque or granite desktop	member approval	101.00	101.00	0.0%	101.00	101.00	0.0%
Consent to place vase with inscription	member approval	101.00	101.00	0.0%	101.00	101.00	0.0%

2021/2022 - FEES AND CHARGES								
WASTE MANAGEMENT SERVICES								
DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
		V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t )	CHARGE 2020/21 £ (inc v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc v.a.t where applicable)	% increase 21/22
<b>Garden Waste</b>								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	36.00	36.00	11%	36.00	36.00	0%



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 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase 20/21	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22
Pre Planning Application Advice Charges.Threshold Charge for 1 meeting plus written advice							
An additional charge is to bring listed building enquiries into the chargeable bracket of Category 1 Written Enquiries only. These enquiries can be complex and therefore lengthy.	Standard	0.00	0.00	n/a	289.41	347.29	n/a



# Craven District Council

## Fees & Charges

2021/22

CAR PARKING 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21		CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	
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	0.60	0.60	Standard	20%	20%	0.60	0.60	Standard	0%	0%
1 to 2 hours	1.20	1.20	Standard	9%	9%	1.20	1.20	Standard	0%	0%
2 to 3 hours	2.20	2.20	Standard	5%	5%	2.20	2.20	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	3%	3%	3.20	3.20	Standard	0%	0%
Over 4 Hours	4.50	4.50	Standard	0%	0%	4.50	4.50	Standard	0%	0%
Skipton - Town Hall Car Park - Car and Motor (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)			Standard	-100%	-100%			Standard	n/a	n/a
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. (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%
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)			Standard	-100%	-100%			Standard	n/a	n/a
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)			Standard	-100%	-100%			Standard	n/a	n/a
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)			Standard	-100%	-100%			Standard	n/a	n/a
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 2021/2022 FEES AND CHARGES									
DISCRETIONARY CHARGES									
LEAD MEMBER: COUNCILLOR MULLIGAN									
All subject to Member Approval									
CAR PARKING									
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22	
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%	1.20	1.20	Standard	0%	0%
1 to 2 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%
2 to 3 hours	3.50	3.50	Standard	0%	3.50	3.50	Standard	0%	0%
3 to 4 hours	4.50	4.50	Standard	0%	4.50	4.50	Standard	0%	0%
Up to 9 Hours	5.50	5.50	Standard	0%	5.50	5.50	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	-100%			Standard	n/a	n/a
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	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%	1.10	1.10	Standard	0%	0%
1 to 2 hours	2.00	2.00	Standard	0%	2.00	2.00	Standard	0%	0%
2 to 3 hours	2.60	2.60	Standard	0%	2.60	2.60	Standard	0%	0%
3 to 4 hours	3.20	3.20	Standard	0%	3.20	3.20	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	-100%			Standard	n/a	n/a
HGV Overnight (6pm - 8am) (Whitefriars ONLY)	10.00	10.00	Standard	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%	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	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%	0.90	0.90	Standard	0%	0%
1 to 2 hours	1.70	1.70	Standard	0%	1.70	1.70	Standard	0%	0%
2 to 3 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%
3 to 4 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%
Over 4 hours	2.30	2.30	Standard	0%	2.30	2.30	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	-100%			Standard	n/a	n/a
HGV Overnight (6pm to 8am)	10.00	10.00	Standard	0%	10.00	10.00	Standard	0%	0%
Motorhome overnight (6pm - 9am)	5.00	5.00	Standard	0%	5.00	5.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	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%	0.20	0.20	Standard	0%	0%
0 to 1.5 hour(s)	1.00	1.00	Standard	0%	1.00	1.00	Standard	0%	0%
1 to 2 hours	1.80	1.80	Standard	0%	1.80	1.80	Standard	0%	0%
2 to 3 hours	2.40	2.40	Standard	0%	2.40	2.40	Standard	0%	0%
3 to 4 hours	2.90	2.90	Standard	0%	2.90	2.90	Standard	0%	0%
Over 4 hours	3.90	3.90	Standard	0%	3.90	3.90	Standard	0%	0%
Overnight Ticket (from 4pm to 6pm & 9am to 10am next day)			Standard	-100%			Standard	n/a	n/a
HGV Overnight (6pm to 8am) (Backgate only)	10.00	10.00	Standard	0%	10.00	10.00	Standard	0%	0%
Weekly Ticket- (valid 7 consecutive days/23 hrs per day)	15.00	15.00	Standard	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	Fees suspended		Standard	n/a	n/a
1 to 2 hours									
2 to 3 hours									
3 to 4 hours									
Over 4 Hours									

CAR PARKING 2021/2022 FEES AND CHARGES										
DISCRETIONARY CHARGES										
LEAD MEMBER: COUNCILLOR MULLIGAN										
All subject to Member Approval										
CAR PARKING										
	CHARGE 2020/21 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2020/21	Sunday % increase 2020/21	CHARGE 2021/22 £ (inc. v.a.t where applicable)	VAT Status	Mon-Sat % increase 2021/22	Sunday % increase 2021/22		
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)	335.00	N/a	Standard	5%	n/a	335.00	n/a	Standard	0%	n/a
Long Stay (12 month) - Settle Ashfield (available to resident, non-residents and businesses)	155.00	N/a	Standard	3%	n/a	155.00	n/a	Standard	0%	n/a
Long Stay (12 month) - Settle Greenfoot (available to resident, non-residents and businesses)	105.00	N/a	Standard	5%	n/a	105.00	n/a	Standard	0%	n/a
Skipton Business - Coach Street	335.00	N/a	Standard	5%	n/a	335.00	n/a	Standard	0%	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 - Cavendish/Coach low usage permit	50.04	N/a	Standard	0%	N/a	50.04	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
CDC Staff - Cavendish/Coach low usage permit	50.04	N/a	Standard	0%	n/a	50.04	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**

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

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

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

**SUSPENSION OF PARKING CHARGES**

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

**Observation and Grace Periods**

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

## 2021/2022 - FEES AND CHARGES

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

LEAD MEMBER: COUNCILLOR LIS

### BEREAVEMENT SERVICES

	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Cremation Fees</b>								
Cremation Fees - Held Over	member approval	Exempt	742.00	742.00	7.2%	765.00	765.00	3.1%
Cremation Fees - Same Day	member approval	Exempt	779.00	779.00	8.2%	802.00	802.00	3.0%
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	n/a	168.00	168.00	0.0%
Cremation - 1 month - under 5 years old	member approval	Exempt	275.00	275.00	n/a	275.00	275.00	0.0%
Cremation - 5 years - under 16 years old	member approval	Exempt	431.00	431.00	n/a	431.00	431.00	0.0%
Cremation - 16 years old - under 18 years old - Held over	member approval	Exempt	742.00	742.00	n/a	742.00	742.00	0.0%
Cremation - 16 years old - under 18 years old - Same Day	member approval	Exempt	779.00	779.00	n/a	779.00	779.00	0.0%
Late Afternoon Service 3 p.m - additional charge	member approval	Exempt	78.00	78.00	0.0%	78.00	78.00	0.0%
Chapel usage / additional service time	member approval	Exempt	150.00	150.00	0.0%	150.00	150.00	0.0%
Cremation of adult organs	member approval	Exempt	55.00	55.00	0.0%	55.00	55.00	0.0%
Cremation Fees - Saturday - held over	member approval	Exempt	1471.00	1471.00	7.1%	1471.00	1530.00	4.0%
Cremation Fees - Saturday - same day	member approval	Exempt	1952.00	1952.00	8.3%	2011.00	2011.00	3.0%
Chapel usage - burial at non CDC site	delegated authority	Exempt	250.00	250.00		250.00	250.00	0.0%
Web Cam of Service	delegated authority	Standard	30.00	30.00	0.0%	25.83	31.00	3.3%
Web Cam 28 Days viewing access	delegated authority	Standard	54.00	54.00	0.0%	45.00	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%	10.83	13.00	8.3%
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%	17.50	21.00	5.0%
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%
Copy of Professional Tribute	member approval	Standard	New for 21/22	New for 21/22	n/a	48.33	58.00	n/a
Download copy of tribute	member approval	Standard	New for 21/22	New for 21/22	N/a	12.50	15.00	n/a
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%
<b>Cremation Charges</b>								
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	#DIV/0!
Scatter of Cremated Remains from own or another crematorium for saturday and evenings	member approval	Exempt	207.00	207.00	0.0%	207.00	207.00	0.0%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Sales - Crematorium</b>								
Book of Remembrance - 2 line entry	delegated authority	Standard	54.17	65.00	18.2%	54.17	65.00	0.0%
Book of Remembrance - 5 line entry	delegated authority	Standard	78.33	94.00	17.5%	78.33	94.00	0.0%
Book of Remembrance - 8 line entry	delegated authority	Standard	97.50	117.00	17.0%	97.50	117.00	0.0%
Book of Remembrance - 5 line entry with floral emblem	delegated authority	Standard	128.33	154.00	17.6%	128.33	154.00	0.0%
Book of Remembrance - 8 line entry with floral emblem	delegated authority	Standard	140.83	169.00	17.4%	140.83	169.00	0.0%
Book of Remembrance - 5 line entry with badge shield crest	delegated authority	Standard	160.00	192.00	17.1%	160.00	192.00	0.0%
Book of Remembrance - 8 line entry with badge shield crest	delegated authority	Standard	166.67	200.00	17.0%	166.67	200.00	0.0%
Book of Remembrance - 5 line entry with illuminated capital	delegated authority	Standard	157.50	189.00	17.4%	157.50	189.00	0.0%
Book of Remembrance - 8 line entry with illuminated capital	delegated authority	Standard	170.83	205.00	17.1%	170.83	205.00	0.0%
Book of Remembrance - 8 line entry with full coat of arms	delegated authority	Standard	199.17	239.00	17.2%	199.17	239.00	0.0%
Memorial Card (plus cost of inscription)	delegated authority	Standard	11.67	14.00	27.3%	11.67	14.00	0.0%
Deluxe Booklet (plus cost of inscription)	delegated authority	Standard	21.67	26.00	18.2%	21.67	26.00	0.0%
Card/Booklet - 2 line entry	delegated authority	Standard	20.00	24.00	20.0%	20.00	24.00	0.0%
Card/Booklet - 5 line entry	delegated authority	Standard	33.33	40.00	17.6%	33.33	40.00	0.0%
Card/Booklet - 8 line entry	delegated authority	Standard	46.67	56.00	16.7%	46.67	56.00	0.0%
Card/Booklet - 5 line entry with floral emblem	delegated authority	Standard	102.50	123.00	17.1%	102.50	123.00	0.0%
Card/Booklet - 8 line entry with floral emblem	delegated authority	Standard	117.50	141.00	17.5%	117.50	141.00	0.0%
Card/Booklet - 5 line entry with badge shield crest	delegated authority	Standard	115.83	139.00	17.8%	115.83	139.00	0.0%
Card/Booklet - 8 line entry with badge shield crest	delegated authority	Standard	129.17	155.00	17.4%	129.17	155.00	0.0%
Card/Booklet - 5 line entry with illuminated capital	delegated authority	Standard	131.67	158.00	17.0%	131.67	158.00	0.0%
Card/Booklet - 8 line entry with illuminated capital	delegated authority	Standard	145.00	174.00	16.8%	145.00	174.00	0.0%
Card/Booklet - 8 line entry with full coat of arms	delegated authority	Standard	150.83	181.00	17.5%	150.83	181.00	0.0%
Reserve Next entry - full inscription fee due at time of inscription	delegated authority	Exempt	25.00	25.00	N/a	25.00	25.00	0.0%
Family history search (per 15 minutes)	delegated authority	Exempt	16.00	16.00	0.0%	16.00	16.00	0.0%
Tree of Life	delegated authority	Exempt	158.00	158.00	0.0%	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	158.33	190.00	13.1%	158.33	190.00	0.0%
Replacement plaque exsisting lease period 6"x4"	delegated authority	Standard	95.83	115.00	12.7%	95.83	115.00	0.0%
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	225.00	270.00	11.1%	225.00	270.00	0.0%
Replacement plaque exsisting lease period 6"x6"	delegated authority	Standard	130.83	157.00	11.3%	130.83	157.00	0.0%
Re-new lease period exsisting plaque 6"x6"	delegated authority	Standard	98.33	118.00	15.7%	98.33	118.00	0.0%
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		8.33	10.00	0.0%
Carleton cremation casket in solid oak with plate	delegated authority	Standard	45.83	55.00	0.0%	45.83	55.00	0.0%



BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Sales - Waltonwrays &amp; Ingleton Cemetery</b>								
Airedale Memorial (Lease of Memorial)- Available to be purchased on a Instalment payment plan - over 12 or 6 months	delegated authority	Exempt	368.00	368.00	0.0%	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		414.00	414.00	0.0%
Dales Column - Lease of plaque - including inscription	delegated authority	Exempt	350.00	350.00		350.00	350.00	0.0%
Dales Column - additional inscription	delegated authority	Exempt	150.00	150.00		150.00	150.00	0.0%
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	112.50	135.00	7.1%	112.50	135.00	0.0%
Memorial Shoe	delegated authority	Standard	77.50	93.00	0.0%	77.50	93.00	0.0%
Vase Insert	delegated authority	Standard	6.67	8.00	33.3%	6.67	8.00	0.0%
Provision of a member of staff to undertaken reading (interment of ashes - grave side)	delegated authority		25.00	25.00		25.00	25.00	0.0%
Moorland Above Ground Vault 30 years lease period -Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	700.00	700.00	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	0.0%
Moorland Placement of one set Cremated remains in vault	member approval	Exempt	90.00	90.00	N/a	90.00	90.00	0.0%
Purchase of Ashes Grave - Section B - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	450.00	450.00	12.5%	450.00	450.00	0.0%
Exhumation of cremated remains	delegated authority	Exempt	POA	POA	N/A	POA	POA	#VALUE!
Exhumation of (Full Burial)	delegated authority	Exempt	POA	POA	N/a	POA	POA	#VALUE!

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Burial Charges - Waltonwrays &amp; Ingleton Cemetery</b>								
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		188.00	188.00	0.0%
Interment Fee - 3 month old up to 5 years old	Member approval		300.00	300.00		300.00	300.00	0.0%
Interment Fee - 5 years old up to 18 years old	Member approval		817.00	817.00		817.00	817.00	0.0%
Interment Fee - 5 years old up to 18 years old (NR)	Member approval		1223.00	1223.00		1223.00	1223.00	0.0%
Consent for a memorial - Angel's section	Member approval					101.00	101.00	#DIV/0!
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		370.00	370.00	0.0%
Purchase of burial rights - 3 month old up to 5 years old (half grave)	member approval		556.00	556.00		556.00	556.00	0.0%
Purchase of burial rights - 5 years old up to 18 years old (full grave)	member approval		1107.00	1107.00		1107.00	1107.00	0.0%
Purchase of burial rights - 5 years old up to 18 years old (full grave) - non resident	member approval		2214.00	2214.00		2214.00	2214.00	0.0%
Purchase of Burial Rights for a grave for the internment of a casket exceeding 29" wide - Available to be purchased on a Instalment payment plan - over 12 or 6 months	member approval	Exempt	2214.00	2214.00	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%

BEREAVEMENT SERVICES								
	Member Approval / Delegated Authority	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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%
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

2021/2022 - FEES AND CHARGES							
<b>ELECTORAL SERVICES</b>							
<b>DISCRETIONARY CHARGES</b>							
<b>LEAD MEMBER:</b>							
<b>COUNCILLOR DAWSON</b>							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Register of Electors - Certificates and Testations</b>							
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							
<b>STATUTORY CHARGES</b>							
<b>LEAD MEMBER:</b>							
<b>COUNCILLOR DAWSON</b>							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Sale of Register of Electors</b>							
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%

2021/2022 - 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 DAWSON							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
*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	100.00	100.00	12%	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)							

2021/22- FEES AND CHARGES							
SKIPTON TOWN HALL HIRE							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MYERS							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t )	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Hire Charges - Hourly Rates</b>							
<b>Monday – Wednesday 8am – 5pm: Rate per hour</b>							
Main Hall	Standard	25.00	30.00	0%	25.00	30.00	0%
Annex, Gallery or Backstage Room	Standard	16.00	19.20	0%	Removed in 21/22	Removed in 21/22	n/a
Gallery or Backstage Room	Standard				16.00	19.20	n/a
Main Hall & Annex	Standard	35.00	42.00	0%	Removed in 21/22	Removed in 21/22	n/a
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	Removed in 21/22	Removed in 21/22	n/a
Hub	Standard			N/a	16.00	19.20	n/a
Education Room	Standard			N/a	16.00	19.20	n/a
Council Chamber	Standard	POA	POA	N/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	FOC	FOC	n/a
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
<b>Monday – Wednesday 5pm - midnight: Rate per hour</b>							
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%
Annex, Gallery or Backstage Room	Standard	16.00	19.20	0%	Removed in 21/22	Removed in 21/22	n/a
Gallery or Backstage Room	Standard			N/a	16.00	19.20	n/a
Main Hall & Annex	Standard	45.00	54.00	0%	Removed in 21/22	Removed in 21/22	n/a
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	Removed in 21/22	Removed in 21/22	n/a
Hub	Standard			N/a	16.00	19.20	n/a
Education Room	Standard			N/a	16.00	19.20	n/a
Council Chamber	Standard	POA	POA	N/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	55.00	66.00	N/a	FOC	FOC	n/a
Stand in Foyer	Standard	15.00	18.00	N/a	15.00	18.00	0%
<b>Thursday - Saturday 8am - midnight : Rate per Hour</b>							
Main Hall	Standard	35.00	42.00	0%	35.00	42.00	0%
Annex, Gallery or Backstage Room	Standard	16.00	19.20	0%	Removed in 21/22	Removed in 21/22	n/a
Gallery or Backstage Room	Standard			N/a	16.00	19.20	n/a
Main Hall & Annex	Standard	45.00	54.00	0%	Removed in 21/22	Removed in 21/22	n/a
Kitchen	Standard	16.00	19.20	0%	16.00	19.20	0%
Annex & Kitchen	Standard	25.00	30.00	0%	Removed in 21/22	Removed in 21/22	n/a
Hub	Standard			N/a	16.00	19.20	n/a
Education Room	Standard			N/a	16.00	19.20	n/a
Council Chamber	Standard	POA	POA	N/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	FOC	FOC	n/a
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%
<b>Sunday or Bank Holiday: Rate per Hour</b>							
Main Hall	Standard	45.00	54.00	0%	45.00	54.00	0%
Annex, Gallery or Backstage Room	Standard	36.00	43.20	0%	Removed in 21/22	Removed in 21/22	n/a
Gallery or Backstage Room	Standard			N/a	36.00	43.20	n/a
Main Hall & Annex	Standard	65.00	78.00	0%	Removed in 21/22	Removed in 21/22	n/a
Kitchen	Standard	36.00	43.20	0%	36.00	43.20	0%
Annex & Kitchen	Standard	45.00	54.00	0%	Removed in 21/22	Removed in 21/22	n/a
Hub	Standard			N/a	36.00	43.20	n/a
Education Room	Standard			N/a	36.00	43.20	n/a
Council Chamber	Standard	POA	POA	N/a	POA	POA	n/a
Setts (Commerical Promotion)	Standard	55.00	66.00	0%	FOC	FOC	n/a
Stand in Foyer	Standard	15.00	18.00	0%	15.00	18.00	0%

2021/22- FEES AND CHARGES							
<b>SKIPTON TOWN HALL HIRE</b>							
<b>DISCRETIONARY CHARGES</b>							
<b>LEAD MEMBER: COUNCILLOR MYERS</b>							
	<b>V.A.T Status</b>	<b>CHARGE 2020/21 £ (ex. v.a.t )</b>	<b>CHARGE 2020/21 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2020/21</b>	<b>CHARGE 2021/22 £ (ex. v.a.t )</b>	<b>CHARGE 2021/22 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2021/22</b>
<b>Hire Charges - Full Day Rates</b>							
<b>Monday - Sunday (including Bank Holidays): (Whole Time Hire)</b>							
Main Hall , Annexe and Kitchen	Standard	450.00	540.00	0%	450.00	540.00	0%
Main Hall, Gallery, Backstage, Education Room, Hub, kitchen					Available upon request	Available upon request	n/a
<b>Concessionary Hire Charges (Not-for-profit, voluntary and charitable organisations) - Hourly Rates</b>							
Concessionary hire charges are available at a reduction of 30% on core rates							
<b>Sundry Items</b>							
Provision of flip chart, paper and pens*	Standard	10.00	12.00	0%	10.00	12.00	0%
<b>Refreshments and Catering</b>							
Tea, Coffee and Water - per head -- per serving	Standard	2.00	2.40	0%	2.00	2.40	0%

## 2021/2022 - FEES AND CHARGES

### Craven Museum and Gallery and Tourist Information Centres

#### ALL DISCRETIONARY CHARGES

LEAD MEMBER:

COUNCILLOR MYERS

	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Craven Museum and Gallery</b>							
Gallery Commission Sales	Standard	25% commission including V.A.T	25% commission including V.A.T	0%	25% commission including V.A.T	25% commission including V.A.T	0%
Education Visit - Per child from within Craven	Exempt	2.00	2.00	0%	3.00	2.00	50%
Education Visit - Per child from outside Craven	Exempt	3.00	3.00	0%	5.00	3.00	67%
Hire of gallery for meetings - per hour	Exempt	16.00	16.00	0%	16.00	16.00	0%
Gallery Tours and Talks	Standard	Subject to event	Subject to event	0%	Subject to event	Subject to event	0%
Special Events and Workshops	Standard	Subject to event	Subject to event	0%	Subject to event	Subject to event	0%
<b>Museum Shop/Skipton Tourist Information Centre</b>							
Shop Sales - Gift and Souvenirs	Standard - S1/Exempt - 0 Depending on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%
TIC 40" Screen Promotions - 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	10%	10%	0%	10%	10%	0%
<b>Settle Tourist Information Centre</b>							
Shop Sales - Gift and Souvenirs	Standard or Exempt - Depending on sale	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%	Average 50% mark up on the purchase cost to the Council	Average 50% mark up on the purchase cost to the Council	0%
Shop Sales - Books and Maps	Zero Rated	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%	Average 35% mark up on the purchase cost to the Council	Average 35% mark up on the purchase cost to the Council	0%



2021/2022 - FEES AND CHARGES							
INFORMATION SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Street Naming and Numbering</b>							
Development - New dwelling Note - Additional charge of £82 each additional unit applies	Outside Scope	128.00	128.00	2%	132.00	132.00	2.75%
Change of Residential or Commercial Property Name	Outside Scope	96.00	96.00	2%	99.00	99.00	2.75%
Conversions Note - Additional charge of £82 per unit on street applies	Outside Scope	128.00	128.00	2%	132.00	132.00	2.75%
ReNaming/ReNumbering Streets Note - Additional charge of £67 per unit on street applies	Outside Scope	350.00	350.00	2%	360.00	360.00	2.75%
Development - New Street	Outside Scope	96.00	96.00	2%	99.00	99.00	2.75%
Minor Amendments	Outside Scope	48.00	48.00	2%	50.00	50.00	2.75%

2021/2022- FEES AND CHARGES							
INFORMATION SERVICES							
STATUTORY CHARGE							
LEAD MEMBER: COUNCILLOR METCALFE							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where	% Increase 2021/22
Data Protection							
Data Protection Act - Subject Access Request (statutory)	Outside Scope	0.00	0.00	-100%	0.00	0.00	0%

2021/2022 - FEES AND CHARGES						
REVENUES AND BENEFITS SERVICE						
STATUTORY/DISCRETIONARY (Summons Costs and Housing Benefit Overpayment Costs are Discretionary)						
LEAD MEMBER: COUNCILLOR BROCKBANK						
	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where	% Increase 2021/22
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%

2021/2022 - FEES AND CHARGES								
CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase20/21
<b>Activity Prices</b>								
Adult Swim	Standard	S1	4.33	5.20	5.0%	4.33	5.20	0.0%
Junior Swim (under 18 years)	Standard	S1	2.46	2.95	5.4%	2.46	2.95	0.0%
Concession Swim (60+)	Standard	S1	2.63	3.15	5.0%	2.63	3.15	0.0%
Family Swim	Standard	S1	12.33	14.80	5.0%	12.33	14.80	0.0%
10 Swim Card Adult	Standard	S1	43.33	52.00	5.1%	43.33	52.00	0.0%
11 Swim Card Junior (under 18 years)	Standard	S1	24.50	29.40	5.0%	24.50	29.40	0.0%
10 Swim Card Concession (60+)	Standard	S1	26.25	31.50	5.0%	26.25	31.50	0.0%
Child Swimming Lesson	Exempt	0	5.10/4.75 (DD)	5.10/4.75 (DD)	0.0%	5.10/4.75 (DD)	5.10/4.75 (DD)	0.0%
Adult Swimming Lesson	Exempt	S1	5.17	6.20	0.0%	5.17	6.20	0.0%
Inflatable Junior	Standard	S1	3.46	4.15	5.0%	3.46	4.15	0.0%
Inflatable Adult	Standard	S1	4.21	5.05	5.2%	4.21	5.05	0.0%
Family Fun Swim (Inflatable)	Standard	S1	14.46	17.35	5.2%	14.46	17.35	0.0%
Aqua Babes	Standard	S1	4.17	5.00	5.3%	4.17	5.00	0.0%
Aqua Tots	Standard	S1	4.17	5.00	5.3%	4.17	5.00	0.0%
1:1 Swimming (30 mins)	Standard	S1	17.50	21.00	5.0%	17.50	21.00	0.0%
1:1 swimming (60 mins or 2:1 for 30 mins)	Standard	S1	26.25	31.50	5.0%	26.25	31.50	0.0%
Shower Only	Standard	S1	2.54	3.05	5.0%	2.54	3.05	0.0%
<b>Fitness Suite and Studio</b>								
Fitness Induction	Standard	S1	9.17	11.00	4.8%	9.17	11.00	0.0%
Fitness Induction (Under 18)	Standard	S1	5.46	6.55	4.8%	5.46	6.55	0.0%
Fitness Induction (Concession)	Standard	S1	7.46	8.95	5.3%	7.46	8.95	0.0%
Pay and Workout	Standard	S1	5.88	7.05	5.2%	5.88	7.05	0.0%
Pay and Workout (under 18 year)	Standard	S1	4.38	5.25	5.0%	4.38	5.25	0.0%
Pay and Workout (Concession)	Standard	S1	4.50	5.40	3.8%	4.50	5.40	0.0%
Personal Training (60 mins)	Standard	S1	21.88	26.25	5.0%	21.88	26.25	0.0%
ETM Classes	Standard	S1	4.96	5.95	5.3%	4.96	5.95	0.0%
Dance Studio (per hr) *	Standard	S1	24.17	29.00	5.5%	24.17	29.00	0.0%
*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 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase20/21
<b>Memberships (Monthly Rate)</b>								
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	0.0%	30.42	36.50	0.0%
Swim Member	Exempt	S1	21.67	26.00	0.0%	21.67	26.00	0.0%
Access Gym Membership (Min 3 months)	Exempt	S1	22.92	27.50	0.0%	22.92	27.50	0.0%
Access Swim Membership (Min 3 months)	Exempt	S1	16.25	19.50	0.0%	16.25	19.50	0.0%
Junior Member (8-14) - No Gym	Standard	S1		0.00	N/a		0.00	N/a
Junior Member (14-17)	Exempt	S1	16.67	20.00	0.0%	16.67	20.00	0.0%
Replacement Smart Cards	Standard	S1	3.75	4.50	5.9%	3.75	4.50	0.0%
*Joining Fee - compulsory with Freedom, but discretionary w								
<b>Pool Hire</b>								
Per Hour Main Pool	Standard	S1	74.17	89.00	4.7%	74.17	89.00	0.0%
Per Hour Main Pool (Clubs) *	Exempt	0	59.00	59.00	5.4%	59.00	59.00	0.0%
Per Lane Per Hour *	Exempt	0	10.50	10.50	5.0%	10.50	10.50	0.0%
Small Pool Hire (per hr)	Standard	S1	27.08	32.50	4.8%	27.08	32.50	0.0%
* Block booking v.a.t exemption applies								
<b>Pool Parties</b>								
Small Pool Party - fun floats + food - additional child	Standard	S1	Removed in FY 19/20	Removed in FY 19/20	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	70.00	84.00	5.0%	70.00	84.00	0.0%
Large Pool Party - Food Charge per Child	Standard	S2	4.33	5.20	5.0%	4.33	5.20	0.0%
Large Pool Party - with inflatable hire (max. 74 children)	Standard	S1	179.17	215.00	4.9%	179.17	215.00	0.0%
<b>School Swimming</b>								
Teacher per half hour	Exempt	0	9.60	0.00	0.0%	9.60	0.00	0.0%
Child per half hour	Exempt	0	0.85	0.00	0.0%	0.85	0.00	0.0%
<b>Multi Use Games Area (MUGA)</b>								
Adult	Standard	S1	19.92	23.90	5.1%	19.92	23.90	0.0%
Child	Standard	S1	11.38	13.65	5.0%	11.38	13.65	0.0%
Tennis	Standard	S1	5.88	7.05	5.2%	5.88	7.05	0.0%

CRAVEN LEISURE								
ALL DISCRETIONARY CHARGES								
LEAD MEMBER: COUNCILLOR LIS								
	V.A.T Status	Tax code	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase20/21
<b>Pitch and Putt</b>								
Adult	Standard	S1	4.13	4.95	5.3%	4.13	4.95	0.0%
Child and Concession	Standard	S1	3.08	3.70	5.7%	3.08	3.70	0.0%
Adult season	Standard	S1	35.00	42.00	5.0%	35.00	42.00	0.0%
Child and Concession season	Standard	S1	26.25	31.50	5.0%	26.25	31.50	0.0%
Club Deposit (refundable subject to conditions)	Standard	S1	4.58	5.50	10.0%	4.58	5.50	0.0%
Family	Standard	S1	11.92	14.30	5.1%	11.92	14.30	0.0%
<b>Sales of Goods</b>								
Sale of Swim Suits, Goggles, and Other Items	Standard - S1/ Zero Rated	S1/ S0	Various based on RRP	Various based on RRP	N/a	Various based on RRP	Various based on RRP	N/a
Swim Certificates	Standard	S1	3.00	3.60	9.1%	3.00	3.60	0.0%
<b>Café and Vending Machine Sales</b>								
Cafe Sales	Standard	S1	Various	Various	n/a	Various	Various	n/a
Vending Products	Standard	S1	Various	Various	n/a	Various	Various	n/a
<b>GP Referral Scheme</b>								
GP Referral - monthly fee	Exempt	0	25.00	25.00	35.1%	25.00	25.00	0.0%

2021/2022 - FEES AND CHARGES							
ASSET AND FACILITIES MANAGEMENT							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
Business Tenancies , Leases and Licences							
Licence to assign/sublet/change Use/Alter Premises	Exempt	147.59	177.10	5%	155.41	155.41	5%
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%	42.11	42.11	5%
Easements							
Easement (Residential or Commercial)	Exempt	131.46 to 330.93	131.46 to 330.94	2%	134.09 to 337.55	134.09 to 337.55	2%
Additional Items							
Preparation of Plans	Standard	43.26	51.91	2%	44.12	52.95	2%
Provision of additional sets of keys to tenants	Standard	35.29	42.35	2%	36.00	43.20	2%
Allotments							
Allotment plots - Granville Street	Exempt	Range from £34.01 to £68.00 depending on plot	Range from £34.01 to £68.00 depending on plot	RPI + 3%	Range from £35.40 to £70.79 depending on plot	Range from £35.40 to £70.79 depending on plot	RPI + 3% (Note RPI 1.1% @ Sept 2020)
Allotment plots - Aireville	Exempt	Range from £34.01 to £68.00 depending on plot	Range from £34.01 to £68.00 depending on plot	RPI + 3%	Range from £35.40 to £70.79 depending on plot	Range from £35.40 to £70.79 depending on plot	RPI + 3% (Note RPI 1.1% @ Sept 2020)
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%
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	By negotiation but minimum charge of £200	100% for minimum charge	By negotiation but minimum charge of £300	By negotiation but minimum charge of £300	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	5%
Administration charge to Parishes for administering street lighting accounts	Standard - S	52.50	Most transferred if not all to Parishes	5%	55.13	Most transferred if not all to Parishes	5%

2021/2022 - FEES AND CHARGES																
BUILDING CONTROL SERVICES																
DISCRETIONARY CHARGES																
LEAD MEMBER: COUNCILLOR FOSTER																
	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase 20/21	CHARGE 2020/21 £ (ex. v.a.t)	V.A.T £	CHARGE 2020/21 £ (ex. v.a.t)	% Increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (ex. v.a.t)	% Increase 21/22
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	0%	584.13	116.83	700.96	0%	237.61	47.52	285.13	2%	595.81	119.16	714.98	2%
2	292.07	58.41	350.48	0%	945.38	189.08	1134.46	0%	297.91	59.58	357.49	2%	964.29	192.86	1157.15	2%
3	385.33	77.07	462.39	0%	1200.67	240.13	1440.80	0%	393.04	78.61	471.64	2%	1224.68	244.94	1469.62	2%
4	477.29	95.46	572.75	0%	1388.07	277.61	1665.68	0%	486.83	97.37	584.20	2%	1415.83	283.17	1699.00	2%
5	574.49	114.90	689.39	0%	1535.64	307.13	1842.77	0%	585.98	117.20	703.18	2%	1566.35	313.27	1879.62	2%
6	676.96	135.39	812.35	0%	1726.12	345.22	2071.34	0%	690.50	138.10	828.60	2%	1760.64	352.13	2112.77	2%
7	705.42	141.08	846.50	0%	1843.90	368.78	2212.68	0%	719.53	143.91	863.43	2%	1880.78	376.16	2256.93	2%
8	733.89	146.78	880.66	0%	2149.54	429.91	2579.45	0%	748.56	149.71	898.28	2%	2192.53	438.51	2631.04	2%
9	761.91	152.38	914.29	0%	2456.05	491.21	2947.26	0%	777.15	155.43	932.57	2%	2505.17	501.03	3006.21	2%
10	768.47	153.69	922.17	0%	2791.03	558.21	3349.24	0%	783.84	156.77	940.61	2%	2846.85	569.37	3416.22	2%
11	776.80	155.36	932.16	0%	3057.27	611.45	3668.72	0%	792.33	158.47	950.80	2%	3118.42	623.68	3742.10	2%
12	783.80	156.76	940.56	0%	3321.30	664.26	3985.56	0%	799.48	159.90	959.37	2%	3387.73	677.55	4065.27	2%
13	791.25	158.25	949.50	0%	3589.28	717.86	4307.14	0%	807.07	161.41	968.49	2%	3661.07	732.21	4393.28	2%
14	797.38	159.48	956.85	0%	3808.23	761.65	4569.88	0%	813.33	162.67	975.99	2%	3884.39	776.88	4661.27	2%
15	805.69	161.14	966.83	0%	4073.14	814.63	4887.77	0%	821.81	164.36	986.17	2%	4154.60	830.92	4985.52	2%
16	813.58	162.72	976.29	0%	4337.62	867.52	5205.14	0%	829.85	165.97	995.82	2%	4424.37	884.87	5309.25	2%
17	820.58	164.12	984.70	0%	4602.10	920.42	5522.52	0%	836.99	167.40	1004.39	2%	4694.14	938.83	5632.97	2%
18	827.59	165.52	993.11	0%	4865.70	973.14	5838.84	0%	844.15	168.83	1012.98	2%	4963.01	992.60	5955.62	2%
19	835.03	167.01	1002.04	0%	5071.06	1014.21	6085.27	0%	851.73	170.35	1022.08	2%	5172.48	1034.50	6206.98	2%
20	842.47	168.49	1010.97	0%	5331.61	1066.32	6397.93	0%	859.32	171.86	1031.19	2%	5438.24	1087.65	6525.89	2%
21	849.49	169.90	1019.38	0%	5452.46	1090.49	6542.95	0%	866.48	173.30	1039.77	2%	5561.51	1112.30	6673.81	2%
22	857.80	171.56	1029.36	0%	5638.12	1127.62	6765.74	0%	874.96	174.99	1049.95	2%	5750.88	1150.18	6901.06	2%
23	865.25	173.05	1038.30	0%	5822.02	1164.40	6986.42	0%	882.56	176.51	1059.07	2%	5938.46	1187.69	7126.15	2%
24	872.25	174.45	1046.70	0%	6007.24	1201.45	7208.69	0%	889.70	177.94	1067.64	2%	6127.38	1225.48	7352.86	2%
25	879.69	175.94	1055.63	0%	6193.35	1238.67	7432.02	0%	897.29	179.46	1076.74	2%	6317.22	1263.44	7580.66	2%
26	887.14	177.43	1064.57	0%	6377.69	1275.54	7653.23	0%	904.89	180.98	1085.86	2%	6505.24	1301.05	7806.29	2%
27	894.14	178.83	1072.97	0%	6562.91	1312.58	7875.49	0%	912.03	182.41	1094.43	2%	6694.17	1338.83	8033.00	2%
28	901.59	180.32	1081.91	0%	6747.26	1349.45	8096.71	0%	919.63	183.93	1103.55	2%	6882.21	1376.44	8258.65	2%
29	909.91	181.98	1091.89	0%	6932.48	1386.50	8318.98	0%	928.11	185.62	1113.73	2%	7071.13	1414.23	8485.36	2%
30	916.92	183.38	1100.31	0%	7035.39	1407.08	8442.47	0%	935.26	187.05	1122.31	2%	7176.10	1435.22	8611.32	2%
31	924.36	184.87	1109.23	0%	7134.78	1426.96	8561.74	0%	942.85	188.57	1131.42	2%	7277.48	1455.50	8732.97	2%
Additional Charge for each dwelling over 31	7.44	1.49	8.93	0%	130.49	26.10	156.59	0%	7.59	1.52	9.11	2%	133.10	26.62	159.72	2%
Explanatory Note																
Measurement of Floor Area - New Dwellings is taken as internal floor areas. Each floor is added where there is more than one storey including garages and basements.																
New dwellings of floor area greater than 300m2 or more than 3 storeys - individually determined - please contact Building Control for an estimate.																



2021/2022 - FEES AND CHARGES																						
BUILDING CONTROL SERVICES																						
DISCRETIONARY CHARGES																						
LEAD MEMBER:																						
COUNCILLOR FOSTER																						
	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	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase		
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	366.77	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	74.81	14.96	89.78	n/a	n/a	n/a	74.81	14.96	89.78	9%	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%		

## 2021/2022 - FEES AND CHARGES

### BUILDING CONTROL SERVICES

#### DISCRETIONARY CHARGES

LEAD MEMBER:  
COUNCILLOR  
FOSTER

	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	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	CHARGE 2021/22 £ (ex. v.a.t)	V.A.T £	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase
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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 £x excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT					To £x excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £9,001 up to £20,000 then add VAT			To £x (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 £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT					To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (excl. VAT) add £x for each £1,000 (or part thereof) over £20,001 up to £100,000 then add VAT			To £x (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.	" For works costing over 100,000 the fee will be individually determined - please contact Building Control for an estimate.											" 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	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.											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.

##### 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.

#### EXPLANATORY NOTES

##### 1. Regularisation Certificate

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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 2020/21 £ (exc. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase 20/21	CHARGE 2021/22 £ (exc. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22
Pre Planning Application Advice Charges.Threshold Charge for 1 meeting plus written advice							
Category 1 - Written Advice Only	Standard	275.63	330.75	5%	289.41	347.29	5%
Category 1 - Follow up Request	Standard	138.08	165.69	5%	144.98	173.97	5%
Category 2 - Written Advice Only	Standard	551.25	661.50	5%	578.81	694.58	5%
Category 2 - Follow up Request	Standard	275.63	330.75	5%	289.41	347.29	5%
Category 3 - Written Advice Only	Standard	1102.50	1323.00	5%	1157.63	1389.15	5%
Category 3 - Follow up Request	Standard	551.25	661.50	5%	578.81	694.58	5%
Preparation of Planning Performance	Standard	1102.50	1323.00	5%	1157.63	1389.15	5%
Preparation of Planning Performance	Standard	551.25	661.50	5%	578.81	694.58	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	55.13	66.15	5%	57.88	69.46	5%
Permitted development enquiries	Outside Scope	31.50	31.50	5%	Remove in 21/22	Remove in 21/22	n/a
Other							
Copy of Environmental Statement on a CD to accompany a planning application	Standard	8.75	10.50	5%	9.18	11.02	5%
An additional charge is to bring listed building enquiries into the chargeable bracket of Category 1 Written Enquiries only. These enquiries can be complex and therefore lengthy.	Standard	0.00	0.00	n/a	289.41	347.29	n/a

2021/2022 - FEES AND CHARGES						
BELLE VUE SQUARE MEETING ROOM HIRE						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR DAWSON						
	CHARGE 2020/21 £ (ex. v.a.t )	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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%

2021/2022 - FEES AND CHARGES						
<b>BELLE VUE SQUARE MEETING ROOM HIRE</b>						
<b>DISCRETIONARY CHARGES</b>						
<b>LEAD MEMBER: COUNCILLOR DAWSON</b>						
	<b>CHARGE 2020/21 £ (ex. v.a.t )</b>	<b>CHARGE 2020/21 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2020/21</b>	<b>CHARGE 2021/22 £ (ex. v.a.t )</b>	<b>CHARGE 2021/22 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2021/22</b>
<b>Room Hire Charges - Not for Profit, Voluntary or Charitable Organisation Charges - (30% concession on main prices)</b>						
Meeting Room Hire - Belle Vue Suite - Full Day 8 hrs ( 9am to 5pm)	147.00	147.00	0%	147.00	147.00	0%
Meeting Room Hire - Belle Vue Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	87.50	87.50	0%	87.50	87.50	0%
Meeting Room Hire - Belle Vue Suite - Hourly Rate	28.00	28.00	0%	28.00	28.00	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Full Day 8 hrs ( 9am to 5pm)	73.50	73.50	0%	73.50	73.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	45.50	45.50	0%	45.50	45.50	0%
Meeting Room Hire - Belle Vue Suite - Partioned Room - Hourly Rate	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Staincliffe Suite - Full Day 8 hrs ( 9am to 5pm)	112.00	112.00	0%	112.00	112.00	0%
Meeting Room Hire - Staincliffe Suite - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	59.50	59.50	0%	59.50	59.50	0%
Meeting Room Hire - Staincliffe Suite - Hourly Rate	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Alexandra Room - Full Day 8 hrs ( 9am to 5pm)	56.00	56.00	0%	56.00	56.00	0%
Meeting Room Hire - Alexandra Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Alexandra Room - Hourly Rate	14.00	14.00	0%	14.00	14.00	0%
Meeting Room Hire - Dewhurst Room - Full Day 8 hrs ( 9am to 5pm)	38.50	38.50	0%	38.50	38.50	0%
Meeting Room Hire - Dewhurst Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	24.50	24.50	0%	24.50	24.50	0%
Meeting Room Hire - Dewhurst Room - Hourly Rate	10.50	10.50	0%	10.50	10.50	0%
Meeting Room Hire - Victoria Room - Full Day 8 hrs ( 9am to 5pm)	35.00	35.00	0%	35.00	35.00	0%
Meeting Room Hire - Victoria Room - Half Day 4 hrs ( 9am to 1pm) or (1pm to 5pm)	21.00	21.00	0%	21.00	21.00	0%
Meeting Room Hire - Victoria Room - Hourly Rate	7.00	7.00	0%	7.00	7.00	0%

2021/2022 - FEES AND CHARGES						
<b>BELLE VUE SQUARE MEETING ROOM HIRE</b>						
<b>DISCRETIONARY CHARGES</b>						
<b>LEAD MEMBER: COUNCILLOR DAWSON</b>						
	<b>CHARGE 2020/21 £ (ex. v.a.t )</b>	<b>CHARGE 2020/21 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2020/21</b>	<b>CHARGE 2021/22 £ (ex. v.a.t )</b>	<b>CHARGE 2021/22 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2021/22</b>
<b>Sundry Items</b>						
<b>Note: if applied as ancillary</b>						
Hire of TV screen*	30.00	36.00	0%	30.00	36.00	0%
Hire of additional TV screen*	15.00	18.00	0%	15.00	18.00	0%
Hire of wireless table top microphone system* (subject to availability)	50.00	60.00	0%	50.00	60.00	0%
Hire of projector and overhead screen system*- (Staincliffe Room only)	30.00	36.00	0%	30.00	36.00	0%
Provision of flip chart, paper and pens*	12.00	14.40	0%	12.00	14.40	0%
Reception Services per Hour (pro rata)	16.00	19.20	N/a	16.00	19.20	N/a
<b>Refreshments and Catering</b>						
Tea, Coffee and Water - per head -- per serving	2.00	2.40	0%	2.00	2.40	0%
Catering Arrangement and Clean Up Fee - per hour	15.00	18.00	0%	15.00	18.00	0%
Buffets on request - at cost**	at cost	at cost	N/a	at cost	at cost	N/a

\*\*Note catering offer/prices depe

2021/2022 - FEES AND CHARGES							
FINANCIAL SERVICES							
DISCRETIONARY CHARGES							
LEAD MEMBER: COUNCILLOR MULLIGAN							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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 20/21	see below for additonal breakdown in 20/21	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	0%	71.50	85.80	0%
<i>Where – •the value of the claim exceeds £500 but does not exceed £1,000</i>		91.50	109.80	0%	91.50	109.80	0%
<i>Where – •the value of the claim exceeds £1,000 but does not exceed £5,000; or the only claim is for delivery of goods and no value is specified or stated on the claim form</i>		101.50	121.80	0%	101.50	121.80	0%
<i>Where – •the value of the claim exceeds £5,000</i>		121.50	145.80	0%	121.50	145.80	0%
Summons Costs in respect of Sundry Debtors	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A
Court Costs	Exempt	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A	Cost to Council recharged to customer	Cost to Council recharged to customer	N/A

## 2021/2022 - FEES AND CHARGES

### TAXI LICENSING FEES

#### DISCRETIONARY CHARGES

<b>LEAD MEMBER: COUNCILLOR DAWSON</b>							
	<b>V.A.T Status</b>	<b>CHARGE 2020/21 £ (ex. v.a.t)</b>	<b>CHARGE 2020/21 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2020/21</b>	<b>CHARGE 2021/22 £ (ex. v.a.t)</b>	<b>CHARGE 2021/22 £ (inc. v.a.t where applicable)</b>	<b>% Increase 2021/22</b>
<b>Hackney</b>							
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%
Hackney Carriage Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	173.83	173.83	0%	173.83	173.83	0%
Hackney Carriage Vehicle Licence (Inc. Plate)	Outside Scope	303.21	303.21	0%	303.21	303.21	0%
Hackney Carriage Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
<b>Private Hire</b>							
Private Hire Drivers Licence (Inc. Badge / ID Card) - 1 Year	Outside Scope	88.06	88.06	0%	88.06	88.06	0%
Private Hire Drivers Licence (Inc. Badge / ID Card) - 3 Years	Outside Scope	151.31	151.31	0%	151.31	151.31	0%
Private Hire Vehicle Licence (Inc. Plate)	Outside Scope	270.94	270.94	0%	270.94	270.94	0%
Private Hire Vehicle 6 Month Licence (Inc. Plate)	Outside Scope	163.00	163.00	0%	163.00	163.00	0%
Private Hire Operator's Licence	Outside Scope	193.63	193.63	0%	193.63	193.63	0%
<b>Combined HCD &amp; PHD (Combined Drivers Licence)</b>							
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 1 Year	Outside Scope	149.58	149.58	0%	149.58	149.58	0%
Combined Drivers Licence (Inc. Badge & ID Card) (Initial & Renewal) - 3 Years	Outside Scope	212.83	212.83	0%	212.83	212.83	0%
<b>New Driver</b>							
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 1 Year	Outside Scope	109.58	109.58	0%	109.58	109.58	0%
Hackney Carriage Drivers Licence (Inc. Badge/ID Card) - 3 Years	Outside Scope	173.00	173.00	0%	173.00	173.00	0%
<b>Change Of Vehicle</b>							
Retaining same plate to a new vehicle (Inc. Plate)	Outside Scope	120.35	120.35	0%	120.35	120.35	0%
<b>Transfer of Vehicle &amp; Licence to New Operator</b>							
Fee payable by the new driver/operator	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
<b>Other Fees</b>							
Disclosure and Barring Service Disclosure	Outside Scope	53.00	53.00	0%	53.00	53.00	0%
Knowledge Test	Outside Scope	14.07	14.07	0%	14.07	14.07	0%
Badge & ID Card	Outside Scope	2.00	2.00	0%	2.00	2.00	0%
Pouch Only	Outside Scope	1.50	1.50	0%	1.50	1.50	0%
Plate	Outside Scope	7.00	7.00	0%	7.00	7.00	0%
Brackets	Outside Scope	8.80	8.80	0%	8.80	8.80	0%
Door Stickers – each	Outside Scope	7.00	7.00	0%	7.00	7.00	0%
Admin Fee for change of registration number etc	Outside Scope	20.00	20.00	0%	20.00	20.00	0%
Admin Fee for removal of suspension	Outside Scope	10.00	10.00	0%	10.00	10.00	0%
Vehicle Test (included in vehicle licence fees)	Outside Scope	48.00	48.00	0%	48.00	48.00	0%



2021/2022 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Alcohol Premises Licences</b>							
<b>Premises Licences - New Application and Variation</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	900.00	900.00	0%	900.00	900.00	0%
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1905.00	1905.00	0%	1905.00	1905.00	0%
<b>Premises Licences - Annual Charge*</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D x2	Outside Scope	640.00	640.00	0%	640.00	640.00	0%
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E x3	Outside Scope	1050.00	1050.00	0%	1050.00	1050.00	0%
<b>Club Premises Certificate - New Application and Variati</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	100.00	100.00	0%	100.00	100.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	190.00	190.00	0%	190.00	190.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	315.00	315.00	0%	315.00	315.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	450.00	450.00	0%	450.00	450.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	635.00	635.00	0%	635.00	635.00	0%
<b>Club Premises Certificates - Annual Charge</b>							
Band A - Rateable Value £0 to 4300	Outside Scope	70.00	70.00	0%	70.00	70.00	0%
Band B - Rateable Value £4,301 to £33,000	Outside Scope	180.00	180.00	0%	180.00	180.00	0%
Band C- Rateable Value £33,001 to £87,000	Outside Scope	295.00	295.00	0%	295.00	295.00	0%
Band D - Rateable Value £87,001 to £125,000	Outside Scope	320.00	320.00	0%	320.00	320.00	0%
Band E - Rateable Value £125,001 plus	Outside Scope	350.00	350.00	0%	350.00	350.00	0%
*There are additional fees for premises licence							

2021/2022 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Additional Fees</b>							
<b>Additional Premises licence fee</b>							
Number in attendance at one time 5000 to 9999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	40,000	40000.00	0%	40,000	40000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	48,000	48000.00	0%	48,000	48000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	56,000	56000.00	0%	56,000	56000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	64,000	64000.00	0%	64,000	64000.00	0%
<b>Additional annual fee payable if applicable</b>							
Number in attendance at one time 5000 to 9999	Outside Scope	500	500.00	0%	500	500.00	0%
Number in attendance at one time 10000 to 14999	Outside Scope	1,000	1000.00	0%	1,000	1000.00	0%
Number in attendance at one time 15000 to 19999	Outside Scope	2,000	2000.00	0%	2,000	2000.00	0%
Number in attendance at one time 20000 to 29999	Outside Scope	4,000	4000.00	0%	4,000	4000.00	0%
Number in attendance at one time 30000 to 39999	Outside Scope	8,000	8000.00	0%	8,000	8000.00	0%
Number in attendance at one time 40000 to 49999	Outside Scope	12,000	12000.00	0%	12,000	12000.00	0%
Number in attendance at one time 50000 to 59999	Outside Scope	16,000	16000.00	0%	16,000	16000.00	0%
Number in attendance at one time 60000 to 69999	Outside Scope	20,000	20000.00	0%	20,000	20000.00	0%
Number in attendance at one time 70000 to 79999	Outside Scope	24,000	24000.00	0%	24,000	24000.00	0%
Number in attendance at one time 80000 to 89999	Outside Scope	28,000	28000.00	0%	28,000	28000.00	0%
Number in attendance at one time 90000 and over	Outside Scope	32,000	32000.00	0%	32,000	32000.00	0%

2021/2022 - FEES AND CHARGES							
PREMISES LICENSING FEES							
STATUTORY CHARGES							
Charges in accordance with the Licensing Act 203							
LEAD MEMBER: COUNCILLOR DAWSON							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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%

2021/2022- FEES AND CHARGES							
PREMISES LICENSING FEES							
<b>STATUTORY CHARGES</b> 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- <b>LEAD MEMBER:</b> <b>COUNCILLOR DAWSON</b>							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Gambling Premises Licences</b>							
Charges in accordance with Gambling Act 2005 (Fees)							
<b>Traditional Fast Track Application</b>							
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%
<b>Traditional Non-Fast Track Application</b>							
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%
<b>New Application</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
<b>Annual Fee</b>							
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%

2021/2022- FEES AND CHARGES							
PREMISES LICENSING FEES							
<b>STATUTORY CHARGES</b> 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- <b>LEAD MEMBER:</b> <b>COUNCILLOR DAWSON</b>							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Application to Vary</b>							
Existing Casino	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
New Small Casino	Outside Scope	4,000.00	4000.00	0%	4,000.00	4000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	7,500.00	7500.00	0%	7,500.00	7500.00	0%
Bingo Club	Outside Scope	1,750.00	1750.00	0%	1,750.00	1750.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,500.00	1500.00	0%	1,500.00	1500.00	0%
Tracks	Outside Scope	1,250.00	1250.00	0%	1,250.00	1250.00	0%
Family Entertainment Centres	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
Adult Gaming Centre	Outside Scope	1,000.00	1000.00	0%	1,000.00	1000.00	0%
<b>Application to Transfer</b>							
Existing Casino	Outside Scope	1,350.00	1350.00	0%	1,350.00	1350.00	0%
New Small Casino	Outside Scope	1,800.00	1800.00	0%	1,800.00	1800.00	0%
New Large Casino	Outside Scope	2,150.00	2150.00	0%	2,150.00	2150.00	0%
Regional Casino	Outside Scope	6,500.00	6500.00	0%	6,500.00	6500.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
<b>Application for Re-Instatement</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
New Large Casino	Outside Scope	10,000.00	10000.00	0%	10,000.00	10000.00	0%
Regional Casino	Outside Scope	15,000.00	15000.00	0%	15,000.00	15000.00	0%
Bingo Club	Outside Scope	3,500.00	3500.00	0%	3,500.00	3500.00	0%
Betting Premises (excluding tracks)	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
Tracks	Outside Scope	2,500.00	2500.00	0%	2,500.00	2500.00	0%
Family Entertainment Centres	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
Adult Gaming Centre	Outside Scope	2,000.00	2000.00	0%	2,000.00	2000.00	0%
<b>Licence Application (provisional Statement holders)</b>							
Existing Casino	Outside Scope	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	Outside Scope	3,000.00	3000.00	0%	3,000.00	3000.00	0%
New Large Casino	Outside Scope	5,000.00	5000.00	0%	5,000.00	5000.00	0%
Regional Casino	Outside Scope	8,000.00	8000.00	0%	8,000.00	8000.00	0%
Bingo Club	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Betting Premises (excluding tracks)	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%
Tracks	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Family Entertainment Centres	Outside Scope	950.00	950.00	0%	950.00	950.00	0%
Adult Gaming Centre	Outside Scope	1,200.00	1200.00	0%	1,200.00	1200.00	0%

2021/2022- 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 DAWSON							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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%
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 - Notifiction 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%

2021/2022- 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 DAWSON							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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%

2021/2022 - FEES AND CHARGES						
COMMUNICATIONS, PARTN						
AII DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR IRETON						
	CHARGE 2020/21 £ (ex. v.a.t )	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
<b>Inflatable Start and Finish Banner</b>						
Hire of Inflatable Start and Finish Banner - Day Rate Self Collection and Return - maxium 3 day hire	104.00	124.80	0%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - additional day	104.00	124.80	0%	104.00	124.80	0%
Hire of Inflatable Start and Finish Banner - Day Rate including delivery and collection up to 20 miles radius	207.00	248.40	0%	207.00	248.40	0%
Delivery Surcharge over 20 mile radius - rate per mile	1.00	1.20	0%	1.00	1.20	0%
<b>Timing System Hire - Single Day events up to 500 participants</b>						
Timing System Hire, set up, delivery and collection up to 20 miles radius	520.00	624.00	0%	520.00	624.00	0%
Timing chip per entrant	0.25	0.30	0%	0.25	0.30	0%
Delivery Surcharge for over 20 mile radius - rate per mile	1.00	1.20	0%	1.00	1.20	0%
<b>Timing System Hire - Single Day Events over 500 participants</b>						
Timing System Hire, set up, delivery and collection up to 20 miles radius and timing chip - fee	1.25	1.50	0%	1.25	1.50	0%
Delivery Surcharge for over 20 mile radius - rate per mile	1.00	1.20	0%	1.00	1.20	0%
<b>Bikeability Courses</b>						
Level 1 Bikeability Course - 3 hrs (per head)	25.00	25.00	0%	25.00	25.00	0%
Level 2 Bikeability Course - 4 hrs (per head)	45.00	45.00	0%	45.00	45.00	0%
Level 3 Bikeability Course - 2 hrs (per head)	40.00	40.00	0%	40.00	40.00	0%
<b>Skipton Triathlon</b>						
Early-bird/special offer race entry fee (individual) BT Member	33.33	40.00	5%	33.33	40.00	0%
Standard entry fee (individual) BT Member	37.50	45.00	5%	37.50	45.00	0%
Early-bird/special offer race entry fee (individual) Non -BT Member	36.67	44.00	7%	36.67	44.00	0%
Standard entry fee (individual) Non -BT Member	40.83	49.00	7%	40.83	49.00	0%
Early-bird/special offer race entry fee (team)	54.17	65.00	8%	54.17	65.00	0%
Standard entry fee (team)	62.50	75.00	7%	62.50	75.00	0%



2021/2022 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
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	4.5%	1,650.00	1,650.00	0.0%
Additional fee for operating without a permit	Outside Scope	1,188.00	1,188.00	4.5%	1,188.00	1,188.00	0.0%
PVRI, SWOBs and Dry Cleaners	Outside Scope	155.00	155.00	4.7%	155.00	155.00	0.0%
PVR I & II combined	Outside Scope	257.00	257.00	4.5%	257.00	257.00	0.0%
Vehicle refinishers (VRs) and other Reduced Fee Activities	Outside Scope	362.00	362.00	4.6%	362.00	362.00	0.0%
Reduced fee activities: Additional fee for operating without a permit	Outside Scope	71.00	71.00	4.4%	71.00	71.00	0.0%
Mobile screening and crushing plant - not using simplified permit	Outside Scope	1,650.00	1,650.00	4.5%	1,650.00	1,650.00	0.0%
for the third to seventh applications	Outside Scope	985.00	985.00	4.5%	985.00	985.00	0.0%
for the eighth and subsequent applications	Outside Scope	498.00	498.00	4.4%	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	4.0%	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.							

2021/2022 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
Transfer and Surrender							
Standard process transfer	Outside Scope	169.00	169.00	4.3%	169.00	169.00	0.0%
Standard process partial transfer	Outside Scope	497.00	497.00	4.4%	497.00	497.00	0.0%
New operator at low risk reduced fee activity	Outside Scope	78.00	78.00	4.0%	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	4.4%	47.00	47.00	0.0%
Temporary transfer for mobiles							
First transfer	Outside Scope	53.00	53.00	3.9%	53.00	53.00	0.0%
Repeat following enforcement or warning	Outside Scope	53.00	53.00	3.9%	53.00	53.00	0.0%
Substantial Change							
Standard process	Outside Scope	1,050.00	1,050.00	4.5%	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	4.5%	1,650.00	1,650.00	0.0%
Reduced fee activities	Outside Scope	102.00	102.00	4.1%	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	4.5%	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	4.5%	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	4.4%	498.00	498.00	0.0%
Subsistence Fee - Low/Medium/High	Outside Scope	198.00/316. 00/473.00	=Y56	0.0%	198.00/316. 00/473.00	=Y56	0.0%

2021/2022 - FEES AND CHARGES							
ENVIRONMENTAL HEALTH							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR LIS							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
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	4.5%	3,363.00	3,363.00	0.0%
Additional fee for operating without a permit	Outside Scope	1,188.00	1,188.00	4.5%	1,188.00	1,188.00	0.0%
Annual Subsistence LOW	Outside Scope	1,343.00	1,343.00	-3.0%	1,343.00	1,343.00	0.0%
Annual Subsistence MEDIUM	Outside Scope	1,507.00	1,507.00	-2.2%	1,507.00	1,507.00	0.0%
Annual Subsistence HIGH	Outside Scope	2,230.00	2,230.00	-0.1%	2,230.00	2,230.00	0.0%
Late Payment Fee	Outside Scope	52.00	52.00	4.0%	52.00	52.00	0.0%
Substantial Variation	Outside Scope	3,363.00	3,363.00	156.9%	3,363.00	3,363.00	0.0%
Transfer	Outside Scope	235.00	235.00	4.4%	235.00	235.00	0.0%
Partial Transfer	Outside Scope	698.00	698.00	4.5%	698.00	698.00	0.0%
Surrender	Outside Scope	698.00	698.00	4.5%	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.							

2021/2022 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
<b>Dog Warden Service/Stray Dogs</b>						
Sale of Dog Waste Bags to Retail Outlets - Per Box of 3000	26.67	32.00	28.0%	26.67	32.00	28.0%
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%
<b>Environmental Protection</b>						
Environmental Search	0.00	0.00	0.0%	0.00	0.00	0.0%
<b>Littering Fines/Penalties</b>						
Litter Fixed Penalty	150.00	150.00	87.5%	150.00	150.00	0.0%
Dog Fouling Fixed Penalty	50.00	50.00	-37.5%	50.00	50.00	0.0%
<b>Cleaner Neighbourhoods</b>						
Abandoned Vehicles Collection	200.00	200.00	0.0%	200.00	200.00	0.0%
Smoking in a smoke free place	50.00	50.00	0.0%	50.00	50.00	0.0%
Failure to display required no smoking signs	200.00	200.00	0.0%	200.00	200.00	0.0%
Fly tipping	400.00	400.00	0.0%	400.00	400.00	0.0%
Failure to produce a waste transfer note	300.00	300.00	0.0%	300.00	300.00	0.0%
Domestic waste receptacle offences	80.00	80.00	0.0%	80.00	80.00	0.0%
Industrial and commercial waste receptacle offences	110.00	110.00	0.0%	110.00	110.00	0.0%
Graffiti	80.00	80.00	0.0%	80.00	80.00	0.0%
Fly Posting - Unauthorised distribution of free literature on designated land	80.00	80.00	0.0%	80.00	80.00	0.0%
Community Protection Notice	100.00	100.00	0.0%	100.00	100.00	0.0%
Household duty of care	250.00	250.00	N/A	250.00	250.00	N/A
Penalty Charge Notice - littering from vehicle (outside of London)	150.00	150.00	N/A	150.00	150.00	N/A
<b>Animal Establishment Licensing</b>						
Inspection of Performing Animal Site	175.00	175.00	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	90.00	90.00	N/A	90.00	90.00	N/A
Application for animal boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Boarding Est* - Annual Licence	175.00	175.00	48.3%	175.00	175.00	0.0%
Animal Boarding Revisit Fee	90.00	90.00	N/A	90.00	90.00	N/A
Application for home boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Home Boarding - Annual Licence	115.00	115.00	53.3%	115.00	115.00	0.0%
Animal Home Boarding Revisit Fee	60.00	60.00	N/A	60.00	60.00	N/A
Application for dog day boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Dog Day Boarding Establishment - Annual Licence	115.00	115.00	n/a	115.00	115.00	0.0%
Dog day boarding revisit fee	60.00	60.00	N/A	60.00	60.00	N/A
Application for Cat day boarding licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Animal Cat Day Boarding Establishment - Annual Licence	115.00	115.00	0.0%	115.00	115.00	0.0%

2021/2022 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
<b>Animal Establishment Licensing (Continued...)</b>						
50% reduction of Cat Boarding for Combined Application of Cat and Dog Boarding.	90.00	90.00	0.0%	90.00	90.00	0.0%
50% reduction of Cat Boarding for Combined inspection of Cat and Dog Boarding.	262.50	262.50	0.0%	262.50	262.50	0.0%
Application for Dog breeding licence	80.00	80.00	0.0%	80.00	80.00	0.0%
Dog Breeding* - Annual Licence	320.00	320.00	0.0%	320.00	320.00	0.0%
Dog Breeding revisit fee	115.00	115.00	N/A	115.00	115.00	N/A
Application for Pet shop licence	60.00	60.00	0.0%	60.00	60.00	0.0%
Pet Shops* - Annual Licence	115.00	115.00	-2.5%	115.00	115.00	0.0%
Pet Shops* - Revisit Fee	60.00	60.00	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	850.00	850.00	13.3%	850.00	850.00	6.3%
Application for Horse Riding Est. Licence	80.00	80.00	0.0%	80.00	80.00	0.0%
Riding Establishment - 1-10 horses* (Annual)	230.00	230.00	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	115.00	115.00	N/A	115.00	115.00	N/A
* Vets Fees are payable where applicable in addition to the licensing fee						
Vet Fees	Cost to Council recharged	Cost to Council recharged	n/a	Cost to Council recharged	Cost to Council recharged	n/a
<b>Food Safety</b>						
Food Export Certificates	84.00	84.00	5.0%	84.00	84.00	5.0%
Issue of Certificate of Inventory of Condemmed Food	110.25	110.25	5.0%	110.25	110.25	5.0%
Voluntary surrender	110.25	110.25	5.0%	110.25	110.25	5.0%
Food Hygiene Rating Scheme - Revisit Fee	189.00	226.80	8.0%	189.00	226.80	5.0%
Charge for copy of whole food register	157.50	157.50	5.0%	157.50	157.50	5.0%
Food reg per A4 sheet	10.50	10.50	5.0%	10.50	10.50	5.0%
Advisory FH Visits/Pre-food hygiene rating visits (per hour)	63.00	75.60	n/a	63.00	75.60	5.0%

2021/2022 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
<b>Health Licensing</b>						
Cosmetic piercing, Acupuncture, Electrolysis Tattooing, Semi - Permanent Colouring ( <b>premises</b> )	150.00	150.00	0.0%	150.00	150.00	0.0%
Cosmetic Piercing, Acupuncturist, Electrolysis, Tattooist, Semi-Permanent Colouring ( <b>personal</b> )	100.00	1.00	42.9%	100.00	1.00	0.0%
Variation Fee	50.00	50.00	0.0%	50.00	50.00	0.0%
<b>Other</b>						
Health & Safety investigation factual statement (rate per hour)	60.00	60.00	0.0%	60.00	60.00	0.0%
Houses in Multiple Occupation Licences - Notices and Orders made under Housing Act 2004 (as amended)	520.00	520.00	33.3%	520.00	520.00	0.0%
Service of statutory notices	350.00	350.00	6.1%	350.00	350.00	0.0%
Alterations to HMO licences	50.00	50.00	0.0%	50.00	50.00	0.0%
Copy of HMO register - full/individual	25.00	25.00	0.0%	25.00	25.00	0.0%
<b>Scrap Metal Licences</b>						
Scrap Metal Site Licences (3 years)	420.00	420.00	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%
<b>Park Homes/ Caravan sites</b>						
New Application: 1-5 pitches	171.54	171.54	0.0%	171.54	171.54	0.0%
New Application: 6-24 pitches	457.44	457.44	0.0%	457.44	457.44	0.0%
New Application: 25-99 pitches	514.62	514.62	0.0%	514.62	514.62	0.0%
New Application: 100-199 pitches	628.98	628.98	0.0%	628.98	628.98	0.0%
New Application: 200+ pitches	654.57	654.57	0.0%	654.57	654.57	0.0%
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%

2021/2022 - FEES AND CHARGES						
ENVIRONMENTAL HEALTH						
DISCRETIONARY CHARGES						
LEAD MEMBER: COUNCILLOR LIS						
	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% increase 21/22
<b>Private Water Sampling</b>						
Risk Assessment - Commercial Premises	120.00	120.00	0.0%	120.00	120.00	0.0%
Risk Assessment - Domestic Premises	120.00	120.00	9.1%	120.00	120.00	9.1%
Sampling Visit	100.00	100.00	33.3%	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%
<b>Analysis of Samples</b>						
Taken under regulation 10 for small supplies and single dwellings (plus £75 Sampling visit)	100% of actual laboratory costs up to £28.00 maximum	100% of actual laboratory costs up to £28.00 maximum	n/a	100% of actual laboratory costs up to £28.00 maximum	100% of actual laboratory costs up to £28.00 maximum	n/a
Taken during check monitoring	60.00	60.00	-25.0%	60.00	60.00	0.0%
Taken during audit monitoring	500.00	500.00	1685.7%	500.00	500.00	-16.7%
Bathing Water/Health & Safety analysis	35.00	35.00	0.0%	35.00	35.00	0.0%

2021/2022 - FEES AND CHARGES							
PREMISES LICENSING							
STATUTORY CHARGES							
LEAD MEMBER: COUNCILLOR BROCKBANK							
	V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t where applicable)	% Increase 2020/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t where applicable)	% Increase 2021/22
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%



2021/2022- 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 2020/21 £ (ex. v.a.t)	CHARGE 2020/21 £ (inc. v.a.t if applicable)	% Increase 20/21	CHARGE 2021/22 £ (ex. v.a.t)	CHARGE 2021/22 £ (inc. v.a.t if applicable)	% Increase 21/22
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%

2021/2022 - FEES									
LOCAL LAND CHARGES									
All DISCRETIONARY CHARGES									
LEAD MEMBER: COUNCILLOR FOSTER									
	V.A.T Status	CHARGE 2020/21 £ (inc. v.a.t if applicable)			% Increase 20/21	CHARGE 2021/22 £ (inc. v.a.t if applicable)			% Increase 21/22
Postal    Electronic    Electronic (In House)    (via a third party)						Postal    Electronic    Electronic (In House)    (via a third party)			
Form LLC1 Only <b>(Residential)</b>	Outside Scope	29.58	29.58	23.50	2%	30.17	30.17	23.97	2%
Form LLC1 Only <b>(Non Residential)</b>	Outside Scope	44.37	44.37	35.67	2%	45.26	45.26	36.38	2%
Form CON29R <b>(Residential)</b> individual questions can be asked, for the prices see below	Standard	110.01	110.01	N/A	2%	112.21	112.21	N/A	2%
Form CON29R <b>(Non- Residential)</b> individual questions can be asked, for the prices see below	Standard	175.59	175.59	N/A	2%	179.10	179.10	N/A	2%
Form CON29R Only <b>(Residential)</b>	Standard	139.59	139.59	112.22	2%	142.38	142.38	114.46	2%
Form CON29R Only <b>(Non- Residential)</b>	Standard	219.96	219.96	176.83	2%	224.36	224.36	180.37	2%
Con 290 (optional enquiries) Questions 1 - 22 (each)	Standard	21.42	21.42	21.00	2%	21.85	21.85	21.42	2%
Additional Enquiries(Each)	Outside Scope	21.42	21.42	21.00	2%	21.85	21.85	21.42	2%
Each extra parcel of land (CON29)	Standard	15.30	15.30	15.00	2%	15.61	15.61	15.30	2%
Extra parcel of land (LLC1) (each)	Outside Scope	15.30	15.30	15.00	2%	15.61	15.61	15.30	2%
Search in any part of the register	Outside Scope	5.61	5.61	5.50	2%	5.72	5.72	5.61	2%
'REFRESH' service. This will apply to a resubmission of a previous full Local Authority search (i.e. LLC1 and Con29R) providing any subsequent search meets the relevant criteria	Outside Scope - LLC1 & Standard - Con29R	96.90	96.90	95.00	2%	98.84	98.84	96.90	2%
Con290 enquiries on refresh searches are charged at the full price	Standard	21.42	21.42	N/a	2%	21.85	21.85	N/a	2%
Non-standard planning history search 1974 to date <b>(Residential)</b> .	Outside Scope	17.85	17.85	N/a	2%	18.21	18.21	N/a	2%
Non-standard planning history search 1974 to date <b>(Non- Residential)</b> .	Outside Scope	35.70	35.70	N/a	2%	36.41	36.41	N/a	2%

## 2020/2021 - FEES AND CHARGES

### WASTE MANAGEMENT SERVICES

#### DISCRETIONARY CHARGES

LEAD MEMBER: COUNCILLOR LIS

		V.A.T Status	CHARGE 2020/21 £ (ex. v.a.t )	CHARGE 2020/21 £ (inc v.a.t where applicable)	% increase 20/21	CHARGE 2021/22 £ (ex. v.a.t )	CHARGE 2021/22 £ (inc v.a.t where applicable)	% increase 21/22
<b>Bulky Waste</b>								
Bulky Waste Collection: up to and including 3 items	Delegated Authority	Exempt	32.00	32.00	14%	34.00	34.00	6%
Bulky Waste Collection: additional items (charge per item, up to 2 additional items)	Delegated Authority	Exempt	10.00	10.00	25%	10.50	10.50	5%
<b>Domestic Litter Bins</b>								
Green 140L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	52.00	52.00	0%	52.00	52.00	0%
Green 240L Wheeled Bin Initial Issue / Replacement	Delegated Authority	Outside Scope	42.00	42.00	5%	42.00	42.00	0%
Green 360L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	48.00	48.00	4%	50.00	50.00	4%
Blue/Brown (recycling) 240L Wheeled Bin Replacement / Additional	Delegated Authority	Outside Scope	40.00	40.00	0%	42.00	42.00	5%
Refurbished Green 140L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	No charge	No charge	N/A	32.00	32.00	N/A
Refurbished Green 240L Wheeled Bin Initial Issue / Replacement	Delegated Authority	Outside Scope	27.00	27.00	N/A	27.00	27.00	0%
Refurbished Green 360L Wheeled Bin Initial Issue / Replacement / Exchange	Delegated Authority	Outside Scope	No charge	No charge	N/A	36.00	36.00	N/A
Communal Domestic Containers 660L / 1100L	Delegated Authority	Outside Scope	N/A	N/A	N/A	280.00	280.00	N/A
Refurbished Communal Domestic Containers 660L / 1100L	Delegated Authority	Outside Scope	N/A	N/A	N/A	238.00	238.00	N/A
Litter Picking Equipment	Delegated Authority	Standard Rated	23.00	27.60	2%	23.00	27.60	0%
<b>Garden Waste</b>								
Garden Waste Collection - Annual Licence	Member Approval	Outside scope	36.00	36.00	11%	36.00	36.00	0%
<b>Refuse Collection Private Work - Charges per hour</b>								
Vehicle & Driver	Delegated Authority	Standard Rated	115.00	138.00	5%	115.00	138.00	0%
Vehicle & Driver + 1 operative	Delegated Authority	Standard Rated	190.00	228.00	6%	190.00	228.00	0%
Vehicle & Driver + 2 operatives	Delegated Authority	Standard Rated	260.00	312.00	4%	260.00	312.00	0%
Disposal Charges per disposal	Delegated Authority	Standard Rated	Determined by NYCC	Determined by NYCC	n/a	Determined by NYCC	Determined by NYCC	N/A
<b>On Street Litter Bins</b>								
Supply and Installation of Litter Bin	Delegated Authority	Outside Scope	At Cost + £30 fitting fee	At Cost + £30 fitting fee	0%	At Cost + £30 fitting fee	At Cost + £30 fitting fee	N/A
<b>MOT Testing</b>								
MOT Private Test	Delegated Authority	Outside Scope	44.00	44.00	10%	45.00	45.00	2%

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



## 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 <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£206

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

Continued on next page...

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

Continued on next page...

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

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

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

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

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

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

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

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

<b>Change of Use</b> 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
<b>Other Changes of Use</b> of a building or land		£462

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

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

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

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## 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)

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**Concessions continued...**

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

**Exemptions from payment continued...**

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

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

Prior Approval for a Proposed Larger Home Extension

**Reductions to payments**

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

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

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

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

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

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

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

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

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

**ENDS**

## Policy Committee – 1<sup>st</sup> December 2020

### Treasury Management Mid-year Review Report 2020/21



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 2020/21.

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

- 3.1 Treasury management is a key function that is comprised of two core components – the management of the council's cash and investments and the management of its borrowing activity. With the exception of short-term cash-flow requirements, the council's borrowing activity primarily supports its capital programme. The way the council manages these activities is governed by guidelines issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), the two most important being the Prudential and Treasury Management Codes. The Codes require the approval of an annual treasury management strategy, and the monitoring and reporting of the council's activity and performance during the year. This report provides a review of the position at the mid-year point. Prudential indicators are used where appropriate to help to measure performance.

In compliance with the Code, the council also produces a Capital Strategy that supplements the governance of treasury management and this is reviewed annually. The next update will be presented in February 2021.

- 3.2 The Council operates a balanced budget which broadly means cash raised or provided during the year will meet its cash expenditure. Part of the treasury management operations is to ensure this cash flow is adequately planned, with surplus money being invested in low risk counterparties, providing adequate security and liquidity initially before considering optimizing investment return. These are the

fundamental principles underpinning investment decisions.

- 3.3 The second main function of the treasury management service is the funding of the Council's capital plan. The capital plan provides a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure the Council can meet its capital spending commitments. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and where appropriate, any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 3.4 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."
- 3.5 The mid-year position is detailed as Appendix A and covers the following:
- Introduction and statutory requirements
  - Economic Commentary
  - Interest Rate and PWLB Rate Forecasts
  - Capital Plan Financing – including the Capital Financing Requirement and debt
  - Annual Investment Strategy
  - Borrowing Position
  - Debt Rescheduling
- 3.6 From the detailed information presented, the following points are concluded in summary:
- The council has adhered to the strategy approved in February 2020
  - Authorised borrowing limits and boundaries set have been adhered to
  - The council has not undertaken any new long-term borrowing so far this year
  - Delivery of all projects within the Capital Programme this year indicate a potential to need to borrow but this will be kept under review
  - Significant additional activity in April/May from government cash-flow support and the receipt and payment of funding to pay support grants to businesses meant that the limit on the amount defined in the Treasury Management Strategy to be held in the council's current account was temporarily exceeded
  - There is currently significant economic uncertainty re Covid & Brexit
  - Interest rates and borrowing rates are forecast to remain low in the medium term which has impacted the estimated return on investments in the current year

#### **4. Implications**

##### **4.1 Financial and Value for Money Implications**

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

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

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

4.3 **Contribution to Council Priorities**

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.

4.4 **Risk Management**

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.

4.5 **Equality Impact Assessment**

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.

5. **Consultations with Others**

None

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

Working papers held in Financial Services.

7. **Author of the Report**

Elliot O'Shea – Finance Officer  
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8. **Appendices**

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



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

### **Introduction and statutory requirements**

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

The primary requirements of the Code are as follows:

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

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

- An economic update for the first part of the 2020/21 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 2020/21;
- A review of the Council's borrowing strategy for 2020/21;
- A review of any debt rescheduling undertaken during 2020/21;
- A review of compliance with Treasury and Prudential Limits for 2020/21.

## 2. **The Economy**

- 2.1 The Coronavirus has had an unparalleled impact upon the UK financially with the consumer facing aspect of the economy making it particularly vulnerable to effects of lockdown. UK GDP fell by 21.8% in the first half of 2020 with the peak unemployment rate reaching 9% in Q2. The bank rate has been reduced to 0.10% and there has been £875bn worth of quantitative easing announced to help prop up the ailing economy.
- 2.2 The BoE has squashed the idea of using negative interest rates for at least the next six months as banks are worried about the impact on long term lending and the BoE have other instruments available such as quantitative easing and forward guidance.

- 2.3 The BoE expects the quantitative easing purchases to last till at least the end of the year. The Monetary Policy Committee warned of “downside risks” such as further partial or local lockdowns to combat virus spikes and Brexit uncertainties which are likely to be a drag on recovery.
- 2.4 The pace of recovery is not thought to be a v shape but rather a more elongated and prolonged one, even after a sharp recovery in June through to August has still meant the economy is 11.7% smaller than it was in February. The last two months of 2020 are unlikely to add any growth to the economy because of further partial lockdowns and uncertainty over UK/EU post Brexit trade.
- 2.5 The BoE has announced as part of its forward guidance that it would not tighten monetary policy until there is less spare capacity in the economy and the 2% inflation target could be achieved sustainably, meaning that even if inflation breaches its 2% target no action would be taken to raise Bank Rate until there was evidence that inflationary pressures were increasing consistently rather than as a temporary blip. The Financial Policy Committee reported on the 6<sup>th</sup> of August that the expected credit losses for the banking sector to be “somewhat less than £80bn” and that they have adequate capital reserves to absorb the losses they are expected to incur as a result of Covid.

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

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

Link Group Interest Rate View 11.8.20										
	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month average earnings	0.05	0.05	0.05	0.05	0.05	-	-	-	-	-
6 month average earnings	0.10	0.10	0.10	0.10	0.10	-	-	-	-	-
12 month average earnings	0.15	0.15	0.15	0.15	0.15	-	-	-	-	-
5yr PWLB Rate	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50

- 3.2 In response to the coronavirus the BoE cut the Bank Rate to 0.10%. Some forecasters have predicted negative interest rates but the governor of the BoE has said that such a move would do more damage than good and the quantitative easing is the favoured tool to help boost the economy, which is why the forecast shows the same rate till March 2023.
- 3.3 The overall balance of risks to economic growth in the UK is probably relatively even, but is subject to major uncertainty due to the virus. There is relatively little UK domestic risk of increases or decreases in Bank Rate and significant changes in shorter term PWLB rates. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, could impact gilt yields, (and so PWLB rates), in the UK.

3.4 The downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Further waves of virus infections requiring a national lockdown
- UK / EU trade negotiations could cause significant economic disruption and a fresh major downturn in the rate of growth.
- The 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 we currently anticipate.
- A resurgence of the Eurozone sovereign debt crisis. The ECB has taken monetary policy action to support the bonds of EU states, with the positive impact most likely for “weaker” countries. In addition, the EU recently agreed a €750bn fiscal support package.
- Weak capitalisation of some European banks, which could be undermined further depending on extent of credit losses resultant of the pandemic.
- Geopolitical risks, for example in China, Iran or North Korea, but also in Europe and other Middle Eastern countries, which could lead to increasing safe haven flows.

3.5 Upside risks to current forecasts for UK gilt yields and PWLB rates

- Stronger than currently expected recovery in UK economy.
- If a post Brexit agreement was reached that removed the majority of threats of economic 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 we currently expect.

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

4.1 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.

4.2 Prudential Indicator for Capital Expenditure

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

<b>Capital Expenditure by Service</b>	<b>2020/21 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2020/21 Revised Estimate £'000</b>
Assets & Commercial Services	3,448	7,640	7,640
Communication & Engagement	0	0	0
Economic Development	0	653	709
Environmental Health & Housing	995	1089	1,089
Financial Services	22	22	22
Information Services	30	127	127
<b>Total capital expenditure</b>	<b>4,495</b>	<b>9,531</b>	<b>9,587</b>

#### 4.3 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.

<b>Capital Expenditure</b>	<b>2020/21 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2020/21 Revised Estimate £'000</b>
<b>Total capital expenditure</b>	4,495	9,531	9,587
<b>Financed by:</b>			
Capital receipts	227	3436	3,436
Capital grants	983	1416	1,472
Other Capital Contributions	0	0	0
Revenue Reserves	498	1892	1,892
<b>Total financing</b>	1,708	6,744	6,800
<b>Borrowing requirement</b>	2,787	2,787	2,787

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

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

	<b>2020/21 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2020/21 Revised Estimate £'000</b>
<b>Prudential Indicator – Capital Financing Requirement</b>			
CFR – non housing	6,212	9,460	9,460
<b>Total CFR</b>	<b>6,212</b>	<b>9,460</b>	<b>9,460</b>
<b>Net movement in CFR</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Prudential Indicator – the Operational Boundary for external debt</b>			
Borrowing	10,500	10,500	10,500
Other long term liabilities	0	0	0
<b>Total debt (year-end position)</b>	<b>5,988</b>	<b>5,988</b>	<b>5,988</b>

#### 4.5 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 2020/21 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

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

	<b>2020/21 Original Estimate £'000</b>	<b>Current Position £'000</b>	<b>2020/21 Revised Estimate £'000</b>
Borrowing	5,988	5,988	5,988
Other long term liabilities	0	0	0
<b>Total debt</b>	<b>5,988</b>	<b>5,988</b>	<b>5,988</b>
<b>CFR (year-end position)</b>	<b>6,212</b>	<b>9,460</b>	<b>9,460</b>

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

#### 4.6 A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in

the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

The following table shows the Authorised Limit:

<b>Authorised limit for external debt</b>	<b>2020/21 Original Indicator £'000</b>	<b>Current Position £'000</b>	<b>2020/21 Revised Indicator £'000</b>
Borrowing	12,750	12,750	12,750
Other long term liabilities	0	0	0
<b>Total</b>	<b>12,750</b>	<b>12,750</b>	<b>12,750</b>

## **5. Annual investment strategy**

- 5.1 As shown by the interest rate forecasts in section 6, it is now impossible to earn the level of interest rates commonly seen in previous decades as all investment rates are barely above zero now that Bank Rate is at 0.10%, while some entities, including more recently the Debt Management Account Deposit Facility (DMADF), are offering negative rates of return in some shorter time periods. Given this risk environment and the fact that increases in Bank Rate are unlikely to occur before the end of the current forecast horizon of 31st March 2023, investment returns are expected to remain low.
- 5.2 The Council held £16.65m of investments as at 30 September 2020 (£12.460m at 31 March 2020) and the investment portfolio yield for the first six months of the year is 0.88% against the 7 day LIBID benchmark of -0.06%.
- 5.3 The £3m limit on holding money in our Lloyds current account was broken through April and parts of May. This was due to the fact we received £27m in funding from central government in order to provide financial aid to business during the Covid crises. Most of this money was paid out to business during April with some further payment made during May. The £3m limit was breached as even though some money was instantly invested within money market funds it took time to find other suitable investments and there was some initial uncertainty as to how fast we could pay over the grants to business within Craven hence surplus funds needed to be held within our current account to ensure we could make payments to business within Craven.
- 5.4 The Council's budgeted investment return for 2020/21 is £170k, and performance for the year to date is forecast to give an outturn of £136k which is £34k above budget.
- 5.5 **Investment Counterparty Criteria**  
The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function for 2020/21.

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

## **6. Borrowing**

6.1 The Council's opening capital financing requirement (CFR) for 2020/21 was £6,865m. 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.

6.2 The following table shows the Council's current borrowing:

<b>Lender</b>	<b>Date of Borrowing</b>	<b>Date of Maturity</b>	<b>Value £</b>	<b>Interest Rate</b>	<b>Interest Paid £</b>
PWLB	01/12/2005	01/02/2031	700,000	4.25%	29,750
PWLB	17/09/2007	01/08/2057	2,000,000	4.55%	91,000
PWLB	17/09/2007	01/08/2057	2,288,110	4.55%	104,109
PWLB	04/11/2013	04/05/2021	500,000	2.89%	14,450
PWLB	04/11/2013	04/05/2023	500,000	3.28%	16,400

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.

6.3 PWLB rates varied within a relatively narrow range between April and July but the longer end of the curve rose during August. This increase came in two periods; the first in the second week of the month was on the back of hopes for fresh US stimulus. This saw investors switch monies out of government bonds and into equities. The second shift higher at the longer end of the curve came in the latter stages of the month as investors reacted to the announcement of the tweak to the Fed's inflation target. Despite moves further out in the yield curve, the short end remained anchored on the basis of no fundamental change to the interest rate outlook.

The 50-year PWLB target rate for new long-term borrowing was unchanged at 2.30%.

## **7. Debt Rescheduling**

7.1 Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates, and following the increase in the margin added to gilt yields which has impacted PWLB new borrowing rates since October 2010. No debt rescheduling has therefore been undertaken to date in the current financial year.

<b>Treasury Indicators</b>	<b>2020/21 Budget</b>	<b>2020/21 Mid-Year Actual</b>
Authorised Limit for External Debt	£12.75m	£12.75m
Operational Boundary for External Debt	£10.50m	£10.50m
Capital Financing Requirement	£6.212m	£9.460m
Gross External Debt	£5.988m	£5.988m
Investments	£10.10m	£16.65m
Net Investments	£4.970m	£10.662m
Maturity Structure of Fixed Rate Borrowing		
Under 12 Months	8.35%	8.35%
12 Months to 2 Years	8.35%	8.35%
2 Years to 5 Years	0.00%	0.00%
5 Years to 10 Years	20.04%	20.04%
10 Years to 25 Years	0.00%	0.00%
Over 25 Years	71.61%	71.61%
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 C

Counterparty	Date of Investment	Date of Maturity	Value £	Interest Rate	Interest Accountable in 2020/21 £
<b>Fixed term:</b>					
Lancashire County Council	15/10/2019	14/10/2020	1,000,000	0.95%	5,217.40
Places for People	02/03/2020	02/03/2022	1,000,000	1.90%	19,000.00
Thames Valley Housing Association	09/07/2019	11/01/2021	1,000,000	1.50%	11,753.42
Walsall Borough Council	02/04/2020	01/04/2021	2,000,000	1.00%	19,890.41
Thurrock Borough Council	27/04/2020	26/04/2021	1,000,000	1.00%	9,260.27
Liverpool City Council	30/04/2020	29/01/2021	1,000,000	0.85%	6,380.82
London Borough Islington	01/05/2020	30/04/2021	2,000,000	1.00%	18,301.37
Blackburn & Darwen Borough Council	01/06/2020	01/12/2020	2,000,000	0.90%	9,024.66
Saffron Building Society	28/05/2020	30/11/2020	1,000,000	0.50%	2,547.95
Bedford Borough Council	01/06/2020	01/12/2020	2,000,000	0.57%	5,715.62
Craven College-Long Term Loan	21/02/2018	20/02/2022	152,734	6.00%	9240.03
<b>Money Market Funds:</b>					
CCLA	n/a	n/a	500,000	0.06%	1,255
Aviva	n/a	n/a	2,000,000	0.06%	1,545
<b>Total Investments at 30 September</b>			<b>16,652,734</b>		
<b>Call Accounts:</b>					
Lloyds Bank Current Account	n/a	n/a	1,910,388	0.00%	0.00

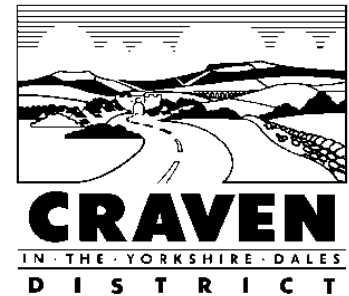
## **Policy Committee 1<sup>st</sup> December 2020**

### **Additional Restrictions Grant – Local Scheme**

#### **Report of the Chief Finance Officer**

#### **Lead Member: Councillor Patrick Mulligan**

**Ward(s) affected: All**



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

- 1.1 To approve a local Additional Restrictions Grant (ARG) scheme as part of a range of the latest support being delivered to businesses.

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

- 2.1 Approve the Craven District Council ARG Scheme as attached as Appendix 1, with effect from 24<sup>th</sup> November 2020.
- 2.2 Approve the establishment of a business support fund as included within the Scheme.
- 2.3 Delegate authority to the Chief Finance Officer to amend the Scheme and any subsequent iteration of business grants schemes if necessary, in consultation with the Leader of the Council and Lead Member (Finance).

#### **3. Report**

- 3.1 On 3<sup>rd</sup> November, the government wrote to councils with details of a range of financial support measures for businesses and individuals, ahead of the month-long 'lockdown' in England. Five different business support grant streams were announced:
  - Local Restrictions Support Grant (LRSB) 'Closed' – to support businesses in Tier 3 areas instructed to close
  - LRSB 'Closed' Addendum – to support businesses instructed to close as part of the national lockdown
  - LRSB 'Open' – to support businesses impacted by restrictions in Tier 2 & 3 areas and includes provision for a discretionary scheme
  - LRSB 'Sector' – to support businesses required to close nationally
  - Additional Restrictions Support Grant - intended to support businesses not covered by LRSB 'Closed' support, businesses impacted by the national lockdown or Tier 3 restrictions, but not forced to close and to provide wider business support, beyond direct grants

- 3.2 Attached as Appendix 2 is a diagram showing the various grant schemes and when they apply, according to the Local Covid Alert Level (LCAL), or tiers, defined by government.
- 3.3 The LRSG 'Closed' schemes allow no local discretion and so the council is managing an application and payment process following the government rules and guidance. At the time of writing, support has been provided to xxx businesses.
- 3.4 It was announced on 26<sup>th</sup> November, that Craven will be in Tier 2, initially for a two-week period. This classification will mean that a further local scheme will have to be approved as the LRSG 'Open' grant allows an element of local discretion.
- 3.5 The government have determined the purpose of the ARG funding is to support local economies and businesses that have been adversely impacted by national and LCAL Very High restrictions imposed to prevent the spread of Covid-19. The funding allocated to the council is £1.143m and is a fixed sum, to be spent by 31<sup>st</sup> March 2022.
- 3.6 As this is a discretionary fund, the council must determine its own local scheme and this is attached as Appendix 1. The ARG scheme will apply when the council area is in LCAL Very High (Tier 3) or in a national lockdown situation.
- 3.7 The Scheme details are in Appendix 1 but the principles underpinning the council's scheme are:
- Government defined eligibility criteria and grant restrictions will be applied
  - Grant support payments will be linked to the values defined in the non-discretionary LRSG schemes
  - The ARG scheme will be switched on and off in line with LCAL tier designations
  - Grants will be paid only following an application being submitted using the appropriate form
  - An application window will be opened for each period the ARG is available
  - Documentary evidence to support applications will be required
  - The scheme may have to be revised as circumstances change
  - The scheme contains provision applicants to appeal decisions
  - The council intends to initially earmark 35% of the ARG allocated by government to establish a business support fund to provide wider business support over the coming 16 months
  - Given the fluid nature of current events, the allocation between direct support and wider business support may change over time, but would be reported back to members

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

- 4.1 The ARG allocation is fixed at £1.143m and is to be spent by 31<sup>st</sup> March 2022.

**5. Legal Implications**

- 5.1 Section 1 of the Localism Act 2011 enables the Council to make these payments.

**6. Contribution to Council Priorities**

- 6.1 The scheme will help to support the local economy, community and financial resilience.

**6.2 Impact on the declared Climate Emergency**

Grant support is assessed to be neutral insofar as it is intended simply to help maintain business sustainability. As the council develops options to apply the business support fund, the impact on the climate emergency would be part of the considerations applied. Supporting local businesses is likely to support sustainable local economies and a continuing reduction in the District's carbon footprint, particularly for consumer-focused businesses in more rural communities.

**7. Risk Management**

- 7.1 The scheme aims to define the parameters within which the council will pay grants, in line with government guidance. There will undoubtedly be queries and appeals from unsuccessful applicants or applicants unsatisfied with the amount paid and these will have to be dealt with carefully within the processes outlined within the scheme.

The application process allows for vetting and validation to help ensure that grant support is provided to eligible businesses and pre-payment checks are completed in all cases. Post-payment checks will be completed by internal audit.

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

The ARG is one of five recently devised support schemes, to apply in different circumstances. The council's performance so far has been very good, both in terms of the speed of making payments and the robustness of the payment process. However, this is a significant undertaking, in a dynamic environment and has to be very carefully managed.

**7.3 Monitoring Officer Statement**

The Council's Scheme of Delegation to Officers currently requires business support schemes to be approved by Policy Committee. To ensure that grants are paid as quickly as possible, expanding the Scheme of Delegation may be appropriate.

**8. Equality Impact Analysis**

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. Initial screening of the scheme suggests the scheme will not negatively impact or discriminate against different groups in the community.

**9. Consultations with Others**

- 9.1 The council has engaged with government in the development of the detail of the scheme.

**10. Background Documents**

- 10.1 The government guidelines and Q&As are available on the government website.

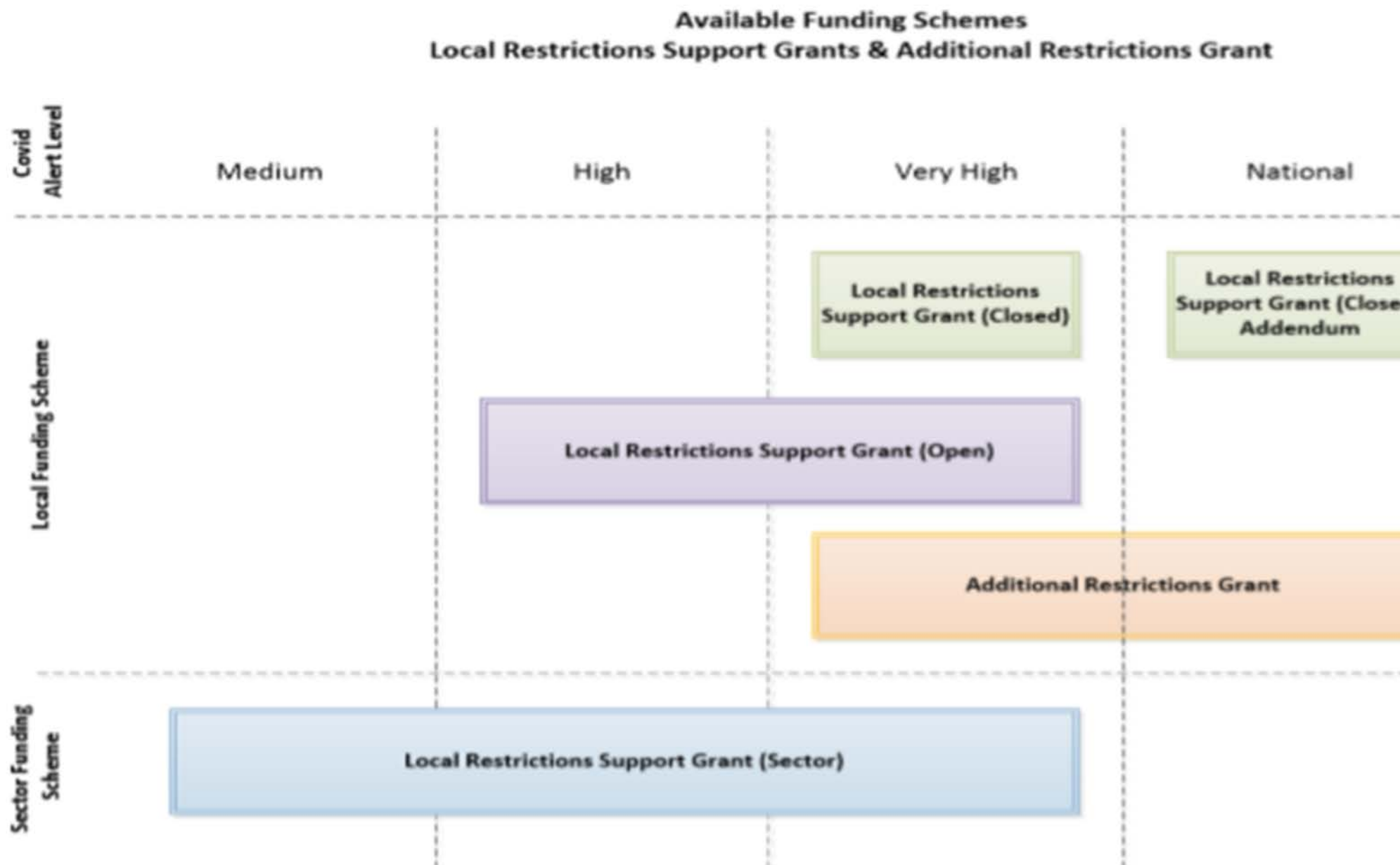
**11. Appendices**

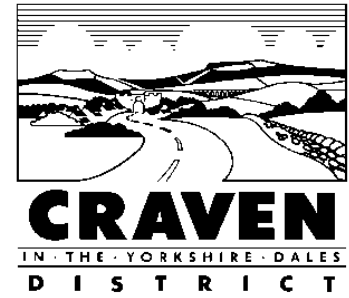
- Appendix 1 Craven ARG Scheme
- Appendix 2 Grant Schemes Diagram (BEIS Publication)

**12. Author of the Report**

Richard Weigh, Chief Finance Officer  
E-mail: [rweigh@cravendc.gov.uk](mailto:rweigh@cravendc.gov.uk)

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



**Policy Committee – 1 December 2020****Local Government Association Peer Challenge – Planning Service****Report of the Director of Services****Lead Member – Cllr Simon Myers**

**Ward(s) affected: All**

**1. Purpose of Report**

- 1.1 To receive the report from Local Government Association following their Peer Challenge of the Council's Planning Service.

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

- 2.1 Note the report and the draft improvement plan.
- 2.2 Request a progress report be submitted to a meeting of Policy Committee in March 2021.

**3. Report**

- 3.1 Peer Challenges are undertaken by the Local Government Association and have been provided as an alternative performance and regulation challenge for local government since the abolition of the Audit Commission in 2010.
- 3.2 Challenges are a proven tool for improvement. It is a process commissioned by the Council and involves a team of expert Local Government Officers and Councillors spending time at a Council, challenging the way the service operates and sharing good practice from across the country.
- 3.3 Service performance challenge is a key component of the Council's performance framework and periodic service specific challenges should be undertaken where appropriate.
- 3.4 The Council's Planning service undertook a service specific Peer Challenge in September 2020. The service has faced significant challenges in recent times and with the Local Plan now in place and the delivery of the Plan a key strategic priority for the Council it is important the Council ensures it has a fit for purpose Planning Service and takes the opportunity to learn from good practice from across the profession.
- 3.5 In terms of the outcomes the Council wanted the challenge to make recommendations that could ensure the planning service operated at a level that gives full assurance to residents and applicants.

- 3.6 The challenge took place during September 2020 and focused on the service operations, planning committees and decisions. The team spent two days working virtually at the Council during which time they spoke to Council staff, Councillors and external partners and stakeholders, observed online committee meetings, additional research and background reading.
- 3.7 The LGA have produced a feedback report which provides a summary of the peer team's findings. In presenting feedback to the Council, they have done so as fellow local government officers and Councillors, not consultants or inspectors.
- 3.8 As anticipated the report finds a number of problems with the current delivery of the Planning Service and sets out a range of recommendations for improvement.
- 3.9 The problems at Craven are not simply an issue about resources, but also about culture and efficiency. The peer team believe that the overall planning service could be more efficient if processes and delegated powers were streamlined, staff skills and knowledge were used more effectively, and stakeholder engagement was improved.
- 3.10 The Peer Team found that the Planning Policy and Development Management (DM) work as two separate teams with DM working largely on its own, is not well-integrated with corporate policies and viewed as a regulatory function rather than a function that is at the heart of delivery of both the Corporate Plan and the Local Plan.
- 3.11 Planning meetings are long, communication, between officers and councillors, to some extent between officers, and between the CDC Planning Service and stakeholders, is widely acknowledged to be poor. Behaviours in Planning Committee by councillors towards officers, between councillors, and sometimes between officers demonstrate a disjointed and adversarial culture.
- 3.12 The Executive Summary highlights improvements in processing times, a good record of developing its internal talent. The Peer Team also stressed that Councillors and officers all demonstrated a desire to sort things out. They need to work together to address problems and deliver good outcomes for communities as set out in the Local Plan.
- 3.13 Ten recommendations for continuous improvement are made
- Reposition and restate the management of planning in the context and at the heart of the Corporate Plan and the Local Plan.
  - Establish a Strategic Lead Member (or similar) role to take overall leadership on planning matters.
  - Establish a strategic lead officer to be the catalyst for change.
  - Adopt a single team approach to planning.



- Members and officers should work together to sort out the problems that exist.
- Establish a clear, transparent, customer focus.
- Establish and communicate clear processes.
- Improve the effectiveness of Planning Committee as the decision-making forum.
- Communication with Parish Councils.
- Embrace and welcome collaborative learning and working.

#### **4. Next Steps**

- 4.1 The Council has already acted in response to the anticipated recommendations for improvement by appointing a new Lead Member of Planning to provide the necessary long term corporate focus and oversee its development. It is important that the Council is able to respond quickly to the findings of the peer review and an early appointment to a Lead Member role will act as a driver for change and improvement in the service and lead on implementing the recommendations in the LGA's report.
- 4.2 An initial improvement plan has been drafted and will be put for wider circulation and consultation with Council Members, Officers and Stakeholders including Parish Councils and users of the Planning Services.
- 4.3 It is proposed an Improvement Board chaired by the Lead Member for Planning, comprising the Chair of Planning and senior officers. The LGA have also offered a representative to sit on the board to provide continuous challenge and support.
- 4.4 The Peer Challenge Team request a response to the recommendations within the next three months through the development of an action plan. The LGA will assist the council going forward and provide additional support, advice and guidance on any areas for development and improvement and have offered a follow up site visit when COVID-19 allows.

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

- 5.1 The LGA provide a fully funded Planning Peer Challenge. There may be some small incidental costs, e.g. expenses for the Peer Team which can be covered within the existing planning service budgets.

#### **6 Legal Implications**

- 6.1 There are no legal implications arising from this report.

#### **7. Contribution to Council Priorities**

- 7.1 A strong performing planning service is essential to supporting the economy through the prompt, efficient and quality of administrating planning application and ensure people can get on the housing ladder by ensuring a supply of affordable homes

## **8 Consultations with Others**

- 8.1 All stakeholders, including parish councils, members and the planning Service staff will be consulted during the development of the improvement plan.

## **9 Author of the Report**

Paul Ellis, Director of Services, E-mail: [pellis@cravendc.gov.uk](mailto:pellis@cravendc.gov.uk)

## **10 Appendices**

Appendix A: LGA Report

Appendix B: Draft Improvement Plan



# Planning Peer Review (virtual) Craven District Council

28<sup>th</sup>-29<sup>th</sup> September 2020

## Feedback Report

## 1. Executive Summary

Craven District Council (CDC) first discussed concerns with its planning service after the Corporate Peer Challenge in 2017. The Planning Team includes Planning Policy and Development Management; this peer challenge focused more on the development management side of the work. The Planning Advisory Service (PAS) has worked with CDC in recent years: to improve the speed of decision making on planning applications and support in the set-up of the council running virtual planning committees. It is clear from MHCLG performance data that processing times have improved in the last 12 months.

There is a talented, enthusiastic and committed group of staff within the Planning Service. But, like many other councils, Craven has found it difficult to attract and maintain good senior planning officers. This is due to a seemingly national shortage of experienced planning officers. The Council generally has a good record of developing its internal talent; for example, several officers are being funded to gain their Masters in planning.

Planning Policy and Development Management (DM) work as two separate teams. DM appears to work largely on its own, is not well-integrated with corporate policies or meetings, and the people we spoke to (externally as well as internally) were clear that it has a different culture and ethos to the rest of Craven District Council. It is generally viewed as a regulatory function rather than a function that is at the heart of delivery of both the Corporate Plan and the Local Plan.

Team members are enthusiastic, keen to develop their skills and knowledge, and are committed to Craven District Council. However, there is no clear political or strategic managerial leadership on Planning as a whole.

The Planning Committee has been meeting virtually and broadcasting on YouTube since July 2020. The suspension of meetings from March to July has contributed to there being a backlog of cases and the committee took the decision to meet fortnightly instead of monthly with three agenda items at each meeting. This is a big ask of staff resources.

CDC is good at investing in its planning staff by funding higher education to ensure that the council has suitably qualified staff. However, there does not seem to be a culture of continuous improvement. The peer team heard that councillors are reluctant or resistant to attend training. The peer team also heard that officers are not always supported to learn on the job; for example, through shadowing other officers. We noticed that when we observed meetings the Planning Manager presented all the reports to Committee, rather than the Planning Case Officers. We understand this was a short-term measure in the early days of the virtual Committees, and would encourage CDC to move to an arrangement where Case Officers present their own reports, with support where needed to build up political skills.

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**Chief Executive:** Mark Lloyd

Local Government Association company number 11177145 Improvement and Development Agency for Local Government company number 03675577

Mistakes have happened in officers' reports, which means that the quality assurance or sign-off process is not working well enough. This has happened on more than one occasion and is more likely with increased pressure on staff preparing for more frequent committee meetings. There is clear need to review or revisit the sign-off process.

There was no evidence of councillors or officers learning from other councils' experiences of a Planning Service. There was also only limited evidence of working with (and learning from) colleagues at CDC such as the Communications or Legal Teams, despite management roles existing to further those links. Formal professional qualification support is excellent but needs to be alongside a learning culture.

The change of Chair has improved the way that the Planning Committee is working, but the new Chair needs support to be stronger and more confident in her knowledge of how to run a committee. Meetings are very long, and yet cover only three planning applications per agenda. The peer team heard that there is a belief amongst councillors that a longer meeting is better value for money. However, value for money needs to be measured in terms of effectiveness. We would suggest that CDC's Planning Committee is taking about 3 times longer and so getting through only a third of the cases a committee in a typical Council are getting through. The difference is not explained by items being any more complicated or controversial.

Currently, too much time is spent in Committee meetings sorting out problems (or deferring decisions to address problems) that should have been raised much earlier in the planning process. This includes engaging with ward councillors, committee members, and relevant stakeholders (such as parish councils). Planning Officers should be problem solvers, identifying potential issues ahead of time and doing what they can to investigate and address any problems. Members of the committee should not be waiting until Committee to raise concerns as officers may not be able to address them immediately. As a result, a significant number of decisions get deferred to address those problems.

Communication, between officers and councillors, to some extent between officers, and between the CDC Planning Service and stakeholders, is widely acknowledged to be poor.

Behaviours in Planning Committee by councillors towards officers, between councillors, and sometimes tensions between officers demonstrate a disjointed and adversarial culture. Senior officers recognise there are challenges and issues, but no-one appears to own them or take actions to address them.

The problems at Craven are not simply an issue about resources, but also about culture and efficiency. The peer team believe that the overall planning service could be more efficient if processes and delegated powers were streamlined, staff skills and knowledge were used more effectively, and stakeholder engagement was improved.

Councillors and officers all demonstrated a desire to sort things out. They need to work together to address problems and deliver good outcomes for communities as set out in the Local Plan. The peer team recommends that CDC builds on this peer challenge as a basis for continuous improvement.

## 2. Key recommendations

There are a range of suggestions and observations within the main section of the report that will inform some quick wins and practical actions, in addition to the conversations onsite, many of which provided ideas and examples of practice from other organisations. The following are the peer team's key recommendations to the Council:

1. **Reposition and restate the management of planning in the context and at the heart of the Corporate Plan and the Local Plan.** This gives the strategic direction for the planning service.
2. **Establish a Strategic Lead Member (or similar) role to take overall leadership on planning matters.** The team recommend that this role covers all aspects of planning and development. This would give the clear political leadership that the team is currently lacking.
3. **Establish a strategic lead officer to be the catalyst for change.** There is a real need for transformational leadership within the planning service to be the catalyst for change. Without strategic officer as well as member leadership, continuous improvement won't get started and be maintained.
4. **Adopt a single team approach to planning.** Planning Policy and Development Management could work together to improve the service. The team could have shared priorities which address the corporate priorities of the council. For example, could staff in Planning Policy be utilised in DM? This would offer some resource in DM as well as a learning opportunity for those officers. It will also help link planning policy better with development management, play to everyone's strengths and help address problems with capacity.
5. **Members and officers should work together to sort out the problems that exist.** It is important to get working relationships right, between members, and between members and officers, so that CDC can deliver the best outcomes for the district.
6. **Establish a clear, transparent, customer focus.** Improve self-service options and communications and ensure that the planning portal is always up to date. This will improve service delivery and help to manage expectations. Face to face engagement may be difficult while Covid-19 infection rates rise and fall, but good use of virtual engagement tools and phone calls can be very accessible.
7. **Establish and communicate clear processes.** This includes identifying and addressing potential problems early in the planning process and embracing virtual opportunities for engagement
8. **Improve the effectiveness of Planning Committee as the decision-making forum.** This could be helped by appropriate workshops and mentoring to improve both the strength of the Chair and Councillors' understanding of their role in the

process. But there is also a clear need to ensure better member behaviours and standards in committees. Accurate and clear officer reports, effective chair's briefings and a revision of the call-in process will all help.

9. **Communication with Parish Councils.** As a result of complaints by some parish councils (including some that had escalated to the Planning Inspectorate) CDC invited all parish and town councils to identify concerns and planned to hold a session with an independent Planning Lawyer to go through the specific issues. This meeting is being arranged. Parish Councils that did not respond to the original invitation could be reminded and their views taken on board.
10. **Embrace and welcome collaborative learning and working.** Work with other council teams, such as Communications officers, Democratic Services and the Legal Team to help deliver and underpin changes as a result of this peer challenge. Maximise networking opportunities with other councils' planning teams. Observe and learn from other councils' online planning committee meetings. All of this should help effectively work through planning items more quickly during the current online arrangements, but will help with future in-room meetings.



### 3. Summary of the Peer Challenge approach

#### 3.1 The peer team

Peer challenges are delivered by experienced elected member and officer peers. The make-up of the peer team reflected the Council's requirements and the focus of the peer challenge. Peers were selected on the basis of their relevant experience and expertise and agreed with the Council. The peers who delivered the peer challenge at Craven District Council (CDC) were:

- Councillor Neil Clarke, Rushcliffe Borough Council (former Leader and former Chair of Planning)
- Phil Courtier, Director of Place, South Norfolk and Broadland District Councils
- Nicola Stinson, Senior Manager: Strategic Development, Council of The Isles of Scilly
- Nicola Sworowski, Principal Consultant, Planning Advisory Service
- Becca Singh, Peer Review Manager, LGA

#### 3.2 Scope and focus

The peer review was intended to highlight key issues that CDC could work on. It was not intended to investigate individual applications or complaints but provide recommendations, including practical quick wins.

The peer team considered the following focus and themes which were agreed in advance with CDC:

##### Focus:

Ensuring appropriate processes are established and consistently used and enabling any necessary culture change. This should lead to improved community perception of the service as effective, consistent and fair.

##### Themes:

**1. Culture:** is there a golden thread from policy down through all practice, is there consistency of behaviours? Are staff and managers appropriately trained, supported, empowered and experienced? How well do officers work with Members? How is performance recorded and managed? How does the team manage succession planning, and maintaining levels of knowledge experience, and resilience? What is the impact of Covid-19 on member-officer relationships and respective roles? What has been the learning for the council's governance arrangements (e.g. constitution, decision making processes)?

**2. Processes and resources:** Are officers' reports robust? Do they offer a balanced view based on the evidence available to them? How is an application processed, from receipt, validation through to committee decision, including pre-application advice? What are the processes for adopting legislative changes? How effective is

enforcement? Is the ICT system fully integrated and how familiar are staff? Is the current level of planning application fees and charges adequate? How are processes managed and monitored for performance? Call-in and delegation process (who decide what goes to committee)?

**3. Engagement:** How are communities and parish councils involved in decision-making? How are contacts established and maintained? Who decides who to involve? When is that involvement? How does the council ensure communities understand the limitations of the planning process? How are complaints dealt with? How effective and transparent is the consultation and relationship between the various stakeholders and consultees? How good is the availability of both general and application-specific information? What do customers think of the planning department?

**4. Committee meetings and decision-making:** How are Planning Committee meetings chaired and conducted? Do Councillors follow the agenda? Are considerations and contributions balanced? Are meetings timely and efficient? How many Councillors are there on the committee? Do Councillors regularly go against Officer recommendations? Do Councillors fully understand their roles, responsibilities and the purpose of the committee? Are Councillors appropriately trained, updated and supported? How are Member site visits conducted and reported? How are applications debated and voted on (including role of the casting vote)? What is the scheme of delegation and the process for call-ins?

### **3.3 The peer challenge process**

Peer challenges are improvement focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement and are not an inspection. The process is not designed to provide an in-depth or technical assessment of specific plans and proposals. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The peer team prepared for the peer challenge by reviewing a range of documents and information in order to ensure they were familiar with the Council and the challenges it is facing. The team then spent two days working virtually at Craven District Council, during which they:

- Spoke to around 30 people including a range of council staff together with Councillors and external partners and stakeholders.
- Gathered information and views from 15 meetings, observations of online committee meetings and additional research and reading.
- Collectively spent nearly 200 hours to determine their findings; the equivalent of one person spending almost six weeks in Craven District Council.

This report provides a summary of the peer team's findings. It builds on the feedback presentation provided by the peer team at the end of their virtual on-site visit (29<sup>th</sup> September 2020). In presenting feedback to the Council, they have done so as fellow local government officers and Councillors, not professional consultants or inspectors. By its nature, the peer challenge is a snapshot in time. The peer team appreciate that some of the feedback may be about things the Council is already addressing and progressing.

## 4. Feedback

### 4.1 Culture

CDC's Corporate Plan clearly shows that the Planning Service is crucial in shaping and protecting the future of Craven. This requires planning officers, encouraged and supported by management and the Chief Executive, to be better engaged at a corporate level. There is support available within the Council to enable this, for example through Democratic Services, Legal and the Communications Teams. The roles are there, including two officers on the corporate leadership team, but the service is not well integrated. The Planning Service would benefit from being repositioned more corporately and its work better aligned to the Council's corporate plan and its strategic priorities.

Currently, the Council's planning processes are not clear to customers, and are not delivering an effective and efficient service partly because of the reactive position they have found themselves in. The peer team did not get the sense that staff are acting proactively or linking planning policy to development management and the wider needs of the communities in Craven. Planning is a public-facing service and is probably the most visible of all CDC's services. Developing a more positive, customer-focused outlook will improve the reputation of the service and the council.

Councillors and officers are not coming across as a cohesive team that is working together to deliver an effective and efficient planning service. Trust and relationships need to be restored and strengthened. The peer team recommend that CDC takes up the opportunities for learning together, for example establishing a common understanding of the Local Plan and the future planning reforms. This should help to break down the atmosphere of 'them' and 'us'. Members and officers are two parts of a council and should work together to deliver the best service for its customers, residents and partners.

Planning needs strategic oversight to ensure that it is fulfilling its objectives. The Development Management team appears to act as a regulatory team only, rather than one that can contribute positively to the district through the Corporate and Local Plans. No one from the people the peer team met was able to tell who the strategic councillor or senior officer lead for Planning is in the Council. Establishing a Lead Member for Planning would demonstrate the importance of Planning in delivering the Council's strategic goals. This role should be a strategic one covering planning policy as well as development management and should champion the whole planning service. This could be mirrored within officers.

The Planning Committee, and the Planning team should take up opportunities to learn from other councils, for example on how they run committee meetings, how their pre-application processes work, and how stakeholders are informed and involved in planning applications. Most importantly, officers and members learn how other councils address potential problems before coming to their planning committee for a decision.

The LGA, through the Planning Advisory Service and its pool of peers, can help with this.

Working from home/remotely is the current norm and could last for some time. The planning team should ensure that meetings still take place, albeit virtually, for example: regular team meetings, meetings with councillors, meetings between Development Management and Policy, training, supervision, and informal conversations between officers and councillors.

The peer team would suggest the following to help build a more collaborative and collegiate organisational culture:

- Encourage councillor-officer dialogue around how the planning service as a whole should work.
- Position Planning more corporately, with a strategic officer as a catalyst for change. This could be a time-limited post to drive through changes as a result of the peer challenge.
- Ensure Planning is a customer-focused service, designing processes to help improve the customer experience of CDC's planning service.
- Improve relationships between officers and councillors by working together, having informal meetings and long-term visioning exercises. Consider joint training, for example on key legislative changes.
- Support junior officers to develop through expanding their experience while they work.
- Encourage learning from other councils; consider shared appointments with a neighbouring council if necessary.

## **4.2 Processes and resources**

There is a group of talented, enthusiastic and committed staff within the Planning Service. What they now need is some long-term expertise and succession planning, particularly within Development Management. This has recently occurred in Planning Policy with someone internal taking the Team Leader/Manager post following the retirement of the previous post holder. However, this will call for stronger management and leadership of the service.

Officers are keen to expand their knowledge and experience but need to be adequately supported to do so. For example, because they have just started to take reports to virtual planning committee meetings, they have not had the experience and support they need to learn as much as they could. The meetings we observed had the Planning Manager doing all the presenting of cases. We understand this was a short term arrangement in the early days of Zoom meetings and should revert to Case Officers doing this soon. The peer team found them to be an enthusiastic team that is open to change, but also that it is a noticeably demoralised team.

Team members acknowledge that mistakes are made in officer's reports. Officers need appropriate support to ensure that this does not continue to happen. There needs to be

a robust quality assurance and/or sign-off process put in place to ensure that any mistakes are corrected swiftly before reports are made public and are not repeated. Although team performance against KPIs have improved considerably in the last 12 months, the service would now benefit from a clear process for managing individual performance within the team.

In terms of planning applications, it was not possible for the peer team to identify a clear, standard approach to an application. There was no clarity on pre-application processes, nor at what stages committee members, ward members and others were informed and involved. The peer team recommends that a clearly laid out planning application process is established and widely communicated as a matter of urgency. This could include recognising the important role that the ward member and parish council can play in resolving issues locally at an early stage in the process.

With a clearer one-team approach to the overall Planning Service and priorities, CDC could use its resources more effectively by working to people's strengths to help clear the backlog of applications. For example, there are officers in planning policy who have experience of development management and the team could work together as a priority. Processes should also be improved as officers are currently unnecessarily required to use the same level of detail in reports for householder applications as major developments which adds considerable time to their workload and reduces overall capacity.

Officers and Councillors need to have a common understanding of legislative and other strategic changes. The peer team suggest that having combined officer-councillor workshop-based training will help to ensure this common understanding and could also help to improve relationships between Officers and Councillors.

Better and more comprehensive use needs to be made of available ICT systems to make the service more efficient. For example, the peer team heard of instances where applicants did not receive an acknowledgement email, even though this can be fully automated. Improved online self-serve facilities would ease the pressure on planning officers as customers would be able to do more themselves, for example, tracking where an application is in the process.

The scheme of delegation and call-ins are currently adding to the pressure on the Planning Committee. The seven-day call-in process in effect means that applications are going before committee that you wouldn't ordinarily expect a committee to be dealing with. It is the first time that the peer team has come across this type of call-in process and it is overly onerous for officers and generates a low delegation rate. This undermines an expedient and efficient decision-making environment. In contrast it is common practice throughout the country for councillors to have the right to call-in an application during the initial consultation period or during a follow up consultation if and when an amended scheme is received.

Despite asking several staff and members at different levels of the organisation, the peer team was unable to find out what percentage of applications go to committee though it was suggested that the delegation rate for applications was as low as 80%. The unverified estimate of delegated decisions is very low compared to other councils. In a council the size of Craven, the team would expect at least 95% of decisions to be delegated.

Some people felt that there was also an issue with the level of deferrals from planning committee which causes further delay and exacerbates the number of applications being referred to committee which in turn increases the backlog. Obviously officers have to retain the ability to procure/allow a deferral if it is needed, but this should be used sparingly.

The peer team did not have time to consider the effectiveness of enforcement or the scheme of fees and charges.

The peer team would suggest the following to improve processes and to make better use of resources:

- Re-align the Planning Team with the corporate centre of the Council, so that it can act as a key player in the delivery of the Corporate and Local Plans.
- Make better use of available ICT systems and improve self-service and information on the Council's website. For example, customers could be directed to the Planning Portal's 'Interactive House'.
- Include 'Frequently Asked Questions' or similar on the planning part of the website so that customers can find answers online to basic planning questions. Maximise the use of the planning portal.
- Establish and publish, with appropriate timescales, the process for planning applications so that customers know what to expect and when. Ensure that these timescales are adhered to or communicated if not.
- Ensure that all applications are acknowledged and validated in a timely manner.
- Proactively identify potential challenges or problems on an application and how they may be overcome or addressed.
- Review and estimate the cost of the 7-day call in process, recognising the impact it has on the workload of officers and the Planning Committee.
- Identify the proportion of applications that are going to committee and establish whether this is an appropriate level; compare with other neighbouring district councils as appropriate.
- Establish informal meetings, and potentially joint training and workshops, with officers and councillors.
- Ensure that complaints are used as a learning exercise so that mistakes are not repeated.
- Conduct a thorough review of processes and systems. External input from peers would be useful to identify more efficient ways of working.

### 4.3 Engagement

Craven District Council's engagement processes were difficult to identify. At present it is not clear who identifies key contacts and stakeholders and engagement does not seem to happen early enough. In addition, CDC shared with the peer team several examples of complaints being escalated. Complaints about the planning service from the public demonstrate some lack of understanding of the limitations of the planning process, and which parts the Council is responsible for. It was also not clear how complaints were evaluated, shared or dealt with. There needs to be better customer-focus ethos in the Planning Service so that any complaints received are dealt with in a timely and practical manner. The Service should also learn from complaints to prevent the same problems being repeated by officers or councillors.

There needs to be an effective mechanism during the planning process to ensure that people are heard at the appropriate stage of the process. The peer team suggest early engagement with Parish Councils, Ward Councillors and Committee members, with appropriate site visits. This should be guided by clear protocols which are published and made available on the Council's website. Work could also be done with Parish councils to help manage what the planning service, and what parish councils, can and cannot do. Some parish councils clearly feel very frustrated. In some other council areas regular forums have been established with Parish Councils to discuss general principles/scope of the planning/decision making function.

Through discussions and paperwork with the peer team, some frustration could be alleviated through better and more timely communication. Some, however, was due to misunderstanding the differing roles of district and county councils, and on what grounds planning services can or cannot act. The meeting with an independent Planning Lawyer is being arranged.

Furthermore, there needs to be a consistent approach to communication, for example with parish councils and the general public. The peer team was provided with numerous examples where councillors and parishes were unable to reach a planning officer. Examples go back to before the Covid-19 lockdown, although all have agreed that at the start of the lockdown, ICT equipment made this harder. There needs to be a clear, realistic and publicised communication plan, so that all stakeholders understand what information should be available where and when.

During the two days the peer team was unable to meet with many external stakeholders, so it was not possible to talk to many parish councils, agents or developers as a lack of communication meant that they were not invited until very late in the process. It is important to protect the Council's external reputation and the peer team would recommend that virtual meetings with stakeholders are set up as soon as possible.



The peer team recommend that CDC develops and embraces the opportunities to engage in a virtual world. Online webinars, meetings and forums can be more accessible than meetings that take place in the council building as people do not have to travel to attend them. For example, the forum for Agents was stopped with the lockdown but could now be held virtually. Sessions on the new Local Plan were delayed which is essential for all members but especially those on the planning committee who are making decisions now on a fortnightly cycle based on the Local Plan.

Councillors may need more support in using different online platforms, but all councils are coming to terms with this way of working, recognising that there is a cost saving as well as a time saving. It is worth talking to other councils about the online restrictions that they have and the platforms that they use so that CDC can find the best mechanism for its specific engagement. More people can be reached through online platforms than can be reached by a socially distanced physical meeting. Embracing the virtual world will help to make the council more customer-focused.

The peer team would suggest the following to improve engagement with stakeholders:

- Establish clear engagement protocols for the planning process; and work with Communications to refine these
- Improve self-service online so that basic queries can be dealt with by the customer
- Establish and communicate how and when customer queries should be dealt with. A simple automatically generated email can set this out.
- Ensure that planning officers are supported to be proactive about engagement early in the process

#### **4.4 Committee Meetings and decision-making**

Craven District Council's Planning Committee has been meeting online since July 2020. Between then the peer team was able to 'sit-in' on all the planning meetings that took place online since then.

The Planning Committee is where decisions are made and it is not the whole planning process. The planning process should address any problems and issues by planning officers working proactively to solve problems before any application reaches committee. Not doing this can increase the tension between officers and members.

Committee meetings are currently inefficient and can sometimes come across as unprofessional, giving a very poor public image of CDC. Meetings are long and yet have short agendas, currently with a maximum of three planning applications to be considered. Councillor behaviours do sometimes come across as bullying in nature and this needs to be dealt with. The senior political leadership of the Council together with the Monitoring Officer should take responsibility to address this in order to protect people and the Council's reputation. Potential investors will be viewing the planning committees and would currently be uncertain as to the reaction they may receive. One

of the external stakeholders indicated that they know that in neighbouring authorities the planning process will be more transparent and efficient than in CDC. This would indicate the potential for stakeholders choosing to invest elsewhere. This will inevitably affect the delivery of the Corporate and Local Plans.

Incomplete evidence and inaccurate reports add to the high rate of deferral of planning decisions, which in turn increases the pressure on the planning team. The Committee recently took the decision to meet fortnightly to try to clear the backlog of applications, which adds significant pressure on officers as they spend increased time preparing for committee meetings rather than getting up to date on other aspects of the planning process. At the time of the Review, the workload was ever increasing rather than decreasing. But the Council needs to get to a more-efficient and productive monthly cycle.

Although the committee is aware of the backlog, no-one was able to tell the peer team the extent of it. The team heard that the lack of the planning committees at the start of Covid-19 and the number of items that are seen by the committee has brought about the backlog. A change in the scheme of delegation even if only temporarily would have helped resolve this to some degree.

Neither the committee nor the DM Team have looked at how they should operate to improve efficiency. The peer team heard from members of the committee that there is a common false belief that longer meetings are a sign of good value for money. The peer team would suggest that fully interactive workshop sessions on committee behaviours and conduct should be made mandatory for all planning committee members, as well as the technical issues around planning. The peer team also recommend that the planning team reviews its processes and structure, including looking at how other district councils' planning services operate and set out a clear set of protocols and guidelines that are publicly available.

Not all Planning Committee members have adapted well to the virtual setting. It is important that this is addressed as a matter of urgency, as it adds to the poor public image of the council. One frustrated councillor explained that councillors expect staff to be fully IT competent and that a councillor well into the 21<sup>st</sup> century should also be expected to be IT competent. Some councils have been paper-free for several years and could give advice on how to give appropriate support to councillors to be more comfortable with the virtual environment. Covid-19 has changed the way councils have to work, like many other organisations, and it is important that CDC is seen to be progressive and flexible to meet customer needs.

The peer team would suggest the following to improve committee meetings and decision-making:

- Ensure that Planning Committee members come online at least 15 minutes before the start of the meeting so that all technological problems can be addressed before the meeting starts.

- Improve the visual appearance of the committee online. For example, having standard backgrounds (which could be different for officers and councillors), identifying who people are (currently not enough space to read full names on bottom of screen)
- Set up mandatory interactive workshop with all committee members on behaviours and conduct and on making committees effective; work with Democratic Services to put this in place
- Set up mandatory interactive training for members and officers on technical planning matters, as well as interpreting the Local Plan, and roles and responsibilities within planning; work with Legal Services to put this in place.
- Set up mandatory interactive training for members and officers on proactive engagement; work with Communications to put this in place.
- Establish a stakeholder engagement element early in the planning process so that the Planning Committee can focus on making decisions
- Ensure that reports to committee are accurate, and that supporting evidence is complete, and that if possible, no document is tabled on the day of the meeting. To facilitate this, consider moving committee meeting to a different day of the week.
- The political leadership of the Council to address poor member behaviour at committee meetings
- Establish a briefing session to discuss how the meeting will work prior to every meeting. Use this to address practicalities and be sure that the Chair is clear on procedures.
- Enhance the Chair's briefing to ensure it aids the practicalities of working through the agenda. This would include the order of speakers, monitoring the length of time for each speaker, rather than looking at the details of each application. The Legal and Democratic Services teams should be able to help with this.

## 5. Signposting to further support

- Councillor support and improvement – LGA '[Highlighting Political Leadership](#)' lists several areas of councillor support, including Member/Officer relations, chairing skills, and effective decision-making.
- Online learning modules for councillors available [here](#)
- Chairing Committees – LGA has a series of webinars specifically aimed at supporting councillors, which includes chairing committees all available [here](#)
- Peer to Peer support – Planning Chair to Planning Chair can be provided by the Planning Advisory Service
- Examples of online Planning Committees – Maidstone, West Suffolk. Please note that all councils are learning about online meetings, and all need some improvement.
- Cornwall protocols and the role of councils in planning  
<https://www.cornwall.gov.uk/environment-and-planning/planning/local-councils/>

## 6. Next steps

### 6.1 Immediate next steps

We appreciate the senior managerial and political leadership will want to reflect on the findings within this report in order to determine how the organisation wishes to take things forward.

To support you in your improvement journey the Peer Team have identified a number of key recommendations, some of which you may already have in hand. We welcome your response to these recommendations within the next three months through the development of an action plan.

Your Principal Adviser, Mark Edgell ([mark.edgell@local.gov.uk](mailto:mark.edgell@local.gov.uk)) will be in contact to assist the council going forward and to provide additional support, advice and guidance on any areas for development and improvement and he will be happy to discuss this.

In the meantime, we are keen to continue the relationship we have formed with the Council throughout the peer challenge. In addition to signposting in the report, we will endeavour to continue providing examples of practice and further information and guidance about the issues we have raised in this report to help inform ongoing consideration.

### 6.2 Follow up visit

The LGA and Craven District Council discussed a follow-up visit, when Covid-19 allows. It might be appropriate to consider further online support in the meantime.

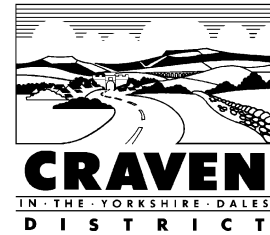
## Planning Peer Review - Draft Action Plan

Theme	New Planning Process	Beneficiary	Aim	Lead Person	Time Scales
<b>Culture</b>	Process mapping	Officers, Members, Parishes and applicants	Establish a new planning process that meets the recommendations of the peer review from Local Plan through to site completion that is clear and understood by all.		
	Member and officer joint workshops	Members and officers	Room for officers and members to discuss DM and policy issues		
	Portfolio Lead	Planning service and committees	To establish a corporate focal point for service delivery and improvement		
	One Planning Function	Officers, Members and parishes	A cultural shift to extend the reach of the planning function to beyond the officer team		
<b>Working with Partners</b>	Pre and early application engagement	Members and parish	Communicate possible or new high profile applications, set out the policy situation, understand concerns and opportunities		
	Early scheme presentation	Members, Officers, Developers	Encourage developers to present their schemes to members and officers to understand aims of scheme, give initial feedback		
	Agents forum	Officers, agents and developers	Communicate changes to the planning system and service and understand agents concerns to improve service provision		
	Reintroduce the Planning Matters updates	Parish councils and developers	Inform stakeholders about the development and implementation of the Local plan		
	Parish training	Parish	Increase knowledge of parishes, understand needs of parish council improve planning service		

<b>Member Development</b>	Conduct training	Members	Training on how to contribute effectively in meetings		
	Local Authority Visits	Members and officers	View other council's planning committees to learn lessons		
	Evening meeting	Members	Shorten meetings and increase focus and quality of debate and decisions		
	Member and Officer Training	Members and officers	Together institute continuous professional development		
<b>Service Improvement</b>	Tuesday meetings	Officers	Give more time to address last minute information		
	Parish and member notifications	Parishes and ward members	Improve input into the process through early flagging of locally important new and pre app schemes		
	Improve report quality	Officers	Management and monitoring of report standards to Improve accuracy and completeness		
	Single Team	Officers, Members	Increase input of Policy Team in order to improve accuracy of reports and improve conclusions		
	Regional Planning Meetings	Officers	Attend all regional planning meetings to learn and contribute to latest planning developments		
	Review Scheme of Delegation	Members and officers	Focus on sensitive applications		

## Policy Committee 1 December 2020

# SKIPTON CREMATORIUM EXTENSION



Report of the Property Project Manager

Lead Member Councillor Patrick Mulligan

Ward(s) affected: Craven District

1. **Purpose of Report** – To provide information relating to the construction of a small enclosed extension to the entrance of Skipton Crematorium.
2. **Recommendations** – Members are recommended to:
  - 2.1 Approve a supplementary capital estimate of £30,000 to provide a sheltered extension to Skipton Crematorium, in addition to £20,000 donated from Councillor Patricia Fairbank's estate (£50,000 total).
3. **Background**
  - 3.1 Bereavement Services was the subject of a business development plan and a review undertaken by the Council's Select Committee. Through this detailed planning and scrutiny work one recommendation was for an extension to be erected to one side of the chapel's main entrance to be used as an additional covered service space for large funerals which cannot be accommodated in the main chapel.
  - 3.2 Skipton Crematorium is regularly over capacity and often unable to accommodate all mourners within the Crematorium, resulting in some mourners having to remain outside of the building, where they are exposed to the elements and unable to participate in funeral services. Limitations on occupancy has been particularly apparent throughout the COVID-19 with restrictions on numbers having to be put in place to ensure social distancing compliance.
  - 3.3 The Crematorium currently has capacity to accommodate 64 people seated and 20 people standing (84 in total) within the Crematorium chapel. It is one of the smallest operating chapel's compared to Craven's neighbours and does leave Craven at a disadvantage as it means that for larger funerals to take place the remaining mourners are required to stand outside and listen to a loudspeaker, often in rain, wind or snow. This invariably puts off clients with larger capacity requirements.
  - 3.4 As some Members will recall, this was a particularly 'bugbear' for our former Councillor Patricia Fairbank, who campaigned for a porch or shelter to be provided on the site. On her death Councillor Patricia Fairbank generously donated a sum of

£20,000 in her Will to Craven District Council for the specific purpose of constructing an extension to the entrance of the Crematorium to resolve the issues described above.

- 3.5 There are several forms an extension could take and the services of a professional architect with experience of working on such specialist sites was appointed to provide an options appraisal together with developing, undertaking detailed designs and costs to support the submission of a capital bid.
- 3.6 The proposed extension will accommodate an additional 20 people standing; increasing the overall capacity to 104 people and with the addition of audio visual equipment they will be able to view services taking part in the main Crematorium.
- 3.7 When not being used for large funerals it was anticipated that the extension would be utilised as a sheltered waiting area for mourners to attend the next funeral. However this will not be possible in practice as there is only one entrance/exit to the Chapel. It would not be satisfactory for mourners leaving a funeral to encounter mourners arriving for the next funeral. At present the only waiting area is on the opposite side of the site in the Book of Remembrance Chapel which is the subject of complaints from mourners particularly when there are elderly mourners present.
- 3.8 To provide something of note that complements the existing building whilst meeting the objectives of Cllr Fairbank the total cost of a scheme is indicated to cost in the region of £50,000. A supplementary estimate is requested to proceed with the project.
- 3.9 The outline designs of the extension have been approved by Councillors Foster, Myers and Mulligan with a preference given to either full glass side elevations or stone between distinct windows (designs are shown at Appendix A). The preferred options will be taken forward to formal quote.
- 3.10 The proposed design does not fall within the scope of permitted development regulations therefore full planning consent is required, pre-application has begun with Planning based on the outline designs prior to full application being submitted.

#### 4. **Financial Implications**

- 4.1 The Council allocated £5,000 in 2019/20 to cover architect fees to initiate the project. Draft architectural drawings and a feasibility study were completed by Bowman Riley Architects for a fixed fee of £4,995.
- 4.2 In addition, Cost Consultants Appleyard and Trew were appointed fixed fee of £500 to establish the approximate construction costs.
- 4.3 Following a value engineering process, the estimated construction costs for the attached design is approximately £50,000.



- 4.4 A sum of £20,000 has been donated by Councillor Patricia Fairbank to achieve the project, the balance of £30,000 can be funded from the Council's Property Capital Reserves.

5 **Legal Implications**

- 5.1 The contract procedure rules will be followed in procuring the construction contract.
- 5.2 If the shortfall is not met by the Council and the project does not go ahead by 6<sup>th</sup> October 2021, the long stop date specified in the Will and Councillor Fairbank's generous gift will revert back to her estate.

6 **Contribution to Council Priorities**

- 6.1 This project directly contributes to the Financial Sustainability priority by increasing the capacity of service attendance and improving the customer experience at Skipton.

7 **Risk Management**

- 7.1 **Time** – The Covid 19 outbreak will impact on timescales involved in the project as the crematorium cannot be closed for construction works to be carried out during the pandemic which will inevitably cause some delays as works on site must not affect funeral services.
- 7.2 Oakworth Crematorium is planning to close down for maintenance works from July/August 2020 until April 2021. The closure of Oakworth Crematorium could potentially create a 50% increase in services carried out at Skipton Crematorium. (it is still to be confirmed whether Oakworth Crematorium has postponed its plans to close in light of the current pandemic situation) this means construction works cannot commence at Skipton Crematorium until May 2021.
- 7.3 Although construction works at Skipton Crematorium are not scheduled to commence until May 2021 it is anticipated that works will be completed and the project achieved comfortably before the 7<sup>th</sup> October 2021 deadline. The construction can be expedited by way of utilising a timber frame construction which can be assembled in advance and off site.
- 7.4 **Budget:** The Cost Plan attached, indicates a capital budget requirement of £30,000 to supplement Cllr Patricia Fairbanks donation of £20,000.
- 7.5 **Time and Budget:** Construction works must be conducted out of hours not to interfere with funeral services - this will result in increased labour costs and potential work schedule challenges.

8 **Equality Analysis**

Equality Impact Assessment is currently being carried out on the planned development.

**9      Consultations with Others –**

Consultation is to be carried out with:

- Funeral Directors
- Cllr Fairbanks Executor

Consultation has been carried out with:

- Corporate Leadership Team
- Councillors Foster, Myers and Mulligan

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

Letter confirmation of donation from Patricia Fairbank 20.01.2020

**7.    Author of the Report – *Sandra Elliott – Project Officer; telephone 01756 706248; e-mail:SElliott@cravendc.gov.uk***

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

**8.    Appendices**

Appendix A – Outline Designs SK11112020 – Slate, Stone and Glazed Options





External view 1

- Weather vane added
- Landscaping added



Aerial view 1



Aerial view 2



External view 2

- Weather vane
- Full height timber windows
- Landscaping



Internal view





External view 1

- Weather vane added
- Landscaping added



Aerial view 1



Aerial view 2



External view 2

- Weather vane
- Full height timber windows
- Landscaping



Internal view





External view 1

- Weather vane added
- Landscaping added



Aerial view 1



Aerial view 2



External view 2

- Weather vane
- Full height timber windows
- Landscaping



Internal view

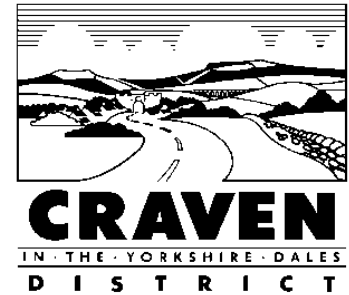


## **Policy Committee – 1 December 2020**

### **New Lease for Aireville Nurseries, Aireville Park, Skipton**

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

**Ward(s) affected: Skipton North**



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

- 1.1 To seek approval to grant a new lease for the land and buildings at Aireville Nurseries within Aireville Park, Skipton at an under value to North Yorkshire County Council for ten years.

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

- 2.1 Give delegated authority to the Director of Services and the Solicitor to the Council to grant a lease at an under value of the land and buildings at Aireville Nurseries within Aireville Park in Skipton to North Yorkshire County Council for ten years.

#### **3. Background**

- 3.1 The land and buildings at Aireville Nurseries within Aireville Park, Skipton was originally leased to North Yorkshire County Council on 5<sup>th</sup> December 2005 for a period of 10 years. The tenant's covenants included a clause to restrict use exclusively to that of horticultural work-based training for people with learning difficulties living in the Craven District and no other purpose whatsoever.
- 3.2 The yearly rent was set at a peppercorn, an under value due to the investment North Yorkshire County Council agreed to make on the site; they paid for the construction and provision of new buildings, toilets, fencing, services, and security features, and due to the services they offer from the site.
- 3.3 The original lease expired on 4<sup>th</sup> December 2015 and the County Council have been holding over on the original terms.

#### **4. New Lease**

- 4.1 As the lease expired and holding over was accepted it would be extremely difficult for the District Council to now try to terminate the County Council's rights of occupation (under the Landlord & Tenant Act 1954) and oppose the grant of a new lease to the County Council on the same terms as the expired lease.
- 4.2 The lease would be on a 10-year term and include the same covenant to be exclusively used for the purposes of horticultural work-based training for people with learning difficulties living in the Craven District.

- 4.3 It has been agreed by both parties to increase the yearly rent to £150 per annum, from a peppercorn.

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

- 5.1 The agreed rent is £150.00 per annum.
- 5.2 North Yorkshire County Council will provide a fixed contribution of £500 towards the District Council's legal costs and disbursements in preparing and completing the lease.

**6. Legal Implications**

- 6.1 The land is held by the Council for the purposes of the Local Government Act 1972. The Council has the power to dispose of land under section 123 of the Local Government Act 1972 for the best price that can reasonably be obtained.
- 6.2 The Council can dispose of land at an under value under the General Disposal Consent 2003 (issued by the Secretary of State) in order to secure the promotion or improvement of the economic, social or environmental wellbeing of its area subject to the condition that the under value does not exceed £2,000,000.
- 6.3 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.

**6. Contribution to Council Priorities**

- 6.1 The activities of the tenant contributes to Supporting the wellbeing of our communities priority.

**7. Risk Management**

- 7.1 Granting the lease will ensure there is a tenant on the site in agreement to keep it in a good condition.

**8. Equality Impact Analysis**

- 8.1 An EIA is not required.

**9. Consultations with Others**

- 9.1 None

**10. Appendices**

- Appendix A – Site Plan

**11. Author of the Report**

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



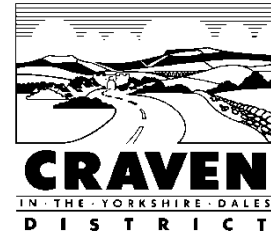
**Policy Committee      1 December 2020**

## **Community Assets Transfer Report**

Report of the Director of Services

Lead Member –Cllr Richard Foster

Ward affected: All



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

- 1.1 To seek approval to investigate options to utilise the assets of Craven District Council for the long term cultural and economic well-being of Craven's communities.

### **2. Recommendations**

- 2.1 Agree to develop a business case for the transfer of assets for the long term benefit of Craven's residents
- 2.2 Allocate £50,000 to enable the development of a business case that scopes opportunities to secure assets and activities for Craven communities.
- 2.3 To delegate authority to the Director of Services to develop the business case in consultation with the Leader and Deputy Leader of the Council.

### **3. Background**

- 3.1 Craven District Council hold a range of assets for the benefit of our communities, including a theatre, shops, business units, car parks as well as land holdings. These assets are currently managed by Craven District Council for the long term benefit of all of Craven's communities and they provide resources to support activities such as cultural service, sports development, economic and community development and community grants.
- 3.2 Craven District Council hold assets that generate a turnover of £4.23m from rents, fees or the services delivered within them. These include the crematorium, car parks, shops, shared housing and business units. The range of assets also include those that do not generate a surplus but are important to our residents such as Aireville Park, Skipton Town Hall and Craven Leisure and these require constant investment and support.

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- 3.3 Across North Yorkshire different councils have different range of assets so for example only Craven, Harrogate and Hambleton have swimming pools while other authorities have transferred these services to the voluntary sector. Craven District Council has transferred or leased assets at a pepper corn rent to the community groups, parish councils and the voluntary sector such as Victoria Hall in Settle, development land to registered providers, the RAFA Club and public toilets in order to both reduce costs but also to improve services as they could be better delivered by another organisation.
- 3.4 Community Asset Transfer is the transfer of a publicly owned asset (usually land or buildings) to a community organisation at less than market value, or at nil consideration. There are different approaches including asset transfers or the creation of a mutual but they all have the following in common:
- The transfer of the interest/ownership in buildings or land (most often from the public sector)
  - To locally accountable community organisations (i.e. independent, committee led, majority are community representatives living in the area, often wider community membership and often charities)
  - Transfer can be a long term lease or a freehold as security of tenure and ability to manage the asset is essential.
  - Can be at 'nil consideration', less than best consideration or below market value
- 3.5 Any operational surplus from income generated from local authority assets is used to provide services across the local authority, so income from car parking in one town is used to provide services elsewhere or where the authority sets as a priority. In local government reorganisation the new authority whether it is a North Yorkshire Unitary or a new West Unitary, the principle that income from assets will be spent on the priorities of the authority will continue. Income from car parking, shops and industrial units will be spent on the priorities of the new authority and not necessarily in Craven
- 3.6 To safeguard Craven DC assets and services for the long term benefit of all of Craven's communities we aim to explore the possibility to transfer the assets of Craven DC into one or more social enterprises. There are a wide range of options to use Craven DC land assets and reserves to generate income to deliver projects and initiatives that support the cultural and economic well-being of our communities
- 3.7 The devolution deal submitted to the Government will be a positive step forward in securing resources and powers for the development of York and North Yorkshire. Its clear limitations are that the focus is on the larger towns and industries and is unlikely to support rural communities both with employment or community well-being. Using our assets to support Craven's

communities will complement the roles and responsibilities of any new authority, and the combined authority.

### **4.0 Asset Transfer from the Public Sector**

4.1 Asset transfers from the public sector to the third sector are wide spread and have been carried out by local authorities, and government agencies such as the NHS and the MOD for many years. The range in scale can be from the transfer of pocket parks through the spin out of procurement departments to the creation of the Canal and River Trust.

4.2 The main benefits for transferring assets to the third sector include:

- That a new organisation can bring energy and purpose a service or function that a larger and more diverse organisation cannot.
- Potential to have a stronger and more focussed governing body than may otherwise be spread too thinly across a range of functions.
- Specific mission and aims which relate to the management of the community buildings can be incorporated into the new organisation.
- Ability to manage the portfolio of assets more strategically, potentially making decisions to develop and reinvest in the future.
- Economies of scale could be available through managing several buildings, including use of technology, staffing, utility bills and other contracts.
- More efficient use of resources for marketing, community engagement and development and fundraising.
- A larger organisation has more influence and can be a powerful voice for the community buildings and their work.

4.3 There are also a range of challenges and considerations that will be addressed through the process of asset transfer:

- There is a need to have balanced portfolio of assets that return a budget surplus as well as assets and services that are a cost.
- The new organisation needs to have strong “community” credentials
- TUPE implications of transferring staff to a new organisation including pension arrangements and the impact on staff in residual roles.
- There can be a long intensive development process, particularly governance
- Complex legal structures if considering charitable structure
- There needs to be expertise beyond facilities and property management including legal, financial and taxation
- Need to understand each asset in detail
- Transfer of the freehold or the TUPE of staff is not the only approach as long term leases and secondments can also play an important role.

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- Need to consider state aid implications.

### 5. Key stages of developing a Business Case

5.1 There are no preconceptions about the nature and scale of any asset transfer so we need to follow a process to establish the vision and aims of what the Council wishes to do and then an audit of our assets so that a decision can be taken on the best fit with the vision and also the practicality of any type of asset transfer.

5.2 We have engaged informally with Locality to understand the key stages that needs to be followed. This report seeks permission to carry out the first four stages.

1. Inception (the catalyst)
2. Imagination (the vision)
3. Discovery – audit of physical building, types of activities, what money, community consultation etc.
4. Planning - *Business planning*
5. *Forming - Governance of the new social enterprise*
6. Negotiation – for the Community Asset Transfer
7. Acquisition – the transfer of the assets
8. Investment
9. Development
10. Management

5.3 Locality have identified the following pre-requisites for success:

- a strong steering group that could work with Locality to ensure momentum and that the evolution of the plan is supported
- having some Craven officer capacity which can support implementation
- ensuring that funding is available to enable access to legal and financial advice and potential other specialist advice

5.4 Based on soft market testing we estimate that the stages up to the creation of the business case will be in the region of £40,000 and so with a budget for additional legal and other advice this report is seeking a £50,000 budget for this initial phase. A procurement exercise to secure three competitive quotes will be carried out to procure a suitably qualified organisation to work with the Council to develop the business case and also support the development of the governance and the transfer of assets if the business case is accepted by the Council.

5.5 Once the business case has been produced it will be brought to Policy Committee for consideration. If the Council agrees to proceed with some or

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all of the recommended business case then a further request for funding to address additional; requirements including legal considerations, governance, staff transfer issues, actuarial requirements and state aid implications

### 6. Work Programme and Time Scales

6.1 Below is some more detail on the key stages, the activity involved and the time scale.

Stage	Detailed work	Estimated date
Coordination	Bi-weekly meeting with coordination group	On-going
Visioning	Undertake initial visioning session with officers and members to include asset transfer models benefits and challenges including legal structures, external funding and TUPE	December
	Review and firming up of work plan	January
Research baseline	Developing approach to audit assets to include condition, use, income legal covenants and staff.	January
	Undertake audit and report to coordination group	January/February
Business planning	Strategic planning session connecting assets to the vision	February
	Development and agreement of business plan format	February
	Consider which assets to be included in an asset transfer	March
	Detailed business planning finance, organisational, staffing structures and cash flow	March/April
	Report business plan to coordination group	April

### 7. Implications

#### 7.1 Financial Implications

A supplementary revenue estimate of £50,000 is allocated from the New Homes Bonus Reserve.

#### 7.2 Legal Implications

Legal advice will be vital for the development of the business case but there are no legal issues arising from this report.

### **8. Contributions to Corporate Priorities**

The proposals in this report support the Council priority of “Enterprising Craven.

### **9. Risk Management**

It is not clear what the exact time scales and process will be with local government reorganisation but this creates a risk that we are not able to develop and agree a business case and then implement the proposals before the reorganisation of local councils in the region takes place.

### **10. Consultation with Others**

### **11. Appendices**

None

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

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