

AGENDA

CABINET

THURSDAY, 16 JANUARY 2020

4.00 PM

**COUNCIL CHAMBER, FENLAND HALL,
COUNTY ROAD, MARCH**

Committee Officer: Linda Albon
Tel: 01354 622229
e-mail: memberservices@fenland.gov.uk

- 1 To receive apologies for absence
- 2 To receive members' declaration of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in respect of any item to be discussed at the meeting
- 3 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified
- 4 Fees & Charges (Pages 3 - 26)

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2020/21.
- 5 Establishment of Investment Board (Pages 27 - 34)

To put in place the governance arrangements necessary to bring the proposed Investment Board into effect.
- 6 Draft 6 Month Cabinet Forward Plan (Pages 35 - 36)

For information purposes.

7 Items which the Chairman has under item 3 deemed urgent

CONFIDENTIAL - ITEMS COMPRISING EXEMPT INFORMATION

To exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: "that the public be excluded from the meeting for Items which involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) as indicated."


8 Chatteris Land Agreement - CONFIDENTIAL ITEM (Pages 37 - 60)

An update on the Chatteris Land Agreement.

Tuesday, 7 January 2020

Members: Councillor C Boden (Chairman), Councillor Mrs J French (Vice-Chairman), Councillor I Benney, Councillor S Clark, Councillor Miss S Hoy, Councillor Mrs D Laws, Councillor P Murphy, Councillor C Seaton, Councillor S Tierney and Councillor S Wallwork

Agenda Item 4

Agenda Item No:	4	
Committee:	Cabinet	
Date:	16 January 2020	
Report Title:	Fees and Charges 2020/21	

Cover sheet:

1 Purpose / Summary

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2020/21.


2 Key issues

- The Panel is meeting on the 13 January 2020 to review the Council's Fees and Charges for 2020/21, in line with the Budget Strategy being considered by Cabinet on 9 January 2020.
- The report detailing the proposals to be considered by the Overview and Scrutiny Panel is attached.
- The fees and charges for 2020/21 to be considered by the Overview and Scrutiny Panel are at Appendix A of the attached report.
- Members will be updated at the meeting with the recommendations of the Overview and Scrutiny Panel.

3 Recommendations

- Members consider the recommendations of the Overview and Scrutiny Panel and approve the Fees and Charges for 2020/21.

Wards Affected	All
Forward Plan Reference	
Portfolio Holder(s)	Cllr Chris Boden, Leader and Portfolio Holder, Finance
Report Originator(s)	Peter Catchpole, Corporate Director and Chief Finance Officer (S.151 Officer) Mark Saunders, Chief Accountant
Contact Officer(s)	Peter Catchpole, Corporate Director and Chief Finance Officer (S.151 Officer) Mark Saunders, Chief Accountant
Background Paper(s)	Draft Medium Term Financial Strategy and General Fund Budget 2020/21.

Agenda Item No:	9	
Committee:	Overview & Scrutiny Panel	
Date:	13 January 2020	
Report Title:	Review of Fees and Charges 2020/21	

Cover sheet:

4 Purpose / Summary

To review the Council's Fees and Charges for 2020/21, in line with the Budget Strategy being considered by Cabinet on 9 January 2020.

5 Key issues

- At a separate agenda item, the draft Budget report for 2020/21 highlights the significant financial challenges the Council faces over the medium term and the scale of savings required. The proposals in this report contribute to producing a balanced budget for 2020/21.
- The current and forecast economic climate dictates that the Council's charges have to remain sympathetic of local people's ability to pay, whilst at the same time maximising income to the Council.
- Consumer Price Index (CPI) inflation currently stands at 1.5% (November 2019), steadily reducing over the last twelve months from a rate of 2.3% (November 2018). Inflation is forecast to remain at these levels in the short-term with a steady increase over the next year to around 2%. Even at this rate, these are historically low figures and officers have been mindful of the low inflation environment when considering proposals for increases in 2020/21.
- The inflation the Council experiences in some of its services may however be higher than CPI where contracts specify the Retail Prices Index (RPI) or is related to fuel and wage inflation. The increase in costs in these services may be higher than that being proposed for fees and charges.
- The proposed fees and charges for 2020/21 are attached at Appendix A.
- The proposals would, at current usage levels, generate further income from fees and charges of an estimated £43,490. This amount is in line with the assumptions and income levels included in the draft budget report.
- Consequently, the emphasis is on increasing usage in order to maximise income levels. Any reduction in the level of increases proposed will increase the pressure on the 2020/21 budget.

6 Recommendations

- Members are asked to consider the proposals contained in this report and at Appendix A and to recommend to Cabinet the Fees and Charges to be included in the final budget proposals for 2020/21.

Wards Affected	All
Forward Plan Reference	
Portfolio Holder(s)	Cllr Chris Boden, Leader and Portfolio Holder, Finance
Report Originator(s)	Peter Catchpole, Corporate Director and Chief Finance Officer (S.151 Officer) Mark Saunders, Chief Accountant
Contact Officer(s)	Peter Catchpole, Corporate Director and Chief Finance Officer (S.151 Officer) Mark Saunders, Chief Accountant
Background Paper(s)	Draft Medium Term Financial Strategy and General Fund Budget 2020/21.

Report:

1 INTRODUCTION

- 1.1 The Draft Medium Term Financial Strategy and General Fund Budget 2020/21 being considered by Cabinet on 9 January 2020 highlighted the significant challenges the Council faces over the medium term. Further details are contained in the draft budget report at a separate agenda item.
- 1.2 When reviewing the current level of fees and charges, officers have been mindful of the following principles:
- (i) The current economic climate and the impact on residents and businesses;
 - (ii) CPI Inflation currently stands at 1.5% (November 2019), although this is forecast to increase slightly over the next twelve months;
 - (iii) The need to remain competitive and maintain/increase activity levels;
 - (iv) Flexibility in the charging regime to encourage increased usage and to assist with meeting Corporate Priorities;
 - (v) The need to maximise income levels to assist with funding the Medium Term Financial Forecasts.
- 1.3 The inflation the Council experiences in some of its services may however be higher than CPI where contracts specify the Retail Prices Index (RPI) or is related to fuel and wage inflation. The increase in costs in these services may be higher than that being proposed for fees and charges.
- 1.4 Although the Draft Budget report did not specifically identify a proposed increase in fees and charges, certain assumptions had to be made in order to produce the draft budget for 2020/21. The proposals detailed in this report will, overall, meet the income levels included in the Draft Budget report. Any reduction in the level of increases proposed will increase the pressure on the level of savings required.

2 PROPOSALS

- 2.1 The proposed fees and charges for 2020/21, together with comparisons with current charges, percentage increase and financial impact are detailed at Appendix A.
- 2.2 Many of the fees and charges are non-vatable and are shown in Appendix A as either exempt(e), non-business(n) or zero-rated(z). All other charges are standard rated and shown inclusive of VAT, with the exception of the charges for South Fens Business Centre and The Boathouse, which are shown excluding VAT.
- 2.3 Some of the fees and charges are set centrally by government and apply to all local authorities. These are included in Appendix A and cover the following:
- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005
 - Electoral Registration
 - Environmental Services – Process Authorisation Fees
 - Planning Fees
- There is no discretion in the setting of these fees and there are no further increases planned for 2020/21.
- 2.4 Planning Fees are set by government and after 5 years of no increase, these were increased by 20% with effect from 17 January 2018. No further increases in these fees are planned for 2020/21.

- 2.5 Taking into account the principles detailed in 1.2 above, all Service Teams have assessed their charges for 2020/21 and their proposals are detailed in Appendix A.
- 2.6 Detailed service proposals are contained in the following sections together with some commentary explaining the rationale for the proposed charges for 2020/21. The following sections are in the same order as detailed in Appendix A.

3 GROWTH & INFRASTRUCTURE SERVICES

3.1 Wisbech Port – Statutory Harbour Dues (Harbour & Light Dues, Conservancy Dues, Pilotage Dues and Additional Charges), Wharfage Dues (Wisbech only), Yacht Harbour (Wisbech only)

Statutory Dues

- Members will be aware that this Council is the Statutory Harbour Authority for the River Nene from Wisbech to the Bar Flat Buoy in The Wash. The Council is allowed to set charges to recover costs over a period of time, a principle re-iterated by the Department for Transport who have previously emphasised that there should not be any ‘substantial or continuing subsidy from a local authority’s general funds to its port’.
- These costs will be recovered from the charges levied on ships visiting Wisbech and Sutton Bridge using the Harbour Authority/Pilotage service. It is proposed that these charges be increased by inflation.
- The overriding objective when setting charges is to recover the estimated costs of providing this service, taking into account projected ship numbers. There is no cross-subsidy between these charges and the commercial and yacht harbour operations at the Port.

Commercial and Yacht Harbour Fees

- The Council has benchmarked the commercial fees against neighbouring authorities and found that Fenland’s charges are broadly in line with these. To keep pace with inflation, the commercial charges are proposed to increase by around 1.5%.
- Berthing rates at the Yacht Harbour have not increased for a number of years and in order to better reflect the cost of providing these services, berthing rates and all ancillary charges are proposed to increase by around 5%. Regular benchmarking reviews show that the proposed charges remain competitive.
- Following the completion of the Sutton Bridge moorings, the Council has entered into an agreement with Lincolnshire County Council, who own the moorings, to manage them on their behalf. This includes the collection of berthing rates.

3.2 Mini-Factories, South Fens Business Centre and The Boathouse

- Rent levels are generally proposed to increase by inflation for mini-factories, South Fens Business Centre and The Boathouse. The proposed charges are considered appropriate for current market conditions.
- Increases to room hire rates are being proposed, ranging from 1.5% to 3.4%, which will maintain the competitiveness between the premium offer provided by the Council’s Business Centres and similar comparative offers in the private sector.

4 HOUSING, ENVIRONMENT, LEISURE & COMMUNITY SERVICES

4.1 Generally, only minor changes to environment charges are being proposed for 2020/21 except for Ship Sanitation Certificates which are increased annually in line with the Association of Port Health Authorities recommended charges and the specific charges detailed below.

4.2 Training Courses

- In response to business feedback, a food business support package has been designed to assist with legal requirements and to achieve a higher rating scheme. An hourly rate for coaching (includes travel) together with a fee for information to support coaching are new fees being proposed.

4.3 Cemeteries Service

- The Council provides a burial service in 6 cemeteries across the District, whilst maintaining another 15 closed cemeteries. FDC works hard to make sure that the cemeteries are well kept places to visit. In order to deliver what visitors to the cemeteries expect, we work together with our contractor, Tivoli Group, to ensure that high standards are maintained.
- Following a benchmarking exercise, it is proposed to increase the majority of fees, with increases ranging from 1.4% to 6%, in order to make them comparable with neighbouring authorities and also to reflect the cost of providing and investing in the service and the limited size of the cemeteries themselves.

4.4 Commercial and Chargeable Household Waste Services

- The commercial waste services are subject to competition from the private sector. To remain competitive, and support small local businesses, no increases in charges are being recommended this year.
- With effect from April 2017, the Council has been operating a chargeable garden waste service. Full details of the scheme and charges are contained in various reports to Members throughout the last three years. As the charges for 2020/21 have already been set (to remain at current levels), the estimated financial impact of the scheme has been included in the draft budget 2020/21.

4.5 Leisure Services

- Members will be aware that from 4 December 2018 new management arrangements are in place at the Council's Leisure Centres. The setting of charges at the leisure centres (with a few minor exceptions) are now the responsibility of Freedom Leisure, the new management contractor.

4.6 Fairs

- There has been no increase in the fee for Fairs for a number of years and consequently, a modest increase is proposed.

4.7 Travellers Sites

- The Council operates and manages 5 sites comprising 64 pitches, situated in Wisbech, Wisbech St. Mary, Murrow, Parson Drove and Chatteris, on behalf of Cambridgeshire County Council (who owns them). Site rents (including water charges) are proposed to increase by 2.7% in order to continue to cover costs and provide the necessary services and improvements to the sites (site rents did not increase this year). Any surpluses generated from these rents are re-invested in the sites in accordance with the management arrangements agreed with Cambridgeshire County Council.

4.8 Homeless Persons Accommodation

- Rent increases of around 2.7% are being proposed at Creek Road Hostel and at the temporary accommodation properties (leased from Clarion) in line with the social housing rent formula calculation and in order to cover costs (rents did not increase this year). The proposed rents remain within the upper limit of housing benefit thresholds.

4.9 Licensing

- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005 are set by government and no increases are proposed for 2020/21.
- To meet the requirements of The Licensing of Animals (Prescribed Description) Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018, a revised set of fees was implemented with effect from October 2018. No further increases are proposed for 2020/21.
- Hackney Carriage/Private Hire Licences charges are currently set at a level to recover the estimated cost of the service. Consequently, no further increases are proposed for 2020/21. The fees relating to Safeguarding/Disability Awareness Training; Driver Knowledge Tests and DBS checking have been amended to better reflect the costs associated with these.

5 POLICY, GOVERNANCE & PLANNING SERVICES

5.1 Planning Fees

- These fees are set by government. Following five years of no increases these fees were increased by 20% with effect from 17 January 2018. No further increases in these fees are planned for 2020/21.
- At the same time as the planning fee increase, pre-application planning advice charges were also increased by 20%. No further increases in these fees are planned for 2020/21.
- No increase in ancillary charges is proposed as very limited income is generated from these.

5.2 Land Charges

- No increase in the basic search fees are being proposed, as the current fees are at a level which covers costs and maintains competitiveness.

5.3 Electoral Registration

- These fees are set by government and no further increases are planned for 2020/21.

6 FINANCIAL SUMMARY

- 6.1 The proposals in sections 3-5 above and Appendix A would, at current usage levels, generate further net income from fees and charges of an estimated £43,490. This amount is in line with the assumptions and income levels included in the draft budget report. Any reduction in the level of increases proposed will increase the pressure on the 2020/21 budget.
- 6.2 The total estimated fees and charges which will be included in the final budget report for 2020/21, takes into account the agreed level of fees together with estimated usage/activity levels.

2020/21 Fees and Charges - with effect from 1 April 2020

Service Group

Growth & Infrastructure
Housing, Environment, Leisure & Community Services
Planning, Policy & Governance

Note :

The charges are inclusive of standard rate VAT (except for charges for South Fens Business Centre and The Boathouse, which are shown excluding VAT) unless they are shown as:

- Exempt (e).
- Non-Business (n)
- Zero Rated (z).

Note : standard rate VAT applicable:	from 04.01.11	20%
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Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
PORT OF WISBECH AUTHORITY (NENE PORTS) FEES & CHARGES				
1. <u>Harbour and Light Dues</u>				£3,100
a. To Wisbech - per G.T.	0.500 (z)	0.508 (z)	1.6%	
b. To Sutton Bridge - per G.T.	0.418 (z)	0.425 (z)	1.7%	
Oil Spill Prevention Charge - per ship per visit	19.00	19.30	1.6%	
2. <u>Conservancy Dues</u>				£2,600
a. To Wisbech - per G.T.	0.374 (z)	0.380 (z)	1.6%	
b. To Sutton Bridge - per G.T.	0.374 (z)	0.380 (z)	1.6%	
3. <u>Wharfage Dues (Wisbech Only)</u>				£1,500
(i) Steel & Iron products - per tonne	0.523 (z)	0.531 (z)	1.5%	
(ii) Timber (Deals, battens, boards etc) - per cu.m.	0.534 (z)	0.542 (z)	1.5%	
(iii) Timber (Plywood, hardboard etc) - per cu.m.	0.677 (z)	0.687 (z)	1.5%	
(iv) Grain, Animal Feeds - per tonne	0.495 (z)	0.502 (z)	1.4%	
(v) Fertilisers, Sand, Salt - per tonne	0.604 (z)	0.613 (z)	1.5%	
(vi) Aggregates - per tonne	0.604 (z)	0.613 (z)	1.5%	
(vii) Bricks, Scrap Metal - per tonne	0.523 (z)	0.531 (z)	1.5%	
Others by arrangement				
(viii) ISPS Charge - per ship per visit	34.23 (z)	34.74 (z)	1.5%	
4. <u>Pilotage and Boarding & Landing Dues</u>				£4,700
a For a vessel to Wisbech - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	746.98 (z)	758.18 (z)	1.5%	
(ii) exceeding 1000	0.748 (z)	0.759 (z)	1.5%	
b For a vessel to Sutton Bridge - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	701.00 (z)	711.52 (z)	1.5%	
(ii) exceeding 1000	0.701 (z)	0.712 (z)	1.6%	
<u>Additional Charges</u> (excluding any charges imposed by terminal operators or agents in respect of attendance at ships by boatmen / ropemen or other personnel)				£1,000
c Detention If a pilot is detained on board or taken to another port as a result of extreme weather or other unavoidable causes: a charge per hour of up to a maximum of The ship will also be liable for any public transportation costs of the pilot's return to port of boarding and subsistence charges during this time.	71.15 (z) 1,067.15 (z)	72.22 (z) 1,083.16 (z)	1.5% 1.5%	
d 'Dead Ship' For <i>force Majure</i> pilotage of a vessel without the use of main engine/s, the compulsory pilotage rate is as per 4(a) and 4(b) plus 100%.				
e Harbour Services Vessel movements in harbour area including mooring and unmooring and moving berth, Draft Surveys, a flat rate charge of	132.00 (z)	134.00 (z)	1.5%	
f Attendance For pilotage subsequently not required for a tide or failure to make ETA/ETD or vessel does not arrive as advised, a flat rate of For inward passage cancelled following attendance, a further flat rate charge for boarding service of 1 hour pilot boat at per hour	132.00 (z) 374.00 (z)	134.00 (z) 380.00 (z)	1.5% 1.6%	
g Pilot Exemption Certificate Application (Processing fee) For a Master of any vessel over 20m working in the harbour jurisdiction without a pilot must apply for a PEC, subject to approval from the Harbour	295.00	300.00	1.7%	
h Pilot Exemption Fee 25% of Full Pilotage (per day)				
i Dredging/Bed Levelling (Charge per Hour) Minimum of 3 hours, plus mobilisation (see below) Tariff rates for Dredging/Bed Levelling apply only within the port areas of Wisbech and Sutton Bridge. Others by negotiation.	404.00	410.00	1.5%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
j Towing (Charge per Hour) Minimum of 2 hours within the confines of the harbour areas, plus mobilisation/cancellation time (see below)	404.00 (z)	410.00 (z)	1.5%	
Minimum of 4 hours for a stern tow from seaward to Sutton Bridge, plus mobilisation time (see below)	404.00 (z)	410.00 (z)	1.5%	
k Mobilisation/Cancellation fee Time (Charge per Hour) Charge for passage to place towing vessel on station, with a Minimum of 1 hour. No charge will apply if cancelled 4 hrs before HW	174.90 (z)	177.52 (z)	1.5%	
l Surveying Per day or part thereof, hire of equipment	171.00	173.50	1.5%	
Per hour, for processing results	93.00	94.40	1.5%	
Cancellation fee of 40% of completed works				
m Harbour vessel's workboat hire (Charge per hour) Per hour, Minimum 4 hours, small boat hire Orca WB1	258.00	262.00	1.6%	
Per hour, minimum 4 hours, small workboat hire Nene Surveyor	290.00	295.00	1.7%	
Per hour, minimum 4 hours, pilot boat hire Nene Pilot, Fenland Pilot	374.00	380.00	1.6%	
Per hour, minimum 4 hours, Fenlander Tug	404.00	410.00	1.5%	
Charges for i and l above, if during weekends or between 18:00 and 06:00 on any week day shall be +50% Tariff rates for surveying apply only within the port areas of Wisbech and Sutton Bridge. Others by negotiation.				
n Marine Works Application Processing Fee (minimum)	263.00	267.00	1.5%	
o Duty Officer Call Out Charge Out of hours (per hour) - 1600 - 0800	95.00	96.50	1.6%	
p Marine Works Superintendence - per hour (minimum 1 hour)	94.00	95.50	1.6%	
q Pilot Ordering All Pilots must be ordered 6 hours before HW, a late notice charge will be applied for each pilot ordered after this time	101.00	102.50	1.5%	
r Harbour Master Superintendence - per hour (minimum 1 hour)	123.50	125.50	1.6%	
s Local Notice to Mariners A charge will apply where the Harbour Authority has to raise a Local Notice to Mariners (LNTM) on behalf of third parties, of	158.00	160.50	1.6%	
Small Commercial Vessels - Non Resident. <u>Mooring on Authority's Pontoons at Sutton Bridge or Wisbech</u> Per metre LOA per 24 hours or part there of	6.15	6.25	1.6%	
Per metre per 7 days	26.60	27.00	1.5%	
Small Commercial Vessels - Resident/Non Resident Harbour & Light Dues & Conservancy Charge per vessel per visit.	22.40 (z)	22.75 (z)	1.6%	
Fuel Transfer Charge or Permission to fuel from tanker or across Authority's property. Per vessel per bunker and subject to 24 hours notice and Harbour Master's permission.	41.80	42.50	1.7%	
NB for purposes of this tariff addendum, Small Commercial Vessels are deemed those certified under the MCA Small Commercial Code of Practice and/or 24 metres LOA or below.				
Commercial Vessels - Lay By Wisbech Commercial Quay For all commercial vessels other than defined small commercial vessels, a charge per gross tonne shall apply per entry as follows.	0.89	0.90	1.1%	
An entry shall permit a maximum stay of four days after which further layby berthing dues become payable. Minimum 4 days. Harbour & Light Dues, Pilotage, Conservancy, ship's waste, oil spill and ISPS charges as per tariff. Wisbech ship berths are NAABSA berths and vessels are subject to being required to move on demand. If dead ship, berthing conditions are strictly by prior agreement with the Harbour Master. VAT payable where applicable. All charges fall due on demand and before departure unless account facilities have been applied for and approved in advance.				

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
5. Wisbech Yacht Harbour (All Rates include VAT at standard rate)				£4,800
a (i) Pontoon Berths - Contract (Long Term) Berthing Rates				
Standard Term - (Vessel LOA greater than 6.0m)				
	Rate/metre £	Rate/metre £		
Per annum	134.00	140.00	4.5%	
Per annum outside or inside hammer-head berths	148.00	155.00	4.7%	
Per annum on commercial linear berths	148.00	155.00	4.7%	
Port of Wisbech Authority Annual Licence	14.50 (z)	15.20 (z)	4.8%	
note				
- Rates apply afloat or for storage ashore but exclude boat lift charges.				
- For vessels arriving mid-term, charges are pro-rata.				
- Rates above apply given payment in full at point of invoice. Payment can be staggered but:-				
Two payments plus 5%				
Four payments plus 9%				
Twelve payments plus 13%				
(ii) Sutton Bridge Moorings charges shown net of VAT (Rates exclude VAT at standard rate)				
Pontoon Berths - Berthing Rates per annum	150.00	150.00	0.0%	
b Pontoon Berths - Non-Contract (Visitor) Berthing Rates (Including Port of Wisbech Authority licence contribution)				
	Rate/metre £	Rate/metre £		
Daily - per 24 hours (minimum charge £11.40)	1.90	2.00	5.3%	
Weekly (7 days)	9.90	10.40	5.1%	
Monthly (28 days) April - October	25.40	26.60	4.7%	
Special Events	POA	POA		
Short Stay Berth (Subject to availability) Max 2 hrs, not overnight	No charge	No charge		
Sail Training Vessels	Less 20%	Less 20%		
Club Rallies of over 2 Boats per visit	Less 20%	Less 20%		
Narrow Boats over 11m LOA	Less 20%	Less 20%		
Weather-bound craft maximum of one week	Less 20%	Less 20%		
Winter Storage Afloat				
November to March per month	20.40	21.40	4.9%	
Full five months	86.70	91.00	5.0%	
Conditions of Use				
This tariff should be read in conjunction with the Wisbech Yacht Harbour Terms and Conditions of Use and the Berthing Licence.				
1 All contracts are subject to availability and all fees payable in advance.				
2 Cancelled contracts will attract a cancellation fee of 15% of the total contract value.				
3 An administration fee of 10% may be applied to all non-contract charges which are invoiced against any vessel which leaves the Yacht Harbour before settlement of an account.				
4 Berthing charges include Port of Wisbech harbour dues, portable water for filling tanks and access to Yacht Harbour facilities. NB Visiting craft are not guaranteed an alongside berth and depending on availability may be required to raft up.				
5 Multi-hulled vessels may be subject to a surcharge of 1.5 times actual rate.				
6 Commercial vessels, (those not designed and/or used for leisure purposes), may be subject to a surcharge of actual costs as a result of charges levied by Local or Statutory authorities.				
7 LOA, (length overall), is the maximum length of any vessel and includes overhangs (push pits, pull pits, bowsprits, davits, etc)				
Administration charge for visiting vessels leaving without paying dues in full	30.00	31.50	5.0%	
Administration charge for each debtor account referred for collection	110.00	115.50	5.0%	
Administration charge for change in billing method after berthing application is accepted	30.00	31.50	5.0%	
c Ancillary Charges				
All yard services apply from 08:30 to 16:30 Monday to Friday excluding Bank Holidays. Otherwise charges are plus 100%.				
Any emergency weekend lifting plus 100%				
(i) Boat lifting - Up to 15m LOA or 20 tonnes				

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
Lift Out				
To yard, including shoring up using boat cradle/stands. Per metre	17.50	18.40	5.1%	
Minimum Charge	102.00	107.00	4.9%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
Relaunch/Lift onto Trailer				
Per metre.	17.50	18.40	5.1%	
Minimum Charge	102.00	107.00	4.9%	
(ii) Vessels over 15m LOA and /or 20 tonnes to 55 tonnes plus 30%.				
Lift Out				
To yard, including shoring up using boat cradle/stands. Per metre	25.00	26.00	4.0%	
Marine Service waiting charge per hour per person	39.00	41.00	5.1%	
Relaunch/Lift onto Trailer				
Per metre.	25.00	26.00	4.0%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
(iii) Lift out				
Hold in Slings (subject to availability). Per metre, per 30 minutes	8.75	9.20	5.1%	
Return to water				
Hire of Yacht harbour Cradles (subject to availability)				
per annum / pro rata per cradle	100.00	105.00	5.0%	
Hire of electric pressure washer (subject to availability). Per use.	11.00	11.50	4.5%	
Hire of petrol pressure washer (subject to availability). Per day. Plus Fuel.	40.00	42.00	5.0%	
(iv) Boom Crane Lifting . Max 3 tonnes.				
Engine lift , per engine, per hour or part.	71.50	75.00	4.9%	
Comercial Engine Lift	POA	POA		
Small boat lift . Per metre each way.	14.50	15.20	4.8%	
Minimum charge each way.	43.90	46.00	4.8%	
(v) Other Services				
Marine Services Labour (min 2 hours)				
For any additional work per hour, including the following:-	45.00	47.20	4.9%	
Cleaning boat yard if left untidy.				
Boat movement by yard staff (plus Harbour vessel's workboat hire)				
Mast stepping/unstepping.				
Pressure wash by yard.				
Mast Storage . Per mast up to 12m vessel LOA. Single payment .	51.00	53.50	4.9%	
Over 12m vessel LOA. Single payment.	71.50	75.00	4.9%	
Boat Trailer or Cradle Storage (subject to availability of space). p/a	73.00	76.50	4.8%	
Miscellaneous Storage as per trailer tariff	73.00	76.50	4.8%	
Marina pump out . Per use, subject to availability.	15.00	15.75	5.0%	
Non boatyard temporary hard standing . Subject to availability.				
Charges as per non contract berthing rates.				
Hire of forklift and operator . Up to 2.8 tonne lifts.				
First half hour or part.	55.00	57.75	5.0%	
Per additional hour	27.50	29.00	5.5%	
Electricity				
By prepaid card from Harbour Office				
Tradesmen's Licence . Annual working permit. Tradesmen to work in	80.00	84.00	5.0%	
boatyard, yacht harbour or slipway. Subject to insurance and Harbour				
Master's approval.				
Slipway				
Haul and launch per metre	43.00	45.00	4.7%	
Shoring up. Time and materials basis.				
Slip rent per day per metre.	4.40	4.60	4.5%	
Crab Marsh Work Shop				
Premium under cover boat storage - short term Contract Only (berthing Contract rate + £150 per month)				

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
6. <u>Sewage Disposal</u>				
Properties not connected to mains sewer				
Private dwellings				
Service charge (per annum)				
Standing charge (per annum)				
Charges to Roddons as per the Transfer Agreement				
	< As per AW >	< As per AW >		
March Sanitation Point				
Boat Pump-Out tokens per token	13.50	13.50	0.0%	
Sanitation Point Keys	5.00	5.00	0.0%	
7. <u>Mini Factories</u>				
Rents negotiable within:				
a. the minimum - per square foot and;	4.35 (e)	4.42 (e)	1.6%	
* b. the maximum - per square foot	8.45 (e)	8.58 (e)	1.5%	
c. the minimum - per square metre and;	46.83 (e)	47.52 (e)	1.5%	
* d. the maximum - per square metre	90.96 (e)	92.35 (e)	1.5%	
It should be noted that VAT is applicable on rental income at Venture House, Venture Court & South Fens Enterprise Park Includes charges for acceptable trade refuse collection and disposal, insurance, water rates (where applicable), and site maintenance.				
* to be applied when market forces dictate				
8. <u>South Fens Business Centre, Chatteris</u> charges shown net of VAT				
a. the minimum - per square foot and;	18.45	18.75	1.6%	
* b. the maximum - per square foot	20.50	20.80	1.5%	
c. the minimum - per square metre and;	198.60	201.65	1.5%	
* d. the maximum - per square metre	220.66	223.90	1.5%	
e. Catering				
Tea and coffee per head	2.25	2.30	2.2%	Room Hire e - g £1,200
Orange Juice per jug	3.10	3.15	1.6%	
** f. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Beech	37.00	38.00	2.7%	
Oak/Apple	22.75	23.50	3.3%	
Small Meeting rooms (first hr free)	14.50	15.00	3.4%	
Large Meeting rooms (first hr free)	18.50	19.00	2.7%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Beech	88.25	90.00	2.0%	
Oak/Apple	64.50	66.00	2.3%	
Small Meeting rooms (first hr free)	33.50	34.00	1.5%	
Large Meeting rooms (first hr free)	45.00	46.00	2.2%	
<i>External rate - per full day</i>				
Beech	156.75	160.00	2.1%	
Oak/Apple	113.25	116.00	2.4%	
Small Meeting rooms (first hr free)	52.50	53.50	1.9%	
Large Meeting rooms (first hr free)	74.50	76.00	2.0%	
** g. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Beech	68.75	70.00	1.8%	
Oak/Apple	58.00	59.00	1.7%	
<i>External rate - per half day</i>				
Beech	182.00	186.00	2.2%	
Oak/Apple	137.00	140.00	2.2%	
<i>External rate - per full day</i>				
Beech	379.00	386.00	1.8%	
Oak/Apple	311.25	317.00	1.8%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
9. <u>The Boathouse, Wisbech</u> charges shown net of VAT				
a. the minimum - per square foot and;	18.45	18.75	1.6%	
* b. the maximum (suites GF1 to FF38) - per square foot	20.50	20.80	1.5%	
* c. the maximum (suites FF39 & FF40) - per square foot	22.50	22.85	1.6%	
d. the minimum - per square metre and;	198.60	201.65	1.5%	
* e. the maximum - per square metre	220.66	223.90	1.5%	
* f. the maximum (suites FF39 & FF40) - per square metre	242.19	245.85	1.5%	
g. Catering				Room Hire g - i £1,400
Tea and coffee per head	2.25	2.30	2.2%	
Orange Juice per jug	3.10	3.15	1.6%	
** h. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Richard Young Large	37.00	38.00	2.7%	
Lambton/Young 1 or 2	22.75	23.50	3.3%	
The Gallery	21.00	21.50	2.4%	
Meeting rooms	14.50	15.00	3.4%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Richard Young Large	88.25	90.00	2.0%	
Lambton/Young 1 or 2	64.50	66.00	2.3%	
The Gallery	59.00	60.00	1.7%	
Meeting rooms	33.50	34.00	1.5%	
<i>External rate - per full day</i>				
Richard Young Large	156.75	160.00	2.1%	
Lambton/Young 1 or 2	113.25	116.00	2.4%	
The Gallery	103.75	106.00	2.2%	
Meeting rooms	52.50	53.50	1.9%	
** i. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Richard Young Large	68.75	70.00	1.8%	
Lambton/Young 1 or 2	58.00	59.00	1.7%	
<i>External rate - per half day</i>				
Richard Young Large	182.00	186.00	2.2%	
Lambton/Young 1 or 2	137.00	140.00	2.2%	
<i>External rate - per full day</i>				
Richard Young Large	379.00	386.00	1.8%	
Lambton/Young 1 or 2	311.25	317.00	1.8%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				
10. <u>Fenland Hall, March</u>				
a. Room Hire - per morning or afternoon session				
(i) Council Chamber	82.00 (e)	84.00 (e)	2.4%	
(ii) Other Rooms	36.00 (e)	37.00 (e)	2.8%	
(iii) Supplement for use - after 6.30pm	36.00 (e)	37.00 (e)	2.8%	
- on Saturdays and Sundays	82.00 (e)	84.00 (e)	2.4%	
- tea/coffee (minimum charge)	11.75	12.00	2.1%	
- tea/coffee (per head)	2.25	2.30	2.2%	
(iv) Hourly Rate for Meeting Room Hire	9.75	10.00	2.6%	
In respect of Parish Councils, Association of Local Councils, and approved charities, free of charge, but supplementary charges apply as appropriate				

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
1. Licences and Certificates				
a. Unfit Food Certificates				
(i) - per hour inclusive of travelling expenses	82.00 (n)	84.00 (n)	2.4%	
(ii) - minimum charge	43.00 (n)	44.00 (n)	2.3%	
b. Food Hygiene Rating Scheme (FHRS) Re-scoring food businesses upon request (fee set to recover cost)	100.00	100.00	0.0%	
c. Export Certificate: per hour inclusive of travel	82.00 (n)	84.00 (n)	2.4%	
d. Acupuncture/Cosmetic piercing/Electrolysis/Semi-permanent skin colouring				
(i) - Licence fee	158.00 (n)	158.00 (n)	0.0%	
(ii) - renewal/transfer/variation	44.00 (n)	44.00 (n)	0.0%	
e. Detained Food - Recovery of commercial storage costs				
Cost Recovery		Cost Recovery		
f. Copy licence or certificate		10.50 (n)	NEW	
2. Stray Dogs				
Return of Stray Dog - includes statutory fee of £25.00	46.00 (n)	47.00 (n)	2.2%	
plus kennelling fee - per day or part thereof (Set by contractors -no increase)	10.00 (n)	10.00 (n)	0.0%	
plus administration fee - per dog	15.00	15.00	0.0%	
3. Training Courses				£1,000
a. FDC Refresher, COSHH; Risk Assessment; Manual Handling	40.00 (e)	40.00 (e)	0.0%	
b. FDC regulatory business support pack (hourly rate - coaching plus travel)		84.00 (e)	NEW	
c. Safer Food Better Business Training Pack		25.00 (e)	NEW	
4. Process Authorisation Fees Set by DEFRA				
a. Application fees				
Standard	1,579.00 (n)	1,579.00 (n)	0.0%	
Additional fee for operating without a permit	1,137.00 (n)	1,137.00 (n)	0.0%	
Petrol Vapour Recovery I, Small Waste Oil Burner and Dry Cleaners Reduced Fee Activities	148.00 (n)	148.00 (n)	0.0%	
Petrol Vapour Recovery I and II combined	246.00 (n)	246.00 (n)	0.0%	
Other Reduced Fee Activities	346.00 (n)	346.00 (n)	0.0%	
Reduced fee activities: Additional fee for operating without a permit	68.00 (n)	68.00 (n)	0.0%	
Standard Mobile Plant for the 1st & 2nd applications	1,579.00 (n)	1,579.00 (n)	0.0%	
for the 3rd to 7th applications	943.00 (n)	943.00 (n)	0.0%	
for the 8th and subsequent applications	477.00 (n)	477.00 (n)	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 amounts				
b. Annual Subsistence Charge				
Standard Process (Low)	£739 (+£99)* (n)	£739 (+£99)* (n)	0.0%	
Standard process Medium	£1111 (+149)* (n)	£1111 (+149)* (n)	0.0%	
Standard process High	£1672 (+198)* (n)	£1672 (+198)* (n)	0.0%	
Reduced fee activities Low/Med/High	£76 / £151 / £227 (n)	£76 / £151 / £227 (n)	0.0%	
PVR I & II combined	£108 / £216 / £326 (n)	£108 / £216 / £326 (n)	0.0%	
Other Reduced Fee Activities Low/Med/High	£218 / £349 / £524 (n)	£218 / £349 / £524 (n)	0.0%	
Standard Mobile Plant 1st & 2nd permits Low/Med/High	£618 / £989 / £1484 (n)	£618 / £989 / £1484 (n)	0.0%	
for the 3rd to 7th permits Low/Med/High	£368 / £590 / £884 (n)	£368 / £590 / £884 (n)	0.0%	
8th and subsequent permits Low/Med/High	£189 / £302 / £453 (n)	£189 / £302 / £453 (n)	0.0%	
Late payment Fee	£50 (n)	£50 (n)	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				
c. Transfer and Surrender				
Standard process transfer	162.00 (n)	162.00 (n)	0.0%	
Standard process partial transfer	476.00 (n)	476.00 (n)	0.0%	
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	75.00 (n)	75.00 (n)	0.0%	
Surrender: all Part B activities	0.00 (n)	0.00 (n)	0.0%	
Reduced fee activities: transfer	0.00 (n)	0.00 (n)	0.0%	
Reduced fee activities: partial transfer	45.00 (n)	45.00 (n)	0.0%	
d. Temporary transfer for mobiles				
First transfer	51.00 (n)	51.00 (n)	0.0%	
Repeat following enforcement or warning	51.00 (n)	51.00 (n)	0.0%	
e. Substantial change				
Standard process	1,005.00 (n)	1,005.00 (n)	0.0%	
Standard process where the substantial change results in a new PPC activity	1,579.00 (n)	1,579.00 (n)	0.0%	
Reduced fee activities	98.00 (n)	98.00 (n)	0.0%	
5. Food Premises				
Copy register entries: Subject to charging policy under Freedom Of Information Act				
6. Ship Sanitation Certificates Set by Association of Port Health Authorities				
Per Vessel (Gross Tonnage)				
Up to 1,000	95.00 (n)	100.00 (n)	5.3% *	
1,001 - 3,000	130.00 (n)	135.00 (n)	3.8% *	
3,001 - 10,000	200.00 (n)	205.00 (n)	2.5% *	
10,001 - 20,000	255.00 (n)	265.00 (n)	3.9% *	
20,001 - 30,000	330.00 (n)	340.00 (n)	3.0% *	
Over 30,000	390.00 (n)	400.00 (n)	2.6% *	
Vessel capacity between 50 & 1,000 persons	390.00 (n)	400.00 (n)	2.6% *	
Vessel capacity over 1,000 persons	665.00 (n)	680.00 (n)	2.3% *	
Extensions	65.00 (n)	70.00 (n)	7.7% *	
* Increases as per the Association of Port Health Authorities Recommended Charges.				
7. Private Water Supply Regulations 2009 Currently set in line with guidance.				
a Risk Assessment (each assessment) - recover costs	max £500 (n)	max £500 (n)	0.0%	
b Sampling (each visit) - recover costs	max £100 (n)	max £100 (n)	0.0%	
c Investigation (each investigation) - recover costs	max £100 (n)	max £100 (n)	0.0%	
d Granting an authorisation (each authorisation) - recover costs	max £100 (n)	max £100 (n)	0.0%	
e Analysing a sample				
taken under Regulation 10 - recover costs	max £25 (n)	max £25 (n)	0.0%	
taken during check monitoring - recover costs	max £100 (n)	max £100 (n)	0.0%	
taken during audit monitoring - recover costs	max £500 (n)	max £500 (n)	0.0%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
8. Burial Grounds				£12,900
For the purpose of the Cemetery Fees, a 'Resident' is defined as a person who at the time of death was a resident of the Fenland District OR a former resident who left the Fenland District within two years prior to the date of death to live in a residential nursing or care home. The fee for the interment and purchase of the Exclusive Right of Burial will at all times be based upon the residency of the deceased.				
a. Interment Fee for Residents (Including Memorial Safety Inspection Fee) Monday to Friday (excluding Bank Holiday)				
(i) a still-born or child up to 12 years (Childrens Section)	0.00 (n)	0.00 (n)		
(ii) any person (Lawn Area)	900.00 (n)	950.00 (n)	5.6%	
(iii) any person (Traditional Area)	1,010.00 (n)	1,070.00 (n)	5.9%	
(iv) for the interment of single casket of cremated remains	250.00 (n)	265.00 (n)	6.0%	
(v) for the interment of additional cremated remains at the same time as (iii) to (v) above	52.00 (n)	55.00 (n)	5.8%	
b. Interment Fee for Non-Resident 100% added to fees set out in a.				
c. Exclusive Rights of Burial in an Earthen Grave for Residents				
6 ft. x 3 ft. Childrens Plot	90.00 (n)	90.00 (n)	0.0%	
9 ft. x 4 ft. Adult Plot (Lawn Area)	740.00 (n)	780.00 (n)	5.4%	
9 ft. x 4 ft. Adult Plot (Traditional Area)	950.00 (n)	1,000.00 (n)	5.3%	
Cremated remains, size 2ft x 2ft	190.00 (n)	200.00 (n)	5.3%	
Note 1 : If ground conditions allow; two standard coffins may be placed in a single grave space Note 2 : American style caskets require one grave space per casket				
d. Exclusive Rights of Burial in an Earthen Grave for Non Residents 100% added to fees set out in c.				
e. Premium Plots - Exclusive Rights of Burial in an Earthen Grave for Residents 100% added to fees set out in c.				
f. Premium Plots - Exclusive Rights of Burial in an Earthen Grave for Non-Residents 100% added to fees set out in e.				
g. Transfer of Ownership of Exclusive Rights				
Transfer of Ownership (Interment of ER Holder)	36.00 (n)	36.00 (n)	0.0%	
Transfer of Ownership	72.00 (n)	72.00 (n)	0.0%	
h. Choosing Plot for Exclusive Rights of Burial Visiting cemetery with cemetery staff to choose plot	64.00	65.00	1.6%	
i. Exhumation of Coffin - minimum charge	2,100.00	POA		
j. Exhumation of Cremated remains - minimum charge	485.00	POA		
k. Monuments, Gravestones, Tablets and Monumental Inscription For the right to erect or place on a grave or vault, in respect of which an exclusive right of burial has been granted:				
Additional added Inscription	87.00 (n)	90.00 (n)	3.4%	
Single Memorial headstone not exceeding 3 ft. in height - Child Section	138.00 (n)	140.00 (n)	1.4%	
Single Memorial headstone not exceeding 3 ft. in height on single plinth - Adult Lawn Section	190.00 (n)	200.00 (n)	5.3%	
Single Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	290.00 (n)	300.00 (n)	3.4%	
Double Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	355.00 (n)	360.00 (n)	1.4%	
Kerb Set &/or Flatstone Child Plot 6 ft x 3 ft (Traditional Area)	138.00 (n)	140.00 (n)	1.4%	
Kerb Set &/or Flatstone Adults Plot (Single Traditional Area)	325.00 (n)	330.00 (n)	1.5%	
Kerb Set &/or Flatstone Adult Plot (Double Traditional Area)	630.00 (n)	640.00 (n)	1.6%	
Single Vase - Not exceeding 10" in diameter and 8" in height	72.00 (n)	75.00 (n)	4.2%	
Single Tablet - 18" x 18" with or without Vase on any single grave or cremation plot	190.00 (n)	200.00 (n)	5.3%	
Double Tablet - 42" x 18" with or without Vase on any double grave or cremation plot	290.00 (n)	300.00 (n)	3.4%	
Note A vase without any inscription requires no exclusive rights				
l. Burial Information				
Interment information & historical records - up to 5 names/graves	27.00 (n)	28.00 (n)	3.7%	
Interment information & historical records (accompanied) - up to 2 hrs	60.00 (n)	60.00 (n)	0.0%	
m. Cemetery Keys				
Provision of cemetery gate keys	18.50 (n)	20.00 (n)	8.1%	
Refunds for cemetery gate keys will be provided on production <u>and</u> original receipt.				
n. Short Notice Fee Interment arrangements required with less than 2 working days	80.00 (n)	82.00 (n)	2.5%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
9. Commercial and Chargeable Household Waste (Standard Prices Per Collection)*				
a. General Waste (Commercial)				
Sacks - per sack or equivalent for 25 to 99 sacks (min 25)	2.00 (n)	2.00 (n)	0.0%	
per sack or equivalent for 100 or more sacks in a single transaction	1.85 (n)	1.85 (n)	0.0%	
Wheeled Bins - 240 litre 20kgs maximum contents weight**	7.30 (n)	7.30 (n)	0.0%	
360 litre 30kgs maximum contents weight**	7.85 (n)	7.85 (n)	0.0%	
660 litre 55kgs maximum contents weight**	11.35 (n)	11.35 (n)	0.0%	
1,100 litre 90kgs maximum contents weight**	15.75 (n)	15.75 (n)	0.0%	
b. Mixed Dry Recycling (Commercial)				
Sacks - (Purple) per sack or equivalent for 25 to 99 sacks (min 25)	1.60 (n)	1.60 (n)	0.0%	
per sack or equivalent for 100 or more sacks in a single transaction	1.50 (n)	1.50 (n)	0.0%	
Wheeled Bins - 240 litre	3.50 (n)	3.50 (n)	0.0%	
360 litre	4.25 (n)	4.25 (n)	0.0%	
660 litre	5.80 (n)	5.80 (n)	0.0%	
1,100 litre	7.60 (n)	7.60 (n)	0.0%	
Note: only 240 litre and 660 litre used for glass bottles				
c. General Waste from Charity Shops and Schools***				
Tags - (Green) per tag or equivalent (min 100 including equivalent number of black sacks)	1.50 (n)	1.50 (n)	0.0%	
Wheeled Bins 240 litre 20kgs maximum contents weight**	4.95 (n)	4.95 (n)	0.0%	
360 litre 30kgs maximum contents weight**	5.25 (n)	5.25 (n)	0.0%	
660 litre 55kgs maximum contents weight**	7.50 (n)	7.50 (n)	0.0%	
1,100 litre 90kgs maximum contents weight**	10.25 (n)	10.25 (n)	0.0%	
d. Mixed Dry Recycling from Charity Shops and Schools***				
Wheeled Bins 660 or 1100 litre (customer choice)	5.00 (n)	5.00 (n)	0.0%	
e. General Waste (Excess Weight/Side Waste Charge) per part or whole 5kg over 'maximum contents weight'				
		1.00 (n)	NEW	
f. Clinical Waste from domestic households****				
Sacks/Sharps Boxes - per collection visit charge (note : collection service only, sacks and/or sharps boxes are not provided)	8.00 (n)	8.00 (n)	0.0%	
g. Chargeable Garden Waste Service				
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Annual Direct Debit in advance	36.00 (n)	36.00 (n)	0.0%	
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Card or Cash	40.00 (n)	40.00 (n)	0.0%	
h. Supplies				
Paper wheeled bin liners (3)	1.85	1.85	0.0%	
Clear or Black Sacks - box of 200	20.00 (n)	20.00 (n)	0.0%	
* Introductory offers, multiple service, direct debit reductions and similar rates may be applied by Head of Service				
** Bins exceeding this weight will be charged additional weight charge as per (e.)				
*** Applies to businesses and organisations recognised within the Council's Chargeable Household Waste Policy				
**** Fee waived where it will cause financial hardship at discretion of Director				
***** Includes sack service where provided due to collection restrictions				
10. Bulky Household Waste				
Transportation of up to a maximum of 4 items per visit including fridges (minimum charge)	29.50 (n)	29.50 (n)	0.0%	
(i) Each household item above 4 items including fridges	14.50 (n)	14.50 (n)	0.0%	
Corporate Director has discretion to waive charge in cases of severe hardship				
11. Domestic Bin Provision				
Provision of New and Replacement 240Ltr Bins Green, Brown or Blue				
a. Supply of one unit 240 litre	30.00 (n)	30.00 (n)	0.0%	
b. Supply 2 x 240lt wheeled bins on same delivery	50.00 (n)	50.00 (n)	0.0%	
c. Supply 3 x 240lt wheeled bins on same delivery (including to individual new or renovated property)	70.00 (n)	70.00 (n)	0.0%	
d. Supply 1 x 600lt or 1100lt domestic wheeled bin to new multiple occupancy property	212.00 (n)	212.00 (n)	0.0%	
12. Graffiti Removal Service				
Domestic Premises and Charities				
a. Graffiti treatment or removal first occasion per annum (cost of materials)	12.50	12.50	0.0%	
b. Graffiti treatment or removal subsequent occasions (cost of materials & labour)	50.00	50.00	0.0%	
Commercial Premises				
c. Graffiti treatment or removal (per hour)	50.00	50.00	0.0%	
13. Public Conveniences				
a. Sale of RADAR keys	5.00 (z)	5.00 (z)	0.0%	
b. Toilet entrance fee (where facilities allow for charging)	0.20 (n)	0.20 (n)	0.0%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £	
14. Markets					
Licensees - Full Charge					
a. March (per 3m x 3m space)	12.10 (e)	12.10 (e)	0.0%		
b. Chatteris (per 3m x 3m space)	12.10 (e)	12.10 (e)	0.0%		
c. Whittlesey (per 3m x 3m space)	9.20 (e)	9.20 (e)	0.0%		
Discount given for bankers order payments	6.50%	6.50%			
Casual Traders					
Additional seasonal premium will be added to all casual fees					
(Seasonal Premium 1 Sept to 31 December)					
a. March (per 3m x 3m space)	1.00 (e)	1.00 (e)	0.0%		
b. Chatteris (per 3m x 3m space)	16.20 (e)	16.20 (e)	0.0%		
c. Whittlesey (per 3m x 3m space)	16.20 (e)	16.20 (e)	0.0%		
	13.35 (e)	13.35 (e)	0.0%		
Markets - Non Market Days					
Trading on Chatteris Market Place on Non - Market Days (Tuesdays only)					
- Licensees (per 3m x 3m space)	9.30 (e)	9.30 (e)	0.0%		
- Casual (per 3m x 3m space)	13.30 (e)	13.30 (e)	0.0%		
Note:- For all markets extra space is sold pro-rata to the above charges					
Charity Stall at March on Saturdays					
(no stall provided on other days or markets)					
	free	free			
15. Fairs					
a. Chatteris - Summer	555 (e)	570 (e)	2.7%	£440	
b. March - Statute	2,460 (e)	2,525 (e)	2.6%		
- Spring	1,210 (e)	1,240 (e)	2.5%		
c. Whittlesey - Summer	385 (e)	395 (e)	2.6%		
- Autumn	385 (e)	395 (e)	2.6%		
- Spring	385 (e)	395 (e)	2.6%		
d. Wisbech - Statute	3,550 (e)	3,650 (e)	2.8%		
- Mart	7,600 (e)	7,800 (e)	2.6%		
16. "Four Seasons Events"					
Charges for the events in Wisbech, Whittlesey, Chatteris & March are to be agreed in consultation with the partners					
17. Hire Permits FDC Licenced Premises					
a. Events for each full single day, with up to 499 people attending at any one time, with or without a licensable activity.	76.00	76.00	0.0%		
weekdays & Saturdays	127.00	127.00	0.0%		
sundays & bank holidays					
b. Events for each full single day, with 500 & 4,999 people attending at any one time, with or without a licensable activity.	215.00	215.00	0.0%		
weekdays & Saturdays	262.00	262.00	0.0%		
sundays & bank holidays					
c. Events for each full single day, with over 5,000 people attending at any one time, with or without a licensable activity.	on application	on application			
weekdays & Saturdays	on application	on application			
sundays & bank holidays					
d. Any Commercial Events	on application	on application			

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
18. Travellers Sites				
- in consultation with Cambs CC	52 wks	52 wks		£6,850
a. Newbridge Lane, Wisbech - per pitch per week	79.00 (e)	81.15 (e)	2.7%	
b. Turf Fen, Murrow - per pitch per week	79.00 (e)	81.15 (e)	2.7%	
c. Seadyke Bank, Murrow - per pitch per week	79.00 (e)	81.15 (e)	2.7%	
d. Fenland Way, Chatteris - per pitch per week	79.00 (e)	81.15 (e)	2.7%	
e. Sandbank, Wisbech St Mary - per pitch per week	79.00 (e)	81.15 (e)	2.7%	
2019/20 Breakdown : Rent £71.04; Water £7.96 (direct recharge) per week				
2020/21 Breakdown : Rent £72.98; Water £8.17 (direct recharge) per week				
19. Homeless Persons				
Creek Road, Hostel	52 wks	52 wks		£2,000
Unit One & Two Daily Rent	7.75 (n)	7.96 (n)	2.7%	
Unit One & Two Daily Service Charge	0.83 (n)	0.85 (n)	2.4%	
Unit Three, Four, Five & Six Daily Rent	6.64 (n)	6.82 (n)	2.7%	
Unit Three, Four, Five & Six Daily Service Charge	0.68 (n)	0.70 (n)	2.9%	
Unit Seven Daily Rent	14.40 (n)	14.79 (n)	2.7%	
Unit Seven Daily Service Charge	2.12 (n)	2.18 (n)	2.8%	
Temporary Accommodation (Leased from Clarion)				
77 West Street, Chatteris	116.51 (n)	119.66 (n)	2.7%	
58 Burcroft Road, Wisbech	112.12 (n)	115.15 (n)	2.7%	
32 Magazine Close, Wisbech	122.60 (n)	125.91 (n)	2.7%	
2 Hawthorne Avenue, Wisbech	118.89 (n)	122.10 (n)	2.7%	
15 Victoria Place, Wisbech	101.10 (n)	103.83 (n)	2.7%	
3 West Street, Wisbech	109.15 (n)	112.10 (n)	2.7%	
19 Duke Street, Wisbech	101.10 (n)	103.83 (n)	2.7%	
26 Burnsfield Estate, Chatteris	118.89 (n)	122.10 (n)	2.7%	
51 Peyton Avenue, March	118.89 (n)	122.10 (n)	2.7%	
20. CCTV				
Viewing Footage - per hour	50.65	51.50	1.7%	
subject to a minimum charge of	101.30	103.00	1.7%	
External Harddrives - to be supplied to FDC				
per CD	3.85	3.95	2.6%	
per DVD	8.90	9.15	2.8%	
per Video print	1.35	1.40	3.7%	
21. Licensing				
a. Part 5 Gambling Act 2005 (wef 01.09.07)				
Initial Registration	40.00 (n)	40.00 (n)	0.0%	
Annual Renewal	20.00 (n)	20.00 (n)	0.0%	
b. Gaming Machines notification for up to 2 machines	50.00 (n)	50.00 (n)	0.0%	
Gaming Machines initial fee for more than 2 machines	150.00 (n)	150.00 (n)	0.0%	
Gaming Machines anniversary fee for more than 2 machines	50.00 (n)	50.00 (n)	0.0%	
c. Gambling Act 2005				
Application fee in respect of provisional statement premises				
Bingo premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence	950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence	950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Application fee in respect of other premises				
Bingo premises licence	3,500.00 (n)	3,500.00 (n)	0.0%	
Adult gaming centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (track) licence	2,500.00 (n)	2,500.00 (n)	0.0%	
Family entertainment centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (other) licence	3,000.00 (n)	3,000.00 (n)	0.0%	
Annual fee				
Bingo premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Adult gaming centre premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Betting premises (track) licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Family entertainment centre premises licence	750.00 (n)	750.00 (n)	0.0%	
Betting premises (other) licence	600.00 (n)	600.00 (n)	0.0%	
Application to vary licence				
Bingo premises licence	1,750.00 (n)	1,750.00 (n)	0.0%	
Adult gaming centre premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Betting premises (track) licence	1,250.00 (n)	1,250.00 (n)	0.0%	
Family entertainment centre premises licence	1,000.00 (n)	1,000.00 (n)	0.0%	
Betting premises (other) licence	1,500.00 (n)	1,500.00 (n)	0.0%	
Application to transfer a licence				
Bingo premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence	950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence	950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Application for reinstatement of a licence				
Bingo premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence	950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence	950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence	1,200.00 (n)	1,200.00 (n)	0.0%	
Application for provisional statement				
Bingo premises licence	3,500.00 (n)	3,500.00 (n)	0.0%	
Adult gaming centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (track) licence	2,500.00 (n)	2,500.00 (n)	0.0%	
Family entertainment centre premises licence	2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (other) licence	3,000.00 (n)	3,000.00 (n)	0.0%	
d. Sex Establishments				
Initial Application and Annual Renewal	3,200.00 (n)	3,200.00 (n)	0.0%	
Variations to existing licences (10% of application/renewal fee)	320.00 (n)	320.00 (n)	0.0%	
Transfer of existing licence to another person (10% of fee)	320.00 (n)	320.00 (n)	0.0%	
Holder of an existing licence (50% initial fee) for a second licence	1,600.00 (n)	1,600.00 (n)	0.0%	
e. Scrap Metal Dealers - Site Licence	384.60 (n)	384.60 (n)	0.0%	
f. Scrap Metal Dealers - Collectors Licence	119.40 (n)	119.40 (n)	0.0%	
g. Scrap Metal Dealers - Transfer of Licence	23.30 (n)	23.30 (n)	0.0%	
h. Scrap Metal Dealers - Variation of Licence	23.30 (n)	23.30 (n)	0.0%	
i. Hypnotism Act Licence Based on cost recovery of officer time	70.00 (n)	70.00 (n)	0.0%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
22. Animal Licencing Fees are set on a cost recovery basis.				
a. Application fee	58.00 (n)	58.00 (n)	0.0%	
b. Pre Application Advice (per Hour)	43.00 (n)	43.00 (n)	0.0%	
c. Initial Rating or Rerating Inspection Fee				
Pet Shops	107.00 (n)	107.00 (n)	0.0%	
Riding Establishments	107.00 (n)	107.00 (n)	0.0%	
Animal Boarding Establishments				
Up to 10 Animals	64.00 (n)	64.00 (n)	0.0%	
11-30 Animals	86.00 (n)	86.00 (n)	0.0%	
31-60 Animals	107.00 (n)	107.00 (n)	0.0%	
61-99 Animals	129.00 (n)	129.00 (n)	0.0%	
100+ Animals	150.00 (n)	150.00 (n)	0.0%	
Dangerous Wild Animals Act	£142 + vet fees (n)	£142 + vet fees (n)	0.0%	
Dog Breeders	107.00 (n)	107.00 (n)	0.0%	
Exhibiting Animals	64.00 (n)	64.00 (n)	0.0%	
Riding Establishments	107.00 (n)	107.00 (n)	0.0%	
d. Licence Fee 1,2 or 3 Years	185.00 (n)	185.00 (n)	0.0%	
e. Copy of Licence (including change of details not requiring an inspection)	10.50 (n)	10.50 (n)	0.0%	
Note. Where there is more than one licensable activity carried out at the Premises/Establishment then only one Application Fee shall apply for all the licensable activities and the full Inspection Fee and Licence Fee shall apply for each activity. Upon submission of your application please include the Application fee and Inspection fee, the Licence fee will be payable after the officer has been and inspected your premises				
23. Hackney Carriage/Private Hire Licences				
Drivers Licence				
a. Hackney Carriage Licence (new) Cost recovery officer time	114.00 (n)	114.00 (n)	0.0%	
b. Hackney Carriage 3 year Licence (new)	234.00 (n)	234.00 (n)	0.0%	
c. Hackney Carriage Licence (renewal)	89.00 (n)	89.00 (n)	0.0%	
d. Hackney Carriage 3 year Licence (renewal)	209.00 (n)	209.00 (n)	0.0%	
e. Private Hire Licence (new) Cost recovery officer time	114.00 (n)	114.00 (n)	0.0%	
f. Private Hire 3 year Licence (new)	234.00 (n)	234.00 (n)	0.0%	
g. Private Hire Licence (renewal)	89.00 (n)	89.00 (n)	0.0%	
h. Private Hire 3 year Licence (renewal)	209.00 (n)	209.00 (n)	0.0%	
i. Safeguarding/Disability Awareness Training	30.00 (n)	60.00 (n)	100.0%	
j. Drivers Assessment	n/a	n/a		
k. Driver knowledge tests	60.00 (n)	80.00 (n)	33.3%	
l. DBS Fee	64.00 (n)	55.00 (n)	-14.1%	
Vehicle Licence				
a. Hackney Carriage Licence (new & renewals) Cost recovery officer time	150.00 (n)	150.00 (n)	0.0%	
b. Private Hire Licence (new & renewals)	132.00 (n)	132.00 (n)	0.0%	
c. Private Hire Licence Special Event	132.00 (n)	132.00 (n)	0.0%	
d. transfer of plate to another vehicle Cost recovery	46.00 (n)	46.00 (n)	0.0%	
e. initial test fee	62.00 (n)	62.00 (n)	0.0%	
f. Re-test fee	40.00 (n)	40.00 (n)	0.0%	
g. 6 Month Vehicle Compliance Fee (older vehicles)	62.00 (n)	62.00 (n)	0.0%	
Private Hire Operators				
a. Initial issue / renewal (up to 3 cars)	84.00 (n)	84.00 (n)	0.0%	
b. 5 year Initial issue / renewal (up to 3 cars)	252.00 (n)	252.00 (n)	0.0%	
c. Initial issue / annual renewal (up to 10 cars)	156.00 (n)	156.00 (n)	0.0%	
d. 5 year Initial issue / annual renewal (up to 10 cars)	411.00 (n)	411.00 (n)	0.0%	
e. Initial issue / annual renewal (up to 20 cars)	224.00 (n)	224.00 (n)	0.0%	
f. 5 year Initial issue / annual renewal (up to 20 cars)	565.00 (n)	565.00 (n)	0.0%	
g. Initial issue / annual renewal (20 + cars)	306.00 (n)	306.00 (n)	0.0%	
h. 5 year Initial issue / annual renewal (20 + cars)	734.00 (n)	734.00 (n)	0.0%	
Others				
a. new / broken / lost vehicle plate Cost recovery	46.00 (n)	46.00 (n)	0.0%	
b. damaged/lost driver's I.D. card Cost recovery	34.00 (n)	34.00 (n)	0.0%	
c. Cancellation of test	38.00 (n)	38.00 (n)	0.0%	
d. Notification of changes (i.e. address etc.) Cost recovery officer time	11.00 (n)	11.00 (n)	0.0%	

Housing, Environment, Leisure & Community

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
24. Licensing Act 2003				
a. Premises Licences & Club Certificates - Initial Fee				
Band A	100.00 (n)	100.00 (n)	0.0%	
Band B	190.00 (n)	190.00 (n)	0.0%	
Band C	315.00 (n)	315.00 (n)	0.0%	
Band D	450.00 (n)	450.00 (n)	0.0%	
Band E	635.00 (n)	635.00 (n)	0.0%	
b. Premises Licence Variation Fee				
Band A	100.00 (n)	100.00 (n)	0.0%	
Band B	190.00 (n)	190.00 (n)	0.0%	
Band C	315.00 (n)	315.00 (n)	0.0%	
Band D	450.00 (n)	450.00 (n)	0.0%	
Band E	635.00 (n)	635.00 (n)	0.0%	
c. Premises Licences & Club Certificate - Annual anniversary fee				
Band A	70.00 (n)	70.00 (n)	0.0%	
Band B	180.00 (n)	180.00 (n)	0.0%	
Band C	295.00 (n)	295.00 (n)	0.0%	
Band D	320.00 (n)	320.00 (n)	0.0%	
Band E	350.00 (n)	350.00 (n)	0.0%	
d. Theft/Loss etc of Club Certificate or Summary	10.50 (n)	10.50 (n)	0.0%	
e. Notification of Change of name or alteration of rules of Club	10.50 (n)	10.50 (n)	0.0%	
f. Change of relevant registered address of Club	10.50 (n)	10.50 (n)	0.0%	
g. Application to vary Community premises licence to include alternative licence condition	23.00 (n)	23.00 (n)	0.0%	
h. Personal Licences	37.00 (n)	37.00 (n)	0.0%	
i. Theft/Loss etc of Personal Licence	10.50 (n)	10.50 (n)	0.0%	
j. Temporary Event Notice	21.00 (n)	21.00 (n)	0.0%	
k. Theft/Loss etc of Temporary Event Notice	10.50 (n)	10.50 (n)	0.0%	
l. Transfers	23.00 (n)	23.00 (n)	0.0%	
m. Notification of Interest	21.00 (n)	21.00 (n)	0.0%	
n. Notification of Change of Licensee's details	10.50 (n)	10.50 (n)	0.0%	
o. Application for Copy of Licence	10.50 (n)	10.50 (n)	0.0%	
p. Provisional Statement	315.00 (n)	315.00 (n)	0.0%	
q. Interim Authority Notice	23.00 (n)	23.00 (n)	0.0%	
r. Minor Variation	89.00 (n)	89.00 (n)	0.0%	
s. Variation of DPS	23.00 (n)	23.00 (n)	0.0%	
t. Pre Application Advice - Check and submit service (Approx 1 hour officer time)	43.00 (n)	43.00 (n)	0.0%	
u. Pre Application Advice - Consultation with RA's and submit	150.00 (n)	150.00 (n)	0.0%	
25. Street Trading				
New Application fee: £50 non-refundable initial consultation fee (not required if location has been previously consented);	50.00 (n)	50.00 (n)	0.0%	
Daily Street Trading Consent, all week days, including bank holidays: £12.00 per day (06:00hrs - 22:00hrs);	12.00 (n)	12.00 (n)	0.0%	
Annual Street Trading Consent, all days of the year, including all bank holidays: £542.50 per year	542.50 (n)	542.50 (n)	0.0%	
*£50.72 Monthly rate per pitch (Standing Order x 10 payments - Monthly charges include a 6.5% discount if paid by Standing Order FOR THE WHOLE YEAR (payable over 10 months 1 April - 1 January). If a licence is cancelled before the full year is completed, the discount will be cancelled and full fees will be payable for the period of the licence. There is no discount given for any cash or cheque payments made.				
26. Houses in Multiple Occupation				
Licence for Houses in multiple occupation with five or more residents, forming 2 separate households, occupying a property more than two storeys high (under the provisions of the Housing Act 2004)				
a. 5 Year Licence - Per Property	750.00 (n)	750.00 (n)	0.0%	
b. Serving of Notices and Making of Orders - Per Hour	60.00 (n)	60.00 (n)	0.0%	
c. Immigration Visits - Per Hour	72.00	72.00	0.0%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
1. Land Charges				
a. Residential Basic Search	180.00	180.00	0.0%	
b. Commercial Basic Search	276.00	276.00	0.0%	
c. LLC1	30.00 (n)	30.00 (n)	0.0%	
d. CON29 Residential	150.00	150.00	0.0%	
e. CON29 Commercial	246.00	246.00	0.0%	
<i>For 'cheque payment' requests, the fees for (a) - (e) above will be increased by 10%</i>				
f. CON290 Enquiries (16, 21 & 22)	4.80	4.80	0.0%	
g. CON290 Enquiries - each	14.40	14.40	0.0%	
h. Optional Extras	18.00	18.00	0.0%	
i. Extra Parcel of Land -each	18.00	18.00	0.0%	
j. Additional information - Further than 10 years previous (per hour)	30.00	30.00	0.0%	
k. CON29 information not on Public Registers can now be requested individually				
A detailed breakdown is available from the Local Land Charges Team				
2. Electoral Registration				
a. Sales of the full electoral register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
b. Sales of the edited electoral register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
c. Sales of the overseas electoral register				
(i) Data format - basic charge	20.00 (n)	20.00 (n)	0.0%	
Data format - plus amount /1,000 entries	1.50 (n)	1.50 (n)	0.0%	
(ii) Printed format - basic charge	10.00 (n)	10.00 (n)	0.0%	
Printed format - plus amount /1,000 entries	5.00 (n)	5.00 (n)	0.0%	
d. Copying of candidates' expenses documents - per page	0.20 (n)	0.20 (n)	0.0%	
3. Democratic Services				
a. Council Summons/Planning Agendas/Cabinet Agendas	11.00	11.00	0.0%	
4. Development Services				
a. Building Control Fees - The Council part of the CNC Building Control Partnership. Fees are set by CNC consistent across all authorities in the partnership.				
b. Planning Fees - these are currently statutory fees. 20% increase w.e.f. January 2018	Contact the Planning team for details.		0.0%	
c. Planning - Pre-application enquiry fees. 20% increase w.e.f. January 2018	Contact the Planning team for details.		0.0%	
d. Process applications to Custom and Self Build Housing Register	30.00	30.00	0.0%	
e. Provision of Documents and Information				
(i) Local Plan (Full)	42.15	42.15	0.0%	
Local Plan (Interim Statement)	14.10	14.10	0.0%	
Town Extract	7.10	7.10	0.0%	
Village Extract	7.10	7.10	0.0%	
(ii) Copy of Planning Decision Notice (per A4 sheet)	0.35	0.35	0.0%	
(iii) Conservation Area Appraisals	14.10	14.10	0.0%	
(iv) Development Briefs	14.10	14.10	0.0%	
(v) Supplementary Planning Guidance, examples are Shop Fronts, Signs and Adverts	14.10	14.10	0.0%	
(vi) 6 x map extracts, planning/building regulation applications	14.10	14.10	0.0%	
(vii) Full Plan CD for Planning	35.80	35.80	0.0%	
f. Other Documents and Plans (Copies and Fax)				
(i) Search fee per 5 minutes				
A4	0.35	0.35	0.0%	
A3	0.35	0.35	0.0%	
(ii) Plan prints				
A0	1.25	1.25	0.0%	
A1	0.70	0.70	0.0%	

Description of Charge	2019/20 Charge £	Proposed 2020/21 Charge £	% Increase	Estimated Additional Income £
(iii) Plan negatives - per copy A0 A1	35.00 16.95	35.00 16.95	0.0% 0.0%	
g. Invoicing Charge	10.70	10.70	0.0%	
h. Provision of Planning and Engineering Information				
Decision notices & completion certificate				
(i) Building Regulations reference number provided	14.00	14.00	0.0%	
(ii) Building Regulations reference number NOT provided	63.20	63.20	0.0%	
Letter of Comfort	41.90	41.90	0.0%	
i. Completion of Questionnaires/Surveys for Commercial Bodies	42.15	42.15	0.0%	
j. Recovery of officer time in relation to the carrying out of Statutory functions for Enforcement action and works commissioned by the Council and the monitoring pursuant to the Building Act 1984	hourly rate x time	hourly rate x time		

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Agenda Item 5

Agenda Item No:	5	
Committee:	Cabinet	
Date:	16 th January 2020	
Report Title:	Creation of Investment Board and Delegation of Functions	

1.1. Purpose

- To put in place the governance arrangements necessary to bring the proposed Investment Board into effect.

1.2. Key issues

- To establish a sub-committee of Cabinet to be known as the Investment Board;
- To agree and implement the Terms of Reference for the Investment Board; and
- To confirm the proposed appointments to the Investment Board including substitutes.

1.3. Recommendations

- It is recommended that Cabinet agrees:
 - To establish a sub-committee of Cabinet to be known as the Investment Board;
 - Delegates to the Investment Board the proposed terms of reference set out at Appendix 1;
 - Agrees the membership and substitute membership of the Investment Board as set out at Appendix 2;
 - That CMT is requested to draw up a schedule of meetings for the Investment Board for the current municipal year.

Wards Affected	All
Portfolio Holder(s)	Cllr Chris Boden, Leader and Portfolio Holder, Finance
Report Originator(s)	Paul Medd, Chief Executive Officer Peter Catchpole, Chief Finance Officer and Corporate Director Carol Pilson, Corporate Director and Monitoring Officer Gary Garford, Corporate Director Amy Brown, Deputy Monitoring Officer

Contact Officer(s)	Paul Medd, Chief Executive Officer Peter Catchpole, Chief Finance Officer and Corporate Director Carol Pilson, Corporate Director and Monitoring Officer Gary Garford, Corporate Director Amy Brown, Deputy Monitoring Officer
Background Paper(s)	Cabinet Report dated 9 th January 2020 Council Report dated 9 th January 2020 Commercial & Investment Strategy Appendix 1 – Proposed Terms of Reference Appendix 2 – Proposed Appointments to the Investment Board

2.1 Investment Board

At the time of writing it is anticipated that following its meetings on 9th January 2020, Cabinet and Council will recommend and agree the recommendations and governance arrangements necessary to give effect to the (currently draft) Commercial Investment Strategy and the creation of a Local Authority Trading Company.

As part of these arrangements it will be proposed that Cabinet creates a subcommittee delegating to it authority to take the decisions necessary to facilitate delivery of Parts 2 and 3 of the Strategy in accordance with its terms of reference.

The proposed functions of Cabinet and the Investment Board are defined in more detail at paragraph 1.2 of Appendix 1 and have (to the extent that they are applicable to the Council's companies and partnerships) been drawn up with reference to the LLG Code of Practice.

It is recommended, subject to endorsement by Council on 9th January 2020 that Cabinet creates a subcommittee to be known as the Investment Board and approves the terms of reference set out in paragraph 1.2 of Appendix 1.

2.2 Appointments to the Investment Board

The Leader's proposed appointments to the Investment Board are set out in Appendix 2 and include substitute members. The terms of reference require that the Investment Board is comprised of the Leader together with 2 Cabinet Members (one of whom must be the finance portfolio holder when these do not comprise part of the Leader's portfolio).

3.1 Next Steps

Following establishment of the Investment Board and approval of the terms of reference and appointments to it, Cabinet is recommended to request that CMT draws up a schedule of meetings for the current municipal year. The terms of reference specify that the Investment Board will meet quarterly however, as per the proposals presented to Cabinet and Council on 9th January 2020, it is intended that a LATCo is established to become operational by April 2020 or as soon as practical thereafter. The Investment Board along with Cabinet will play a key role in this process via their respective and specific functions as newly agreed. It is therefore requested that Cabinet request a schedule of meetings for the current municipal year and with reference to the key milestones/governance necessary to bring the LATCo into effect.

APPENDIX 1 - PROPOSED TERMS OF REFERENCE

1.1 CABINET

Cabinet will be responsible for the following specific functions in relation to the Commercial Investment Strategy and the Council's companies and partnerships:

- (a) Conducting a formal review of the Commercial Investment every 2 years and recommending any necessary amendments for approval by Full Council;
- (b) Agreement of process and documentation for approval of Part 2 and 3 proposals;
- (c) The establishment of any new company and/or partnership;
- (d) The decommissioning/winding up of existing companies or partnerships;
- (e) The determination of Articles of Association;
- (f) The determination of the percentage share of ownership;
- (g) The determination of Reserved Matters for example appointment or dismissal of Directors unless delegated to the Investment Board;
- (h) Scheme of delegations to the Investment Board and Officers;
- (i) To delegate to the Investment Board the requisite funding allocated for delivery of the Council's Commercial Investment Strategy and to oversee spending against that budget in accordance with the agreed processes.

1.2 INVESTMENT BOARD

1.2.1 Purpose

The Investment Board is responsible for implementing Parts 2 and 3 of the Commercial Investment Strategy including oversight of the Council's companies and partnerships.

The Investment Board will act as a decision-making body in relation to the functions delegated to it and will report to Cabinet in relation to the exercise of those functions.

Support and advice will be provided to the Investment Board by the Chief Executive, Section 151 Officer, Monitoring Officer and Director of Growth.

1.2.2 Membership and Operation of the Investment Board

The Investment Board will comprise a maximum of two Cabinet Members (one of whom should be the portfolio holder for finance if that position is not held by the Leader) in addition to the Leader who will determine their appointment annually.

The Leader will Chair the Investment Board and a Vice Chair will be selected from the elected members of the Investment Board.

The Investment Board shall meet on a basis agreed by itself with a minimum of 3 meetings per year.

The quorum shall be the Leader in the presence of a minimum of;

- one other Cabinet Member;
- one senior advisory officer (or their appointed deputy)

[An invitation to attend must have been provided to the Chair of O&S at least 5 clear days in advance of the meeting taking place. This notice period may be waived if the Chair of O&S or their nominated deputy so agrees.]

An invitation to attend must also have been provided to the section 151 officer and the Monitoring Officer (or their nominated deputies) which will normally be at least 5 clear days in advance of the meeting taking place.

The provisions relating to substitution set out at paragraph 28 of the Standing Orders shall apply to meetings of the Investment Board save that the Leader and Cabinet Members may only be substituted by Cabinet Members [and the Chair of O&S may only be substituted by the Vice Chairman]. Such substitutions to be notified to Council as part of the annual nomination process.

The Cabinet Procedure Rules shall apply to meetings of the Investment Board save in respect of paragraphs 1.6, 1.8, 2.2 (second paragraph), 2.3(g) and (h) and paragraph 2.5(d) which shall be disapplied.

1.2.3 Functions of the Investment Board

- (a) To determine investment appraisals submitted under Part 2 of the Council's Commercial Investment Strategy together with the most appropriate means of delivery;
- (b) To determine business cases submitted under Part 3 of the Council's Commercial Investments Strategy by the Council's companies and partnerships;
- (c) To determine the amount and terms of any investments, loans and assets required for the delivery of proposals approved in accordance with paragraphs (a) and (b) above from the agreed budget allocation;
- (d) To produce a report to Cabinet twice a year summarising its activities in accordance with paragraphs (a) to (c) above.
- (e) Approve the business plans of the Council's companies and partnerships;
- (f) To monitor performance and financial delivery in line with the approved business plans;
- (g) To ensure that those companies and partnerships comply with relevant Council policies, strategies and objectives;
- (h) To exercise decisions, where delegated by Cabinet, in relation to a company or partnerships' reserved matters;
- (i) To oversee the relationships between the Council and the Council's companies and partnerships in accordance with the Council's objectives.
- (j) To prepare and present an annual report to the Overview and Scrutiny Committee;

(k) To determine for each individual company or partnership whether the Investment Board recommends to Cabinet the delegation of any functions to the officers of the Council.

All other matters not falling within the remit of the Investment Board functions set out at (a) to (k) above will be referred to Cabinet for decision.

**APPOINTMENTS TO MEMBERSHIP OF COMMITTEES
FOR 2019/20**

Investment Board (3)	
Councillor Chris Boden	Councillor Ian Benney
Councillor Steve Tierney	
Substitutes: Councillor Sam Hoy and Councillor Chris Seaton	

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**DRAFT 6 MONTH CABINET FORWARD PLAN –
Updated 8 January 2020**



(For any queries, please refer to the published forward plan)

CABINET

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
20 Feb 2020	<ol style="list-style-type: none"> 1. Business Plan 2020/21 2. Corporate Budget 2020/21 & Mid Term Financial Strategy 3. 24 High Street, Wisbech – CONFIDENTIAL ITEM 4. South Fens Enterprise Park Development Proposals 5. Parish Council Street Lighting Update 6. Cabinet Draft Forward Plan 	Cllr Boden Cllr Boden Cllr Seaton Cllr Benney Cllr Boden Cllr Boden
19 Mar 2020	<ol style="list-style-type: none"> 1. My Fenland 2. Cabinet Draft Forward Plan 	Cllr Tierney Cllr Boden
23 Apr 2020	<ol style="list-style-type: none"> 1. Cabinet Draft Forward Plan 	Cllr Boden
11 May 2020	<ol style="list-style-type: none"> 1. Treasury Management Annual Report 2019/20 2. Financial Outturn Report 2019/20 3. Coates Conservation Area Appraisal 4. Cabinet Forward Plan 	Cllr Boden Cllr Boden Cllr Seaton Cllr Boden

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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