

AGENDA

OVERVIEW AND SCRUTINY PANEL

MONDAY, 11 JANUARY 2021

1.30 PM

VIA ZOOM

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Due to the COVID-19 outbreak and the restrictions by the Government on gatherings of people, this meeting will be conducted remotely using the Zoom video conferencing system. There will be no access to this meeting at the Council offices, but you can view the meeting on YouTube, apart from any items marked confidential.

Today's meeting can be viewed by via You Tube URL: <https://youtu.be/ya9XAmSM2b8>

- 1 To receive apologies for absence.
- 2 Previous Minutes. (Pages 3 - 16)

To confirm and sign the minutes of the meeting of 7 December 2020.
- 3 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified.
- 4 Members to declare any interests under the Local Code of Conduct in respect of any item to be discussed at the meeting.
- 5 Update on previous actions. (Pages 17 - 20)

Members to receive an update on the previous meeting's Action Plan.
- 6 Draft Budget 2021/22 (Pages 21 - 48)

To consider and make any appropriate recommendations to Cabinet on the Draft Medium Term Financial Strategy, Draft General Fund Budget 2021/22 and Draft Capital Programme 2021-2024 for consultation.

7 Draft Business Plan 2021/22 (Pages 49 - 64)

For Overview and Scrutiny to comment on the Draft Business Plan 2021-2022

8 Fees and Charges 2021/22 (Pages 65 - 88)

To review the Council's Fees and Charges for 2021/22, in line with the Budget Strategy considered by Cabinet on 14 December 2020.

9 Future Work Programme (Pages 89 - 92)

To consider the Draft Work Programme for Overview & Scrutiny Panel 2020/21.

10 Items which the Chairman has under item 3 deemed urgent.

Thursday, 31 December 2020

Members: Councillor D Mason (Chairman), Councillor A Miscandlon (Vice-Chairman), Councillor G Booth, Councillor D Connor, Councillor S Count, Councillor M Cornwell, Councillor M Humphrey, Councillor M Purser, Councillor R Skoulding, Councillor D Topgood, Councillor R Wicks and Councillor F Yeulett

OVERVIEW AND SCRUTINY PANEL

MONDAY, 7 DECEMBER 2020 - 1.30 PM



PRESENT: Councillor D Mason (Chairman), Councillor A Miscandlon (Vice-Chairman), Councillor G Booth (until 3.30pm), Councillor D Connor, Councillor S Count, Councillor M Cornwell, Councillor M Humphrey (until 3.20pm), Councillor M Purser, Councillor R Skoulding (until 3.47pm), Councillor D Topgood, Councillor R Wicks and Councillor F Yeulett.

OTHER MEMBERS IN ATTENDANCE: Councillor C Boden, Councillor Mrs J French, Councillor A Hay, Councillor Mrs K Mayor (until 2.50pm), Councillor P Murphy and Councillor C Seaton.

OFFICERS IN ATTENDANCE: Sam Anthony (Head of HR and OD), Peter Catchpole (Corporate Director and Chief Finance Officer), Anna Goodall (Head of Governance and Customer Services), Phil Hughes (Head Of Leisure Services), Carol Pilson (Corporate Director and Monitoring Officer), Mark Saunders (Chief Accountant)

GUESTS: Briony Tuthill (Anglian Water), Jo Dacombe (Arts Reach), Liam Wiseman (Arts Council), Paul Corney (Head of Anglia Revenues Partnership) and Adrian Mills (Anglia Revenues Partnership)

Councillor Mason welcomed members of the public and press watching the livestream of the Overview & Scrutiny meeting via YouTube due to Government guidance on social distancing. The meeting was held in accordance with the provision set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and with Fenland District Council's Virtual Meeting Protocol.

OSC25/20 PREVIOUS MINUTES.

The minutes of the meeting of 9 November 2020 were confirmed.

OSC26/20 UPDATE ON PREVIOUS ACTIONS.

Members considered the update on previous actions and made comments as follows:

1. Councillor Booth referred to the outstanding actions and an item he raised earlier in the year on the Council looking to increase rents for Early Years Services, which was supposed to be ongoing, but seems to have disappeared off the action list and can this be reinstated. The Chairman agreed that this could be reinstated and thanked Councillor Booth for pointing out this oversight.
2. Councillor Booth also referred to an item regarding speeding, which was supposed to be an ongoing item and could this also be reinstated.
3. Councillor Mason made reference to the suggestion to convene an additional meeting to further scrutinise colleagues from Clarion. However, as Councillor Sam Clark is on the Regional Clarion Scrutiny Board, which has a focus on monitoring performance, he feels there is no requirement for an additional meeting at this time and updates can be provided by Councillor Clark. Councillor Booth said he believes this issue was raised because members were not satisfied with the response provided at the last meeting from Clarion,

which was lacking in quite a lot of detail. Whilst some information has since been forwarded to Members he still feels there are questions that need to be answered and due to issues that have arisen with heating and repairs, particularly at this time of year, members need to keep a watching brief to ensure issues residents are having are not overlooked. Councillor Mason agreed but feels this approach can be undertaken by keeping in contact with Councillor Clark. Councillor Booth reiterated that he still feels that the Panel needs to see Clarion; although Councillor Clark is on this Overview and Scrutiny meeting at regional level, he is still not satisfied that Members are getting all the answers.

4. Councillor Miscandlon agreed with Councillor Booth on some of his views but feels that Councillor Clark can be pressed to obtain those answers for Members in a more direct manner than waiting for Clarion to come before the Panel. Councillor Clark is in an advantageous position that she is now part of that Board in getting answers for Members. Any questions from Members to Clarion should go to Councillor Clark to press Clarion on our behalf.
5. Councillor Cornwell agreed, but as well as passing our issues to Councillor Clark, Members should at the same time use the e-mail address that they been provided with for a Regional Director, copying in Councillor Clark. The Chairman agreed this was a sensible solution.

OSC27/20 DISCUSSION WITH ANGLIAN WATER

The Chairman welcomed Briony Tuthill of Anglian Water (AW) to the meeting and thanked her for attending to answer Members questions, which is appreciated as it recognised that as she is under no obligation to appear before the Panel.

Members made comments, asked questions and received responses as follows:

1. Councillor Yeulett asked on behalf of Councillor Sutton about the status with the sewage system in Christchurch, which was amended 14-15 years ago and there was some discussion about Anglian Water being involved with that and taking over responsibility, with The Croft experiencing a lot of difficulty with sewage. Briony Tuthill responded that AW is aware that there is a private water recycling site in The Croft at Christchurch, and it is currently in liaison about how it can support residents of that site, however the site is not under any formal adoption process. AW has recently audited the site and as it currently stands it would not meet AW standards for adoption. AW can investigate specific locations as to whether sewers have been adopted, but adoption of sewers under Section 104 of the Water Industries Act would have to be initiated by the developer for that to proceed.
2. Councillor Yeulett referred to a heavy storm in March around four years ago, particularly in the March East area where the Green Street and Morton Avenue area and Upwell Road and Eastwood Avenue area suffered from tremendous flooding and he asked for any guidance on what measures have been taken to mitigate against further occurrences of this flooding. He stated this is general across March, there are areas where when there is a lot of rain it floods and what ongoing measures are AW going to take with March? Briony Tuthill stated that it is her understanding that March does suffer with flooding in periods of heavy rain and having spoken to various colleagues in AW and with the flood partnership it is a very complex situation. Following the significant flooding in 2014, AW undertook some extensive CCTV surveys of its sewers and de-silted where they found sewers that had a level of silt within them. It also conducted a survey of the out course of the Old River Nene, it has updated its hydraulic models for March to help inform future investment and an attenuation pond has also been de-silted. A lot of the work undertaken in March is in partnership with both County and District Councils and the relevant flood risk authority, which she feels is important given the complex interplay of surface water and flooding issues. She understands that the County Council are currently trying to pull together a bid to access some resilience innovation funding through Defra and the Environment Agency and AW is supportive of this bid and she hopes that March will be one of the focus areas for this funding. She would ask for Member support with this as part of it is around some

resilience measures that can be put in place supporting residents making areas more permeable and exploring the use of more sustainable drainage systems.

3. Councillor Miscandlon asked why it took AW 10 days to react to the reports of a water leak on the A605 which eventually led to the closure of the road for a few days and today there is another leak in virtually the same place with traffic lights. He drove through it at 11.00 this morning and Councillor Wicks drove through it at 11.30am, there are no men working there but there is water pumping out, what is being done and why are we getting so many burst water mains within the villages and within Fenland as a whole; it is becoming an increasing embarrassment to AW with these leaks that are occurring and the infrastructure repairs that are carried out are not sufficient as two weeks later the problem occurs again. Briony Tuthill responded that she would need to clarify with colleagues the information regarding the issue on the A605, it was unsure whether it could have been a water leak or a leak on the pumped main. In terms of water leaks, AW views water leaks as a priority, it works tirelessly in terms of its leakage programme and with the leaks that it experiences AW is sector leader on the number of leaks that occur on its network in that the water loss is half of the industry average, having beaten their regulatory target for 9 years running and it undertakes significant investment in leak detection, with leaks becoming increasingly difficult to locate, but there are around 200 employees who are dedicated to leak detection. In relation to the frequency, AW conduct and maintain investigations into leaks so every time a burst or leak occurs along a main, that is recorded and logged to that asset so there is a comprehensive database on the performance of all of its infrastructure and this is fed into a mains relaying programme in which AW prioritise around performance of the asset. Particular to the issue with the A605, Briony agreed to pick this back up with internal colleagues and come back to Members directly.
4. Councillor Miscandlon stated that the question was why did it take 10 days, he knows that this was reported by himself and Councillor Wicks, and one of AW engineers came out but could not find it and the reason he could not find it was because he came out when it was pouring with rain, eventually it closed the A605 for some considerable time and caused tremendous traffic problems for the village of Coates. It seems to be an on-going problem, as it has occurred again, there are four-way traffic lights, but no operatives in attendance and the water is still pumping out into the road. Briony Tuthill acknowledged the frustration, but sometimes the work is carried out off site, such as water quality and pressure checks elsewhere within the system.
5. Councillor Miscandlon asked that if Briony was unable to answer some of Members questions that they be answered in writing so that they could be distributed to the Panel. Briony Tuthill confirmed that she was able to do this.
6. Councillor Booth made the point that residents have been asked to let members know about any issues and a lot of it has arisen because of the low water pressure that people keep experiencing. He has been told by someone that knows some AW engineers that the system cannot cope with any more new builds that are being erected in the area and have said the pumping house at Friday Bridge cannot cope with all the villages it serves because it serves such a large area, it is now out of date and cannot maintain the pressure that it used to provide because of the strain on the infrastructure so asked what is happening with Friday Bridge pumping station and are there any plans to update it to improve its resilience and improve the pressure it is providing to such a large area? Briony Tuthill responded that there are no current plans to increase the pumping capacity at Friday Bridge pumping station, modelling has been undertaken and that has indicated that the most effective option at the moment is to complete sections of mains reinforcement, which will allow water to pass through the system further down the network and increase the pressure within the network. The modelling indicates that the Friday Bridge site will receive some on-going maintenance investment and AW are currently assessing both storage and pumping capability to make adjustments within the network at that site, which will happen over the Winter and will increase pressures for customers over the coming Spring/Summer peaks. Future strategic resilience schemes in the area within the Water Resource Management Plan where modelling is undertaken at a strategic level across the whole of the Anglian

network and within the public water supply zones, which will identify where there is surplus and deficit within those zones and whether some significant supply resilience options are required not only to meet growth demands but also to mitigate against the impact of climate change, so AW is investing in a strategic grid, which is being delivered through a Strategic Pathline Alliance of around 500 kilometres of interconnecting grid from the north of the region down to the east and south of the region, which will also provide future resilience within the Fenland area.

7. Councillor Booth queried whether AW had a closed system and was not connected, for example, to the Yorkshire, South East or East Midlands. Briony Tuthill responded that the strategic pipeline that AW is developing is predominantly within Anglia's region, it effectively operates closed systems, but there are some transfers that it does between the regions, e.g. a transfer between Severn Trent up near Rutland Water and a transfer with Infinity Water down from the Grafham site. There are some interconnectivities, and, under Water Resources East, AW is developing a more strategic view of a regional picture of water supply in order to make sure it is meeting the demands of both growth and the impact of climate change.
8. Councillor Booth referred to feedback received from a resident who knows a retired employee of AW where residents would receive 30 litres a second per metre, but now the Government minimum is 10 litres and at times residents are struggling to get this, particularly in Parson Drove, which raises a question about infrastructure and AW are stating that they are not going to upgrade Friday Bridge, but just undertake pipe relining, but is this sufficient and when are AW's plans to upgrade this pumping station as this is where people perceive the problem to be? Briony Tuthill responded that there are no immediate plans to upgrade Friday Bridge pumping station, it is more around work that AW can do within the network that can help support the pressure in supply zones. In terms of where this pumping station will fall into with future investment, she was unable to answer that directly now, but would seek the answers and report back to members, however, it falls back into AW's investment process which is funded on a five year cycle and prioritised along with other things.
9. Councillor Booth asked, in relation to the strategic level of development, how is AW going to cope with large scale developments that are being proposed in Fenland, e.g. there is a proposal for Wisbech Garden Town, and also with the new Local Plan that is being developed and the Government recent White Paper stating Fenland needs to build twice as many houses than it is currently building each year and how is AW engaging with Fenland to ensure the capacity within its existing system can cope with this if we are experiencing issues currently. Briony Tuthill stated that, in terms of Local Plan, AW is a statutory consultee and there is a dedicated team that work with the local authorities on drawing up these local plans and in Fenland AW are helping to prepare the Water Cycle Study, which will identify any implications for water supply infrastructure and also the water recycling side as well. AW has also been involved with working with the Council with the Wisbech Garden Town bid and is supportive of this and sustainable growth and development and that is how AW works with the local authorities across the region. AW has a duty to ensure that the infrastructure is aligned with the anticipated scale and timing of that growth. When AW works with local authorities on this, it strongly encourages that integrated water management issues are being incorporated within new developments and that they have wider community and environmental benefits, e.g. that sustainable drainage systems are considered and used within new developments, a key driver is also water efficiency within new developments and re-developments and ensuring down to the fittings and fixtures that developers are putting in water proficient measures.
10. Councillor Booth asked that, when AW comes to its five-year plan, would it be allocating additional resources to the Fenland area because there are major proposals for housing in the future? Briony Tuthill responded that AW interact with the Local Plans and the work that goes into that informs its Water Resource Management Plan, which is AW's strategic plan undertaken every five years in terms of water resources, and this cascades into its price determination.

11. Councillor Booth referred to a 3-4 inch main supply in the area and AW mentioned relining the supply, does that involve replacing that with better or wider stock, what does this mean and what are the plans to improve the capacity in particular in the rural areas? Briony Tuthill advised that the mains leaving the supply points are much larger than 3-4 inches and as the network travels away from the supply points it reduces, which is due to water quality to ensure an adequate turnover is maintained of the water in those mains. There are plans currently being developed to upsize sections within this network to reduce the impact of higher demand, some of this will also result in the upsizing of some of those mains where we can do it without impacting on water quality.
12. Councillor Booth referred to an incident at Wisbech St Mary whereby during the Summer there was a barn fire and the Fire Service were in attendance, but unfortunately could not get enough water from the mains and ended up going to a natural water source and using that to combat the fire. He expressed his concern that there is not enough water in the supply to tackle a fire, but asked what obligations AW has in relation to this? Briony Tuthill stated that AW's obligations are set out in the Water Industry Act 1991, which sets an obligation to provide fire hydrants and to ensure they are maintained and serviceable and the Fire Service have a right to take water from AW's network to tackle a fire. There is no duty imposed on maintaining the pressure or the supply, but clearly it is both the interests of AW and the Fire Service to work together and at a strategic level this is facilitated by the Local Resilience Forums and there is an emergency planning team. In terms of a tactical level, there are protocols in place where the Fire Service have AW's Duty Manager's number as AW asked to be informed whenever they are drawing from the network due to the implications of pressure and water quality and a conversation can happen at that point if AW is aware of any issues within the network and could potentially re-direct to another main.
13. Councillor Booth thanked Briony Tuthill for coming to this meeting. He thinks it would be useful if the Panel could continue this type of activity as not only does it serve for AW to get good feedback on thoughts from customers, but it is also educational to members on what the plans are for the future and it demonstrates the good working relationship needed going forward, particularly in light of some of these large scale future development plans.
14. Councillor Wicks referred back to the water leak on the A605, whilst he appreciated that Briony Tuthill would not be in the position to answer the question, he stated that on Saturday he reported the leak and the follow up information he was given was that an engineer would come out and assess the leak as a trickle of which his comment was that it was more like a flow and sometime after this the traffic light system was put in place and he was assured at the time that engineers would be on site on Monday to carry out the repair and at 11.30am he visited the site and there is nobody in attendance.
15. Councillor Wicks expressed the view that the number of failures that seem to be occurring at the pumping station at the end of South Green, Coates is becoming a more frequent event and it does have a drastic impact on at least one resident. He asked if he could have an indication on whether there was going to be an upgrade due to the amount of building taking place within Coates or what the way forward is? Briony Tuthill responded that this is one of the questions where she has been unable to contact the Site Manager as he is on annual leave, however, she is aware of issues with that pumping station and asked if it was affecting water recycling or water. Councillor Wicks stated it is a foul in-reach pumping station. Briony stated that she would have to report back the situation to Councillor Wicks but assured him that it was being investigated. Councillor Wicks appreciated this but asked for further consultation on it due to the impact it is having on at least one of the residents and it has been on-going for a considerable amount of time.
16. Councillor Wicks referred to the mains supply to Whittlesey and the number of burst water mains on this mains supply that have taken place within his ward; two cases at Kings Dyke where residences have been flooded and a third major incident at Kings Delph where the A605 had to be closed so that extensive road repairs could be undertaken. As this is a mains supply to this area, he asked why are there so many failures? Briony Tuthill responded that having spoken to the Manager that operates that area they are aware of

some failures along that main and there is a programme in place to replace old water mains, but has asked for more information to clarify what bursts are being referred to and how far back in time and, therefore, she will report back to Members.

17. Councillor Skoulding thanked AW as on 1 December AW came out to West End, March and with the local highway team undertook an investigation which showed the cause of the roadway sinking and damage to the houses beside it was due to several water leaks. However, the residents have been complaining about this, to his knowledge, for the last five years and it is hoped that the issue will now be resolved quickly. Briony Tuthill stated that she is aware that AW attended the trial holes that highways dug on Monday last week, the report that AW has received back from highways is that there is no evidence of any leaking mains. Councillor Skoulding stated that he was told there was water leaking. Briony reiterated that the report AW has received shows no leaking mains.
18. Councillor Cornwell referred back to Friday Bridge Pumping Station, which is one of the main water supply routes into March and if the pumping station is not going to be re-invested in it causes concern as this is the original main from the original water supply into March and March is now suffering more and more breakdowns with that particular main. He asked have investigations been carried out as to why there are so many breakdowns and are there any plans to replace it? Briony Tuthill confirmed that there are no current plans for replacement of this mains, however, what AW is doing is developing further contingency re-zones within the wider network, which minimises the impact of any failures. There are currently plans to reinforce the area, especially around Wisbech St Mary and surrounding villages, including some mains relaying and reinforcement. Councillor Cornwell made the point that Wisbech St Mary is nowhere near March in relation to water supply, he is talking about the mains that comes in from Friday Bridge and the infamous pumping station into March so heads south from Friday Bridge. Briony reiterated that the information she has on this is that there are no current plans on replacing that main, but there are plans and work developing for contingency re-zones within that network.
19. Councillor Cornwell asked if the links to a new railway line between Wisbech and March happen would AW seize those engineering possibilities to upgrade this main? Briony Tuthill stated that if it is in AW's interest to do so it would work in collaboration with others.
20. Councillor Cornwell stated that residents complain bitterly at times that when the mains burst and roadworks and traffic works are put in place that they do not see anyone undertaking any work, which really annoys them when this happens. He asked if there is a way that the actual traffic control can be streamlined more with actual work undertaken? Briony Tuthill agreed that there possibly is as AW always strives for improvements, it has a dedicated highways liaison team who work across all the different highway authorities and when planning work in the highway, safety is paramount. There are various initiatives that are being developed to reduce the impact and part of it is about AW investing and developing in a smarter network as it wants to reduce the amount it works in the highway not only from a disruption point of view, but from a safety point of view and whilst there is a lot of work taking place in this area, unfortunately there are instances when traffic management does have to be put in place.
21. Councillor Cornwell asked why it is necessary for AW to transport large quantities of foul and nauseous smelling waste from/to the March sewage works to the disgust of many residents in the North of March? He further asked that if modern technology cannot be deployed to change this why cannot handling be accommodated so that such haulage occurs overnight? Briony Tuthill responded that it is obviously a natural byproduct of AW's processes and there is a need to transport it around its region from its smaller satellite recycling water centres, it does transport slush into large sites for processes and in terms of adjusting hours of operation it is undertaken in daylight hours for the safety of AW's staff and access, and equally haulage at night could be disruptive to residents in terms of traffic noise and lights. Unfortunately, it is an evil necessary of waste byproducts, but contact has been made with the Site Manager to see if there is anything more that AW can do in minimising the impact on residents. Councillor Cornwell reiterated that it is a vile smell, especially in the Summer, there is actually unease from residents of his ward in the route

that the lorries travel to the sewage works and the lorries are not even washed down after coming out of the site.

22. Councillor Cornwell asked, compared to total income, what percentage is re-invested in water networks and infrastructure; sewage networks and infrastructure; and shareholder dividends? Briony Tuthill advised that all this information is readily available in AW's Annual Integrated Report, which is published on its website and it has a commitment to ensure that there are fair charges and fair returns for its investors. The money raised from bills, along with how much AW can reinvest into its services, is decided through its price control mechanism, which is decided by Ofwat every five years. As an example, the average bill in 2020/21 is £1.13 a day of which 40p is spent on people and materials, 24p on maintaining the equipment, 17p on building new assets, 14p paying back interest, 8p paying taxes and its licence, 6p on energy and 4p is net profit. It has a pension fund providing pensions to public sector workers across Canada, Australia and the UK, very much in it for the long term in terms of its investment and they have not taken the dividend out of the business over the last few years and have committed not to do so for the next five years to reinvest that within the business to ensure future resilience. Councillor Cornwell said that the cost information should be highlighted in the public domain.
23. Councillor Count thanked AW for the work it has been doing in The Croft at Christchurch, which was mentioned earlier. AW have been actively engaged with the District Council and County Council but reiterated that this is a private system and not actually AW's responsibility. Councillor Count referred to the response provided to Councillor Cornwell in relation to the waste that travels through the north of March to the sewage site and he completely agrees with Councillor Cornwell's description of the unacceptable nature of this as when the trucks come through they leave a stench that forces people indoors in the middle of Summer having to shut all the windows and doors and what he has heard in response is that this is a natural biproduct and that AW needs to do this, and it seemed to come across as a necessary evil, but in his view it is not acceptable for these trucks to come through these neighbourhoods which are highly residential and he would describe it as anti-social behaviour. He expressed the view that what may be necessary is the transportation, but how you transport it does not necessitate the stench being suffered by local people, for example, if AW used sealed units more or washed down in between that would get rid of the smell, but he can only assume this is not done because the investment in vehicles is too great or there is unwillingness to spend money or time in washing and he does not accept that this is a necessary part of AW's industry to inflict this on residents. He knows there were some results where the curtain-backed vehicles were put down, but more attention needs to be paid to the manner it is transported so it is completely sealed and hosed down in between trips. Councillor Count referred to some responses earlier about the problems with March and they are extensive and well known and to do with the catchment and the water flows and there was mention that an officer from the County Council was putting in a bid to Defra and this is a partnership project with AW, Middle Level Commissioners, Fenland District Council and the County Council, which did come across as a County Council issue, but all parties are working together to solve this and he hopes this bid will be successful and get to grips with some of the problems in March.
24. Councillor Count asked about the network grid upgrade which will deliver more capacity and no timeframe was provided and asked how long this will be before it makes a difference to the people? Briony Tuthill responded that the strategic grid is due to come online by the end of this asset period, 2025.
25. Councillor Mrs Mayor referred to an issue that arose with a major sewer collapse in March 2020 at the junction of the A605 with Bellman's Road where there was three way traffic lights for nearly 6 months, although it is appreciated that the Covid situation added to the problems, however the A605 is a major route and she asked if that sewer collapse at that junction was also the cause of the overflowing sewage that was deposited in Kingfisher Road all over residents gardens and tankers had to pump the sewage from the drains and AW had to cleanse the gardens, which then reoccurred and had to be rectified a second time. She feels it must have been vastly expensive for AW and not pleasant for the

residents of Kingfisher Road, many of which are elderly and ill. It seems incomprehensible to residents that Kingfisher Road is connected to a pumping station off Station Road, which is what she has been told, which is so far away and so many houses in between is incomprehensible. Briony Tuthill gave apologies for the situation that occurred at the sewer collapse and confirmed that the flooding experienced was linked to the collapse of the sewer on Bellmans Road and as they were undertaking the repair they were trying to minimise and mitigate the flows and managing those flows on a live asset is difficult hence the tankering operation, which unfortunately resulted in the flooding to those residents. In relation to Kingfisher Road, the issues appear to be within the network and not in the pumping station, but she would like to take this issue away and do a proper investigation with the Site Manager who is currently on leave. Councillor Mrs Mayor stated that the operatives on the ground were extremely helpful and kept her updated despite the conditions they were working under.

26. Councillor Mrs Mayor asked if AW were aware of the development of 220 properties on the Showfield site at East Delph in Whittlesey, which is adjacent to Kingfisher Road, and it is indicated that some of these properties will also be connected to the sewers in Teal Road and she is concerned that this will exacerbate the problems as she believes it is going to be a significant number of properties going into this system. Briony Tuthill advised that AW is aware of the proposal and commented on the planning application whereby a condition was put on the planning permission to ensure that a foul surface water drainage strategy was submitted and approved. This condition has been discharged and AW was consulted on the submitted drainage strategy, which was acceptable to it. The connection point for part of the site is off Teal Road, which does have sufficient capacity to accommodate the additional flows. Councillor Mrs Mayor begged to differ with this view but appreciated that AW were the experts and expressed her concern with the system in this area altogether. Briony stated that when AW looks at the implications of planning proposals, the history, previous incidents, its own modelling and the views of the operatives on the ground are all taken into account.
27. Councillor Mason referred to the Lake Close development, which was completed over 6 years ago, but there are still issues with incomplete work continuing and there seems to be a blame culture with Clarion blaming AW and AW blaming Highways and asked for an update on this issue. Briony Tuthill responded that she understands there have been some long running issues and also some structural issues with the sewers, some were repaired and other relined, with the sewers now ready for adoption and one of AW's Drainage Engineers will carry out a final inspection, which includes a CCTV survey of the sewers, and it is believed that AW will be in the position to adopt the sewers in the first quarter of next year.
28. Councillor Connor referred to the villages of Doddington and Wimblington, which are both growth villages in the Local Plan, Doddington had two sites one down Eastall Lane and one down Cooks Green and because of a lack of capacity at the treatment centre in Wood Street, Doddington the affluent is being taken away by road tanker to the March Treatment site and asked what is going to happen to alleviate this situation, bearing in mind the reference to smells mentioned by other councillors, which is only exacerbating the problem.
29. Councillor Connor stated that when a planning application is received for these villages, AW is a statutory consultee and when it says in the report there is sufficient capacity to approve these planning applications, he is at odds with this as he has seen at first hand that there is not sufficient capacity and asked when the infrastructure at Doddington going to be updated? Briony Tuthill agreed to provide responses to Councillor Connor's questions following the meeting.
30. Councillor Booth requested that AW be invited back on an annual basis to give Members an update and track progress on some of the projects that have been mentioned and also give Members the opportunity to provide feedback from residents.
31. Councillor Miscandlon asked would it be advantageous for AW to announce those good news stories to Councillors so the residents that they represent are fully aware of what is going to happen in the near future. Briony Tuthill indicated in the affirmative.

Briony Tuthill thanked the Panel for inviting her and giving her the opportunity to answer Member's questions, it is extremely helpful for AW to hear what is happening within Members' communities, which is very much her role to co-ordinate this information back into AW. She has spoken to many colleagues in obtaining answers to Members' questions and hoped that she has satisfied some questions and will report back on those that she needs to take away to obtain further information. She also welcomed the opportunity to come back and happy to share those good news stories for them to be cascaded into the communities.

The Chairman thanked Briony Tuthill again for attending and providing Members with a wealth of information and for her time, and he hoped that this relationship can be maintained for the future.

(Councillor Mrs Mayor attended the meeting as an observer and was granted the permission by the Chairman to ask questions of Anglian Water)

OSC28/20 CULTURE STRATEGY UPDATE

Members considered the Council's approach to developing a draft Creativity and Culture Strategy for Fenland and the key outcomes as well as the approach to delivery that the Strategy will address.

The Chairman invited Councillor Seaton as Portfolio Holder to present the report. Councillor Seaton advised Members that the Council has worked with Arts Council England and Arts Reach to produce the Strategy to support the development of creativity, culture and heritage activities in Fenland's local communities for the next 10 years. He stated that at the meeting today were Liam Wiseman from Arts Council England who has supported the development of the Strategy with his advice and direction as well as the Arts Council's financial support and also Jo Dacombe from Arts Reach who is the Consultant who has worked with creative practitioners across Fenland to assess what is happening in the area at the moment, identify strengths and weaknesses and put the draft Strategy together and he thanked them both for their assistance with this project.

Councillor Seaton stated that the document before Members today is really needed, especially to support the recovery from the impact of Covid has had on everyone across Fenland. He made the point that the document is about the culture, places and people and their ability to be creative and the rich heritage in Fenland. Culture is about people and communities, it's about what we do and who we are, how we live and the way we live our lives, it is a broad range of activities which bring people together. He referred to some of highlights in Fenland and that one of the Council's overarching Corporate priorities is to work with partners to maintain Fenland's culture and heritage to ensure that Fenland remains to be a great place to live and to work in, there is strength in communities, there is improved community health and local economy and the cultural sector plays a vital role in regeneration, community cohesion and residents well-being.

Councillor Seaton informed Members that the issues that the Strategy development work uncovered was that there was no co-ordination of cultural activities across Fenland, there were negative preconceptions to creativity and culture by both locals and visitors, but there is lots to be proud of in Fenland's natural and heritage assets. He made the point that the Strategy is a community strategy and a steering group of local creative and cultural practitioners along with support from the Arts Council and other bodies will move the Strategy's actions forwards and it is anticipated that a development role will be established funded by Arts Council, National Lottery Heritage Fund and Fenland District Council, with the Strategy supporting the upskilling of the local community giving them confidence to develop funding support for local cultural events and improving communications across Fenland and linking cultural groups together. It is expected the Strategy will be used across the District to develop regeneration, place making, engagement, employability, community cohesion and resident well-being.

Members made comments, asked questions and received responses as follows:

1. Councillor Cornwell expressed the view that the introduction from Councillor Seaton shows the breadth of the subject being discussed and as a true Fenman, in his opinion, you cannot beat the Fens as it has so many attributes. He is slightly concerned due to the enormous breadth of interest, how this is going to be reduced into bite sized pieces for delivery as it is a massive subject, it cannot be done all at once or with the same people. Councillor Seaton responded that all the threads of the cultural and arts opportunities need to be pulled together, there are a lot of functions that occur and individual arts groups, but they are all in their own silos and there is a need to create something which is unique to Fenland and what people want. Jo Dacombe agreed that culture is a very broad term and she likes to think of it as creativity and heritage, which people probably understand more readily. She referred to delivery and queried who Councillor Cornwell meant in 'we', as she sees it as everybody, with there already being a number of people in the community delivering interesting things, but those things could have a lot more potential. Jo Dacombe stated that the Strategy focuses on connecting things better as once people work together they have more power to actually grow, empower and learn from each other and draw down bigger resources and she sees a lot of potential for things to grow, a few things need to start that are missing, but not necessarily creating too many new projects, but building on what is already there and enabling people to do it for themselves. She advised that when undertaking the consultation there was a huge excitement, interest and enthusiasm from people, they had ideas, but just need some support or facilitation or connecting to make those ideas happen. She acknowledged that not everything can be done at once, but this is a 10-year Strategy so a vision for the future which builds in steps, but the first part is getting the infrastructure right, getting people connected in the right way, giving them the skills that they need to take things on themselves and move it forward, with perhaps the District Council's role being to start that facilitation in joining things together and getting things moving. Councillor Seaton made the point that this is not a Strategy for Fenland District Council, this is a Strategy for the community, the Council will be facilitators, but it is a steering group with help from all areas. Councillor Cornwell stated that he did not think it was purely a District Council Strategy as it has to be on a wide partnership basis to work. He feels it is a massive challenge and he will be interested to see how things develop.
2. Councillor Booth asked if it is a statutory duty for the Council to undertake this and hearing that this is not for the District Council why is it before the District Council, are we in effect the lead partner in this process? Jo Dacombe advised that the Council has been given some funding from Arts Council England to undertake this study and make recommendations, but it is definitely for the whole community and what she has written has been based entirely on consultation. Most of the consultation was undertaken in January to March, it felt like it was starting to build momentum, but the pandemic has really slowed this down and hopefully launching the Strategy as soon as we can will start that enthusiasm in the community again. The District Council have that role in facilitation, but there is already a Steering Group of other organisations which can be expanded and built upon, which could be the leadership model and the Council may have to facilitate this by pulling the meetings together, but there are people with the skills and expertise on this group already who could be the leaders and the drivers of the Strategy. Councillor Seaton added that the Council is looking to engage an officer to work for 2-3 years on pulling this altogether, which will be co-funded from various sources. He stated that there has been great support from Arts Council England, and they are committed to continue with this. He feels that people do want some form of culture and arts within Fenland, it is just pulling it altogether, so everyone has the opportunity to be involved. Liam Wiseman stated from an Arts Council perspective it wants to provide this money and this opportunity to Fenland as it knows it is an area of low engagement for arts and culture, it is committed to providing opportunities and funding them, and will continue to provide support for artistic creative cultural activity in Fenland. He feels that it has to be a two-pronged approach with the Council coming up with the Strategy and promoting the strategic overview and outcomes, but also wants this to be a Strategy by

Fenland people for Fenland people, which is where the heavy consultation came in to make sure it did not feel part of the Council or another body telling people what to do, but ensuring people have the opportunities and the right resources.

3. Councillor Booth asked if the Strategy is just for Fenland District Council's area? Liam Wiseman advised that it has been working across the four market towns.
4. Councillor Booth referred to the mention of Town Councils, but there is no mention of Parish Councils as one of the key partners and he feels they have a role to play as 25% of the population live in the rural villages. He stated that, whilst it is alluded to, the links from the towns to the villages is not expanded upon as there are issues with isolation and people not being able to get to towns to events so it is very town orientated as that is where a lot of the facilities are, but if you want the whole of Fenland to come along you have got to be able to recognise the villages, although possibly not in the remit of this Strategy. He asked whether the Strategy was Fenland specific as there is a picture of a windmill on Page 27 of the Strategy, which he believes is Wicken Fen and not in Fenland. Councillor Seaton agreed with Councillor Booth about the rural communities and whilst you cannot make the Steering Group too large as things do not happen, he has suggested that sub-groups be formed made up of people from the parishes as local input is needed. Liam Wiseman advised that another project funded at the start of the year with Cambridgeshire Acre was the Rural Touring Network, which sadly did not happen due to the pandemic, which was to tour some of the rural areas of Cambridgeshire, which included parts of Fenland, and there are things that are being investigated to support the parishes and can come out of the Steering Group as the work is expanded that has already been picked up by Arts Reach. Councillor Booth made the point to not forget the village halls that parishes have, which are a great resource crying out to be used and the Management Committees of these should be incorporated within the Strategy.
5. Councillor Wicks referred to events that are in the process of being organised in the villages and what support the Arts Council can provide to villages in getting these events off the ground? Liam Wiseman advised that the way that Arts Council works is that funding has to be applied for, a number of grant funding advice sessions were held before the pandemic hit and it had started to see some good results coming from this, and he would be happy to undertake some virtual sessions. Councillor Wicks stated that he would like to take up that offer on behalf of his village as there are number of things he wants to investigate.
6. Councillor Yeulett stated that he attended the Members' Seminar where this Strategy was presented, and his concerns were initially about Fenland District Council's role in the Strategy. He is of the opinion that the people should take ownership of it and he is pleased to hear that this is the intention and welcomes the broad range across the community. Councillor Seaton reiterated that the Council is there to facilitate and to support, but it needs to be driven by the community.
7. Councillor Miscandlon advised that Whittlesey Town Council embarked on a venture for a Heritage Centre in Whittlesey, which is now going ahead. This is community driven as a survey was taken of all residents of Whittlesey and around 82% of the residents said they would support a Heritage centre, which is for a Heritage Centre for the Fens not just Whittlesey and tells the story of the Fens and primarily Musk Farm. He would welcome any input from anybody on this project, paying praise to Phil Hughes attending the meetings on behalf of the District Council.
8. Councillor Count highlighted the Fens Biosphere and whilst the Strategy can move forward it cannot be automatically assumed that either Fenland District Council or Cambridgeshire County Council are in favour or against the Fens Biosphere, there are positives associated with it and potential negatives and it seems to be rolling along at its own steam without it actually having an endorsement or otherwise.
9. Councillor Count expressed the view that the structure of the Strategy is missing public art and he feels that it has an important role to play in driving up creativity. He stated that the public art that is already in the District tends to be historic rather than new, with the best display of current public art being in the flower displays undertaken by Fenland in Bloom. Jo Dacombe agreed that public art could be one of the longer term aims and there is more

scope for outdoor events inspiring people and then can start to introduce the idea for more permanent creative artworks into public spaces. Councillor Seaton added that the public art that Councillor Count is referring to is usually undertaken by an individual person and what is trying to be achieved now is where everyone can get involved in a majority of things, which is productive for them, but over the next few years of this Strategy it can branch out into other areas. Jo Dacombe stated the Strategy is a 10-year vision, but it is a living document so as perceptions change it needs to follow the community lead and if public art is something that people are looking for then the Strategy should adapt to include this.

10. Councillor Cornwell supported the bottom up approach for assisting continuity. He made the point that some years ago Fenland facilitated a Tourist Board, which ran quite successfully for some time until Fenland began to reduce the amount of facilitation and the group found it difficult to continue it for various reasons and asked if something could be developed to ensure there is enough support going into these volunteers who are undertaking specific projects to enable them to continue as often they rely on one or two people. Councillor Seaton stated that one way of monitoring it would be to report back to the Panel at intervals, so Members are aware of what is happening and how it is going. Also, if a support officer is employed that will be another channel of monitoring. He agreed that the Tourist Board approach did work well and then started to fade mainly due it being run and financed by the Council.
11. Councillor Miscandlon stated that in formation of these groups the youths of today need to be encouraged to participate.

The Chairman thanked Councillor Seaton, Liam Wiseman and Jo Dacombe for attending the meeting and answering Members questions.

OSC29/20 ANGLIA REVENUES PARTNERSHIP MEMBER-LED REVIEW

Members considered the findings of the Member-Led Review of Anglia Revenues Partnership (ARP) to ensure it continues to achieve value for money for Fenland in comparison with the other member councils.

The Chairman invited Councillor Hay, as the Co-Opted Chair of the Review, to present the report. Councillor Hay informed Members that the first meeting of the Review took place on 12 February 2020 and she was very much aware at that time that her fellow members who formed that review group had not all had direct access to ARP or realised how it was set up so prior to this meeting she asked officers to provide some information; a structure chart of ARP, the number of Fenland District Council employees working for ARP and how this compared to the other partnership authorities, where all these employees were based, clarification on the roles of the different committees and boards of ARP so Members could clearly see how each of these committees represented each of the partnership authorities and the audit trail, with all this information contained with the report.

Councillor Hay pointed out that ARP has generated £680,000 of savings for Fenland over five years and collected since July 2015 £13 million in Council Tax and Business Rates arrears of which £1.7 million has been for Fenland, She stated that the contribution Fenland makes to ARP is less now than when we first joined in April 2014.

Members made comments, asked questions and received responses as follows:

1. Councillor Miscandlon thanked, on behalf of himself who was Chairman of the Panel when the review was instigated, Councillor Hay for all the hard work she has undertaken along with the other members of the review in producing this very comprehensive report. Councillor Hay made the point that it was a team effort and well assisted by officers.
2. Councillor Mrs French also thanked Councillor Hay and her review team for the in-depth review undertaken. She made the point that at 7.6 it was noted that at one time the County

Council provided funding, which was stopped, and when she took over portfolio responsibilities from Councillor Hay, although she knows that Councillor Hay had been asking why the County Council were no longer contributing, she pursued the issue and the County Council have now agreed to contribute. Councillor Mason stated that this is encouraging as this was one of the recommendations of the review.

3. Councillor Mason thanked Councillor Hay for the hard work undertaken on the view and to officers, in particular Anna Goodall.
4. Councillor Cornwell thanked, being a member of the review team, Councillor Hay and also to the County Council as it looks like we have been successful in obtaining something that has been of concern for some time.

Members agreed that when ARP is considered on an annual basis within the Overview and Scrutiny Panel's programme that a broader context of the partnership is provided to help inform their understanding and associated discussions.

OSC30/20 ANNUAL REVIEW OF ANGLIA REVENUES PARTNERSHIP

Members considered the annual review of Anglia Revenues Partnership (ARP), which updated the Panel on the performance of the Council's Revenues and Benefits service since it became part of ARP on 1 April 2014. The Chairman welcomed Councillor Mrs French to the meeting in addition to Paul Corney and Adrian Mills from ARP.

Members made comments, asked questions and received responses as follows:

1. Councillor Miscandlon said that it is a very comprehensive report and shows the benefits to Fenland District Council and its residents over the period it has been operating and for the future.
2. Councillor Yeulett referred to the challenges that have been faced by organisations due to Covid, such as FACT and Freedom Leisure, and asked if there was any likelihood of similar challenges to ARP going forward? Peter Catchpole responded that he does not feel that ARP are comparable with Freedom and FACT in that they have not been forced to close or curtail their operation, but a lot of officers are now working from home and the workload for ARP has risen because there are more claims coming in due to the pandemic. He made the point that the budget contribution required to ARP from Fenland District Council is lower than it was in 2014/15 and continues to fall and the Council is not expecting to make any further contributions at this time. Peter Catchpole stated that the impact on ARP has been the volume of work related to the pandemic, but it has some real successes in automating 50% of Universal Credit changes, which has been critical in managing this increased workload and the KPIs are all on track and performing well, with him not being aware of any other councils achieving these sorts of levels. He said that ARP have really worked well in the pandemic and have embraced the new flexible working arrangements.
3. Councillor Cornwell said that ARP is doing remarkably well under some difficult circumstances, but asked if it was going to make a change to their operation overall as a result of the things they have had to do in the pandemic, such as less hard accommodation required due to more home working? Paul Corney responded that a survey has been undertaken with all the staff looking at the new pattern of working and all core councils themselves are investigating what accommodation will be needed for the future. He said that productivity is certainly not reduced by home working in fact the evidence is that it has improved and now that ARP has access to Microsoft Teams it is finding the communication side, which was the big problem, no longer exists and it will be looking long and hard at what the accommodation requirements will be needed moving forward working with all the partners. He stated that in terms of learning they are looking at soft reminders for customers, trying to give customers an opportunity to make payment before statutory reminders are sent, and also how well partners have worked together around the business grants and all of the returns from HMCLG.

The Chairman thanked officers and ARP for the very encouraging report.

OSC31/20 FUTURE WORK PROGRAMME

Members noted the Panel's future Work Programme and in particular the items programmed to be considered at January's meeting.

OSC32/20 EXERCISE OF URGENCY POWERS

The Chairman advised Members that he had exercised his urgency powers as Chairman of Overview and Scrutiny Panel to waive the call-in period on two issues providing his rationale behind his decision to utilise his urgency powers. The decisions were as follows:

1. The purchase of land in Manea to form a future car park for Manea Station as the land sale was agreed subject to completion on a set date and had the completion date been exceeded this may have put the sale at risk bringing into doubt the wider project.
2. Cabinet are due to consider a report at their meeting on 14 December 2020 in which they will be asked to approve Fenland District Council's entry into a funding agreement which will enable the passporting of Heritage Lottery Funding from Central Government to the owners of 13-17 High Street, Wisbech. Notification of this forthcoming decision has been on the Forward Plan since late October so the required 28 day period will have elapsed by the time the decision is taken, however, the owners of the property had not understood that they would then have to wait until 5 clear working days had elapsed before the funding arrangements could be finalised and thought that they would be able to start work as soon as they had signed the agreement making various arrangements with contractors for that to happen in the hope that they could get started before the New Year. If the 5 day call-in period is waited for this will mean the implementation cannot take effect until at the earliest 23 December 2020 when the opportunity to commence work this calendar year will have been lost and also as the contractors are in high demand they may well take up another job in the intervening period.

The Chairman pointed out that he did have concerns as this is now the third call-in waiver that he has made in a short period of time and also earlier in the year the previous Chairman, Councillor Miscandlon, had also had to use his urgency powers in relation to Freedom Leisure. He stated that he has written to the Chief Solicitor and asked that administration be speeded up before matters get to this stage, whilst recognising that with Covid and working from distance it is not easy, however, it is becoming frequent and he would not want anyone to think that the process is being bypassed.

3.51 pm

Chairman

Agenda Item 5


ACTION NUMBER MEETING DATE MINUTE NUMBER		UPDATE	TIMESCALE
ACTION 1 08/06/2020 OSC43/19	<p>Councillor Booth would like county council to state what rates they will charge pre-schools (this should have been an action recorded under OSC38/19, item 21).</p>	<p>Response from Sector Development and Funding Manager, Early Years Service, Cambs County Council</p> <p>Cambridgeshire County Council wrote recently to a range of early years and childcare providers occupying buildings on school sites as part of its ongoing work to achieve consistent occupancy arrangements.</p> <p>The ongoing work looks at whether market rents are affordable for Early Years settings or not and then proceeds to adjust the rent downwardly if there is lack of affordability that would threaten the sustainability of the provision.</p> <p>This activity supports the Council's responsibilities for:</p> <ul style="list-style-type: none"> • Maintaining and developing the local economy for the benefit of all; • Obtaining best value in respect of all its financial dealings, including those in its role of being a landlord; and, • Maintaining its assets in order to protect their value over time. <p>This process has been extended to address the impact of the Coronavirus on early years provision, looking at rent deferment and rent holiday options. Both of these options were presented in the letter.</p> <p>All of these measures are designed to make occupancy easier for early years and childcare providers, with more consistent, realistic and affordable property charges. Providers will be asked for certain information relating to their business in order to access the remedial measures on offer. This again is in the interests of consistency and fairness.</p> <p>There is no intention to increase rents in any of this activity.</p>	<p>Cllr Booth requested reinstatement of this item in order to keep a watching brief on it</p>

<p>ACTION 2 08/06/2020 OSC44/19</p>	<p>Councillor Booth requested further information on what the police will be doing to enhance their enforcement role in relation to speeding prevention.</p>	<p>Response from Neighbourhood Inspector Ian Lombardo</p> <p>The team have been working on a bid for exhaust noise reading equipment and I'm pleased to say this has been successful and the kit has been ordered.</p> <p>A constant complaint is the drivers with loud exhausts driving at speed through the towns and villages and until now we didn't have a calibrated bit of equipment to register the level of excessive noise coming from these vehicles and therefore found it difficult to prosecute.</p> <p>It links in with the speeding aspect as the loud racing sound of the exhaust encourages the driver to driver faster.</p> <p>A day of action will be taking place in the near future.</p> <p>Norfolk have had this bit of kit for a couple of years and they have been extremely positive about it.</p> <p>It's especially useful at car cruises as it's a nice and simple way to break them up as the drivers don't want to get fined and know that as it's a calibrated machine they can't argue with it at court.</p> <p>Alongside this local officers continue to target road related offences including speeding during their routine patrols.</p> <p>We regularly update the community about action that is taken in regards to these matters via our social media pages and monthly councillor reports.</p> <p>The teams will and do undertake dedicated speed enforcement when other priorities allow and also support local communities to set up their own speed watch schemes.</p> <p>We continue to look for new ways to work with our partners to ensure that the roads in the fenland area are as safe as possible.</p> <p>Work is developing to set up an email address for the Police neighbourhood teams dedicated to Local Councillors and partners to feed in concerns such as hot spots for speeding which the team can then respond to.</p>	<p>Cllr Booth requested reinstatement of this item in order to keep a watching brief on it</p>
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<p>ACTION 3 07/09/20 OSC11/20 Q1</p>	<p>Councillor Skoulding asked that a follow up letter is sent to all the residents of Lake Close, March giving them an update of when the unfinished road works will commence</p>	<p>Daniel Read advised he would circulate a letter after the meeting.</p>	
<p>ACTION 4 07/09/20 OSC11/20 Q5</p>	<p>Councillor Wicks asked for clarification with regard to the Military Covenant Scheme</p>	<p>Dan Horn agreed to circulate the specific references in local policy that Fenland has with regard to the armed forces and affordable housing.</p>	
<p>ACTION 5 07/09/20 OSC11/20 Q11</p>	<p>Councillor Booth asked for an update with regard to the information which was provided last year with regard to the provision of 422 houses proposed to be delivered over a 5-year period.</p>	<p>Daniel Read stated that he will look into this further and provide the information to members through Dan Horn.</p>	
<p>ACTION 6 09/11/20 OSC21/20 Q4</p>	<p>Councillor Skoulding asked Rowland Potter if he knew the numbers of people travelling by bus from Wisbech to March onto Peterborough or</p>	<p>Rowland Potter advised that he did not have that level of detail to hand but would be able to provide that information from the business case post meeting.</p>	

	Cambridge for work on a full price ticket.		
ACTION 7 07/12/20 OSC27/20 Q3	Councillor Miscandlon asked why it took AW 10 days to react to the reports of a water leak on the A605	Briony Tuthill agreed to refer with colleagues and come back to Members directly.	
ACTION 8 07/12/20 OSC27/20 Q28	Councillor Connor asked what is being done regarding movement of affluent from Doddington and Wimblington to March due to lack of local capacity.	Briony Tuthill agreed to provide a response to Councillor Connor's question following the meeting.	
ACTION 9 07/12/20 OSC27/20 Q29	Councillor Connor asked when the infrastructure at Doddington is going to be updated	Briony Tuthill agreed to provide a response to Councillor Connor's question following the meeting.	

Agenda Item 6

Agenda Item No:	6	
Committee:	Overview and Scrutiny Panel	
Date:	11 January 2021	
Report Title:	Revised General Fund Budget and Capital Programme 2020/21; Draft General Fund Budget Estimates 2021/22 and Draft Medium Term Financial Strategy (MTFS) 2021/22 to 2025/26; Capital Programme 2021 - 2024	

1 Purpose / Summary

To consider and make any appropriate recommendations to Cabinet on:-

- the Draft Medium Term Financial Strategy, Draft General Fund Budget 2021/22 and Draft Capital Programme 2021-2024 for consultation.

2 Key issues

- The draft budget proposals for 2021/22 as considered for consultation by Cabinet on 14 December 2020 are detailed in the attached report.
- Since the Cabinet meeting, the Provisional Local Government Finance Settlement for 2021/22 has been announced (on 17 December 2020) along with clarification of several SR2020 announcements. Detailed below are the main points of the provisional finance settlement and how they directly impact on this Council.
- **Core Spending Power (CSP)** for local government has increased by 4.5% overall. Our increase in CSP is 1.9%. CSP is a measure of the revenue funding available for local authority services. This includes council tax; business rates; Revenue Support Grant; New Homes Bonus; adult social care grants and other grants.
Assumed Council Tax increases (up to 5% for social care authorities) make up 87% of the increase in CSP. The increased reliance on increasing council tax has been a feature of the finance settlements and CSP over the past few years.
- **Council Tax Referendum limits** have been confirmed as 2% or £5 (on a Band D property), whichever is higher, for shire districts. Social care authorities will be able to levy a 3% adult social care precept (in addition to the basic referendum threshold of 2%) and this can be spread over two years. Police & Crime Commissioners can increase their precept by £15. This is as detailed in paragraph 2.2 of the attached draft budget report.
- **Business Rates Baseline Funding Levels** will be frozen in 2021-22 due to the business rate multiplier being frozen in 2021-22. Local authorities will be compensated for this under-indexing of the multiplier by S31 grant. Consequently, there is no overall impact on the business rates figures included in the draft budget report. No new discounts and reliefs have been announced in the settlement. The government will consider options for 2021-22 reliefs in the New Year. The government is undertaking a fundamental review of business rates which could result in changes to the operation of business rates and potentially more radical reform.


- **New Homes Bonus** payment for 2021-22 will be £874,916 for this Council. We had included an estimate of £871,000 in the draft budget report so is **£3,916** higher. The government has reiterated its plans to replace the current NHB system with a more targeted system for 2022-23 and a consultation on this will be carried out during 2021.
- **Lower Tier Services Grant (£111m)** is a new grant and has been funded from the NHB returned surplus. Allocations are based on the share of the 'lower-tier' element of the settlement funding assessment and topped-up to ensure no district council sees its CSP reduce in 2021-22 (mainly as a result in changes to NHB payments). Our allocation of this new grant is **£157,652**.
- **COVID funding (£1.55bn)**, tranche 5 allocations have been announced and our allocation is **£634,010**. The allocations are based on the COVID relative needs formula (RNF) which formed part of the allocation methodology used in tranches 3 and 4. The government has stated that they consider this funding sufficient for spending pressures in 2021-22 and are assuming there will be no further funding for next year. The funding is to cover the continuing spending pressures faced by local authorities focussed on a similar set of priority pressures as previously set out for the 2020-21 Covid funding.
Although the additional funding is good news, we will need to revisit the estimates for next year to ensure we make appropriate budget provision for the services facing continued Covid related pressures.
- **Local Council Tax Support Grant (670m)** is another new grant for 2021-22 and its primary purpose is to compensate authorities for the expected additional cost of Local Council Tax Support (LCTS) schemes in 2021-22 as a result of an expected increase in working age claimants. It is also intended that it should 'enable councils to continue reducing council tax bills for those least able to pay, including households financially hard-hit by the pandemic'. The grant is not ring-fenced, which will give billing authorities flexibility about how it is used. The government is consulting on how to distribute the grant and our indicative allocation is £194k. Each of the major preceptors, County Council (£854k), Police (£146k) and Fire Authority (£45k), will receive their grant payment directly. We are currently assuming that there will be no net benefit/cost to the revenue account as a result of this grant.
- **Tax Income Guarantee Scheme (£790m)** will fund 75% of irrecoverable losses in council tax and business rates as announced in SR2020. This scheme will run in parallel to the requirement for billing authorities to spread the 2020-21 collection fund deficit over 3 years. Further details of how this scheme will work have been provided in the consultation document. We are still working through the details but as it relates to losses incurred in 2020-21 and will be paid by a S31 grant, we will need to recognise this in the 2020/21 accounts.
- **Sales, Fees and Charges (SFC) compensation scheme** will continue into the first quarter of 2021-22. The scheme remains unchanged and the 2020-21 budgeted income will remain the baseline against which income losses will be measured. We will review potential income losses eg. Leisure Management Fee and Conference income at business centres to incorporate into the final budget report.
- In summary, the provisional settlement has provided a total of **£795,578** of additional resources compared with what was included in the draft budget report. Whilst this is good news, we still have to incorporate into the final budget report the impact of various spending pressures highlighted in paragraph 8.9 of the attached draft budget report together with any additional budget provision for ongoing Covid costs.

- The final allocations may change following the consultation period and the publication of the Final Settlement in early February 2021.
- The majority of the announcements detailed above are for one year only and with the continued uncertainty around the future of the Business Rates Retention system and the replacement of the NHB, these remain a significant risk to the Medium Term Financial forecasts from 2022-23 onwards.
- With regard to the projected outturn for 2020/21, on 14 December 2020, following the announcement made by the government in October 2020, the **National Leisure Recovery Fund (£100m)** was launched to support eligible public sector leisure centres to reopen to the public. It is exclusively aimed at public leisure centres operated by external contractors (such as Freedom Leisure) and covers the period 1 December 2020 – 31 March 2021. Our notional allocation from this fund is **£210,000** although there is an application process to complete in order to access this funding. Final application forms have to be submitted by 8 January 2021 and officers, in conjunction with Freedom Leisure, are currently compiling the required information. Depending on the actual funding secured, this will have a positive impact on the 2020/21 outturn position.
- The attached report has not been updated with any of the above announcements. The final budget report to Cabinet and Council on 23 February 2021 will incorporate the above together with any further announcements.
- The Cambridgeshire Authorities Business Rates Pooling arrangement (which includes the District Councils of Fenland, East Cambs. and South Cambs., County Council, Peterborough City Council and the Fire Authority) has been confirmed for 2021/22 and the financial impact of this had been included in the attached draft budget report.

3 Recommendations

- It is recommended that Members consider and make any appropriate recommendations to Cabinet on:-
 - (i) the draft budget proposals for 2021/22 outlined in this report;
 - (ii) the updated capital programme.

Wards Affected	All
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)	Paul Medd, Chief Executive Peter Catchpole, Corporate Director and Chief Finance Officer (S.151 Officer) Mark Saunders, Chief Accountant
Background Paper(s)	Provisional Finance Settlement 2021/22 – Ministry for Housing, Communities and Local Government (MHCLG). Spending Round 2020 (HM Treasury) Medium Term Financial Strategy working papers. Government announcements since February 2020.

Agenda Item No:		
Committee:	Cabinet	
Date:	14 December 2020	
Report Title:	Revised General Fund Budget and Capital Programme 2020/21; Draft General Fund Budget Estimates 2021/22 and Draft Medium Term Financial Strategy (MTFS) 2021/22 to 2025/26; Capital Programme 2021 - 2024	

Cover sheet:

4 Purpose / Summary

To consider and approve:

- the revised General Fund Budget and Capital Programme for 2020/21;
- the Draft General Fund Budget Estimates 2021/22 and the Draft Medium Term Financial Strategy 2021/22 to 2025/26 for consultation;
- Capital Programme 2021-2024.

5 Key issues

- Business Rates Baseline Funding (Settlement Funding Assessment) in 2021/22 is expected to increase by 0.5% (CPI as at September 2020). However, the Provisional Local Government Finance Settlement announcement is not expected until around 17 December 2020. **Consequently, until the details of the Finance Settlement have been received, the figures detailed in this report should be treated as being provisional.**
- In accordance with the motion adopted by Council in July 2019, a 0% Council Tax increase has been included in the MTFS for 2021/22 and over the medium term.
- Council Tax Referendum limits for 2021/22 have yet to be formally announced. It is expected that they will be set at an increase of 2% or £5 whichever is the higher.
- Projections for 2020/21 are currently forecasting a shortfall of £485k at the end of the financial year, after taking into account all government Covid-19 support packages expected to be received for this financial year.
- Current forecasts for 2021/22 show a shortfall of £918k based on the assumptions detailed in Appendix C. This shortfall increases year on year, reaching £1.866m in 2025/26.
- At this time, nothing has been included in the 2021/22 budget estimates and MTFS in relation to a number of 'unknowns' which could potentially both increase funding and increase costs (as detailed in paragraph 8.9 of the report). Further information is expected over the next few weeks and this will be incorporated where possible, into the final budget report in February 2021.
- The final deficits for 2020/21 and 2021/22 will have to be funded from Council reserves (current balances shown in Appendix E). At this stage, due to the many uncertainties around the potential deficits, there is no requirement to formally approve any amounts to be funded from reserves.

- An updated Capital Programme for 2020/21 and for the medium term 2021-24 is proposed.
- Given the scale of the challenges and uncertainties faced by the Council, the financial forecasts represent a significant achievement, demonstrating the focus from Members and Officers throughout the Council in delivering the required savings.
- The Council continues to focus on delivering quality services and to minimise the impact on front-line services.

6 Recommendations

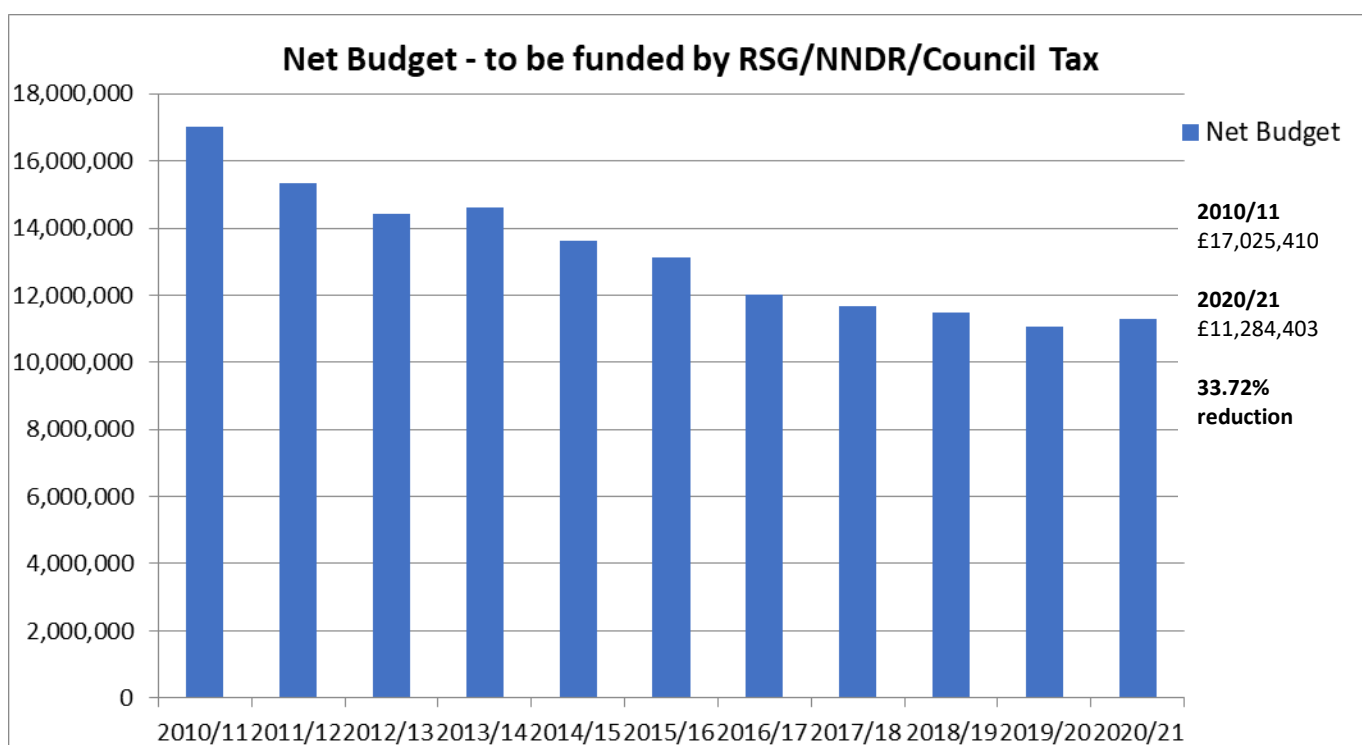
- It is recommended that:-
 - (i) the draft budget proposals for 2021/22 outlined in this report be approved for consultation;
 - (ii) the revised General Fund Budget and revised Capital Programme for 2020/21 be approved;
 - (iii) the proposed Capital Programme for 2021-2024 be approved.

Wards Affected	All
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)	Paul Medd, Chief Executive Peter Catchpole, Corporate Director and Chief Finance Officer (S.151 Officer) Mark Saunders, Chief Accountant
Background Paper(s)	Provisional Finance settlement – Ministry for Housing, Communities and Local Government Spending Round 2020 (HM Treasury) Medium Term Financial Strategy working papers. Government announcements since February 2020.

Report:

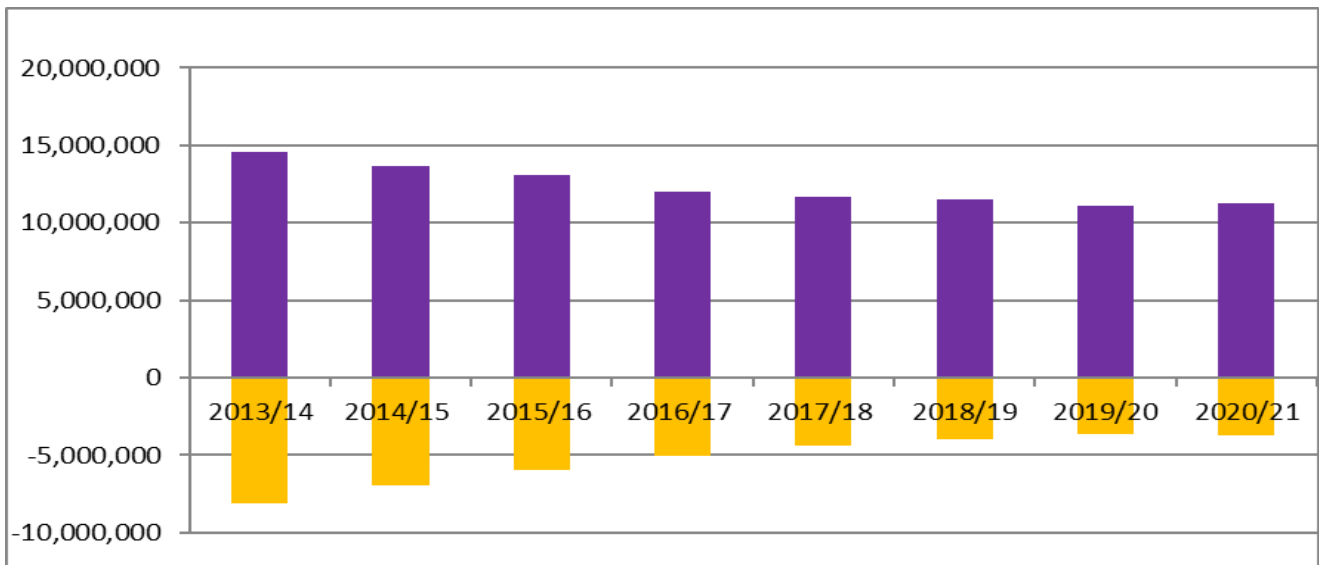
1 INTRODUCTION

- 1.1 This report sets out the financial implications of the council's priorities described in the draft Business Plan 2021/22. Revenue budget estimates are draft at this stage and along with the draft Business Plan will be subject to public and stakeholder consultation prior to final budget and council tax setting for 2021/22 in February 2021.
- 1.2 Much of the financial information provided is necessarily based on a number of assumptions which are wholly or partly influenced by external factors. Some of these factors, such as the final level of external grant support, the impact of the potential Business Rates Pooling arrangements and the level of Government set fees, will not be known until later in the process and any amendments will be reported to Cabinet and Council at the February 2021 budget setting meeting.
- 1.3 Local Government has been at the forefront of the austerity measures introduced by the government to reduce the national deficit following the General Election in 2010. This Council has had to reduce its Net Budget significantly since 2010 and by the end of 2020/21 it will have reduced by 33.72%. This is exemplified in the graph below:

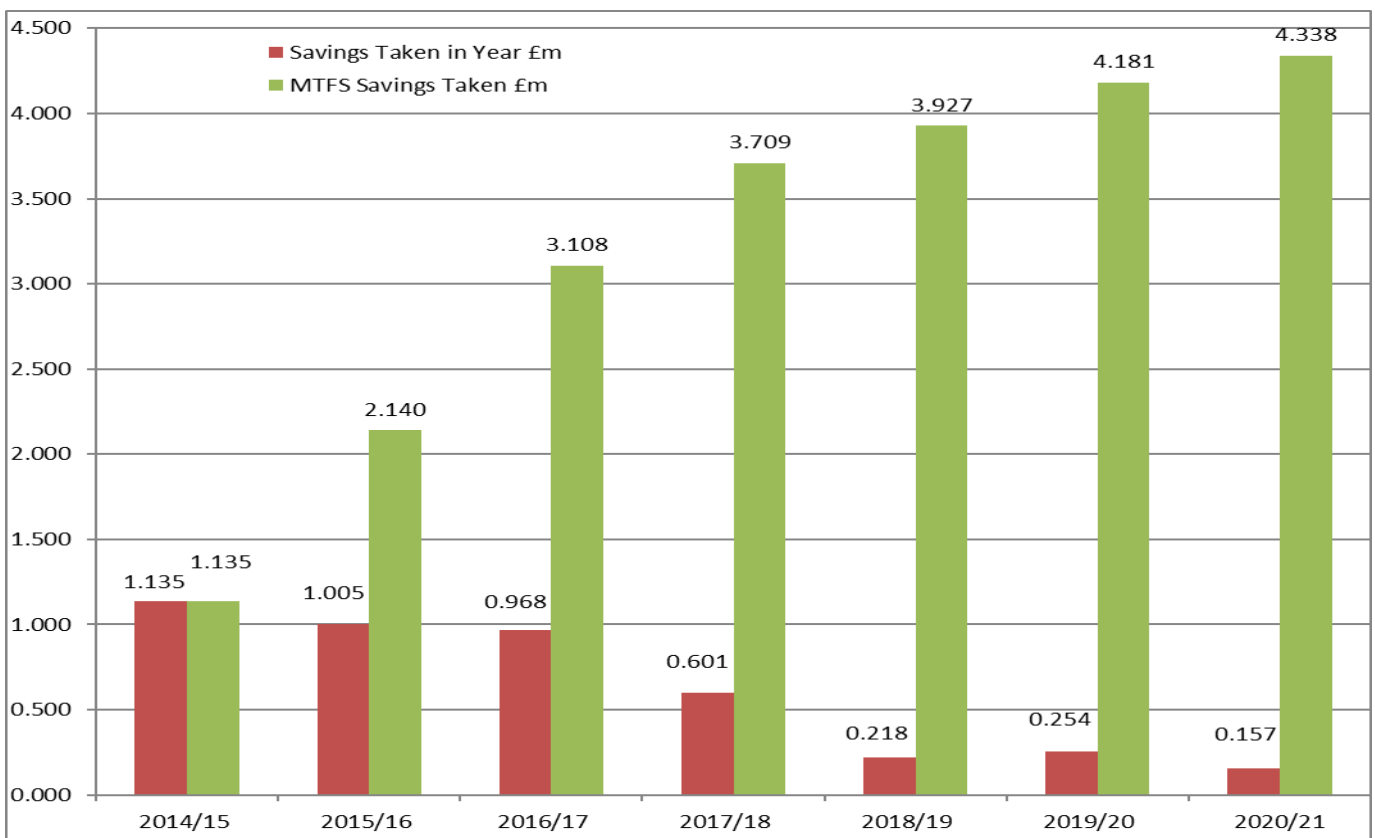


- 1.4 Since 2013/14 government support has reduced by around 54% and the Council's net budget by around 23% as illustrated in the following tables. In addition, Council Tax referendum principles have restricted increases in Council Tax.

	2013/14	2020/21	Reduction	%
Government Grant	£8,094,919	£3,701,878	£4,393,041	54.27
Net Budget	£14,604,750	£11,284,403	£3,320,347	22.73



1.5 The following graph illustrates how successful the Council has been in delivering savings over the last 7 years, enabling it to achieve balanced budgets each year.



During these years, Members have been very clear, that where possible, front line services should be protected. The Council's strategy of identifying savings at least 12 months in advance of the financial year has led to the successful delivery of the required savings targets and means the Council are in a good position to meet the challenges of 2021/22 and beyond. These savings have been achieved through a number of ways, such as Management and Service reviews, shared services, procurement and income generation.

2 2020 SPENDING ROUND AND LOCAL GOVERNMENT FINANCE SETTLEMENT TECHNICAL CONSULTATION

- 2.1 On 25 November 2020, the Government outlined its' spending plans for 2021/22 by setting budgets for each central government department.
- 2.2 The relevant points for this Council from these announcements are as follows:
- Local Government's business rate baseline funding levels will increase in line with inflation (determined by the CPI rate as at September 2020, ie. 0.5%);
 - A proposed Council Tax referendum limit of 2% or £5 (together with an additional 3% increase for Adult Social Care). Police and Crime Commissioners can increase their precept by £15;
 - Public Sector pay freeze. Pay frozen ('paused') for public sector workers earning £24,000 and above. Those earning below this will receive a minimum of £250. Although Local Government pay is negotiated separately, it is expected that this will form the basis of the pay award for 2021/22;
 - Additional funding to reduce rough sleeping and homelessness;
 - The business rate multiplier will be frozen in 2021/22. Local authorities will be fully compensated for this decision. There are no plans at present to extend the business rates reliefs given in 2020/21 into 2021/22, although this will be kept under review;
 - The Government is undertaking a fundamental review of the Business Rates system and are due to report on this in Spring 2021.
 - The Fair Funding Review previously expected in April 2021 has been delayed with no information about when this will happen in the future;
 - Continuation of the New Homes Bonus for 2021/22 with no new legacy payments (ie. the payment for 2020/21 will not be rolled forward) and potential changes to the scheme design and allocations in future years;
 - Additional £3bn COVID funding for local authorities in 2021/22 including:
 - additional un-ringfenced grant for spending pressures expected to emerge in the first few months of 2021/22;
 - compensation scheme to fund 75% of irrecoverable losses in council tax and business rates in 2020/21;
 - further support for residents claiming Council Tax Support;
 - the Sales, Fees and Charges income compensation scheme will be extended into the first 3 months of 2021/22;
- 2.3 Details of how this will be converted into specific funding allocations for individual local authorities will be announced as part of the provisional local government finance settlement which is expected week commencing 14 December 2020.
- 2.4 It is anticipated that a 3 year Spending Review will be undertaken by the government in Autumn 2021 covering the period 2022/23 – 2024/25.

3 LOCAL GOVERNMENT FINANCE SETTLEMENT

- 3.1 The Provisional Finance Settlement for 2020/21 is expected during the week commencing 14 December 2020. Consequently, the figures included in this report are estimates based on the funding announcements detailed in section 2 above. It is therefore, conceivable that the figures announced in the Provisional Settlement are different from those detailed in this report. An update on any changes will be given to members at the meeting if available.

- 3.2 The Council's Settlement Funding Assessment for 2021/22 will be made up entirely of its Business Rates Baseline Funding (Revenue Support Grant was phased out in 2019/20) which as detailed above is expected to increase by 0.5%. The figure included in the draft budget is detailed below.

Table 1 – Settlement Funding Assessment (Core Funding) – Estimate prior to provisional settlement

	Actual 2020/21 £000	Estimate 2020/21 £000	2021/22 % Increase
Settlement Funding Assessment (Business Rates Baseline Funding only)	3,702	3,720	0.5%

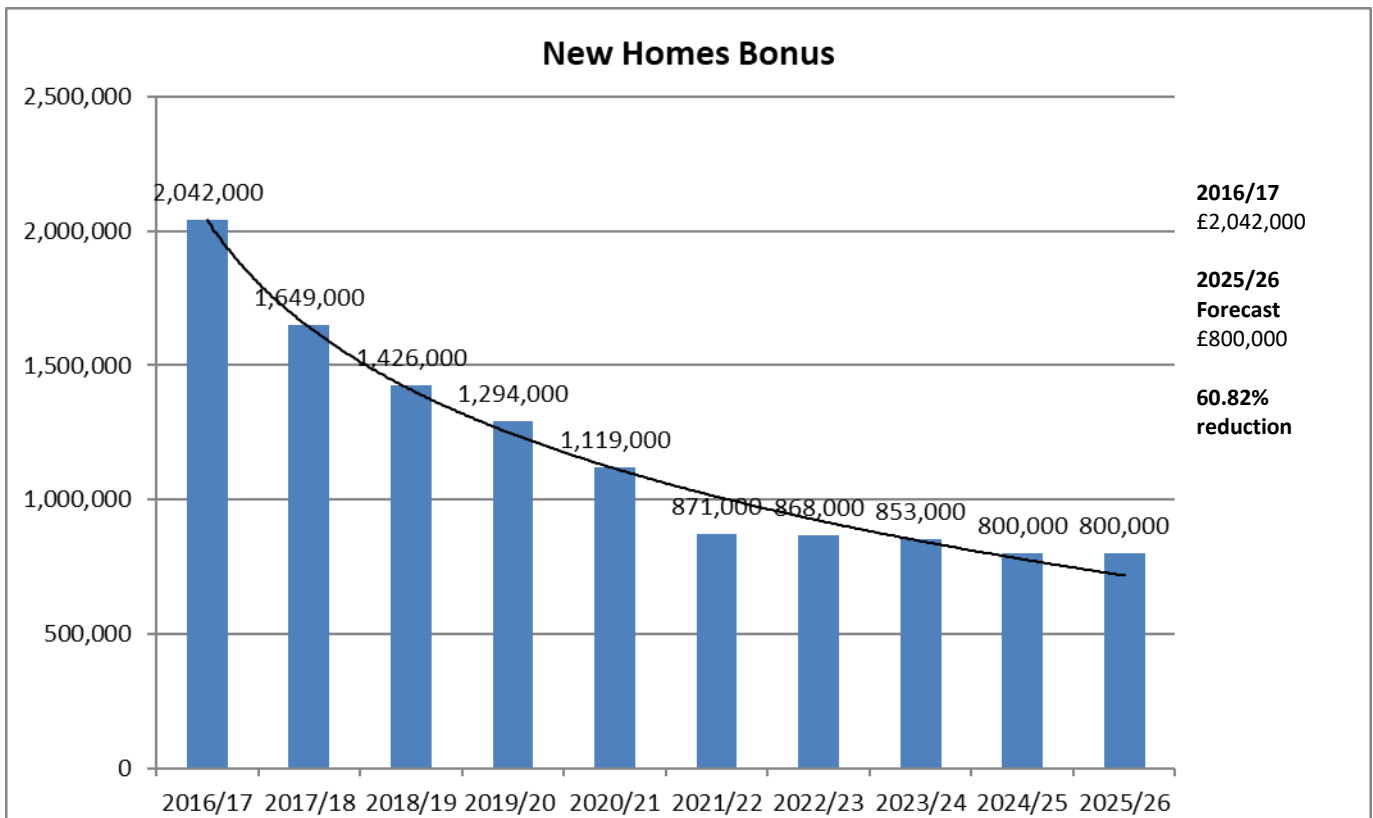
- 3.3 The provisional settlement will only detail figures for 2021/22 with future funding announcements dependent on the outcome of the 3 year spending review expected to be undertaken in Autumn 2021. The Medium Term forecasts detailed in Appendix B have assumed a continuation of the current policy of increasing business rates baselines by CPI inflation based on current Treasury forecasts over the medium term.

Fair Funding Review

- 3.4 The government announced earlier this that the Fair Funding Review which was expected to be implemented from April 2021 has been delayed. As detailed in Section 2 above, no announcement has been made regarding when this review is likely to be completed and implemented.

4 NEW HOMES BONUS

- 4.1 In 2017/18, reforms to the allocation methodology of the New Homes Bonus (NHB) were made which significantly reduced the total amount available for distribution which consequently reduced this Council's allocation.
- 4.2 The key focus of the reforms was to reduce the payments from 6 years to 5 years in 2017/18 and to 4 years from 2018/19. In addition, from 2017/18, a national baseline for housing growth of 0.4% was introduced, below which New Homes Bonus is not paid, reflecting a percentage of housing that would have been built anyway.
- 4.3 Actual NHB received in 2020/21 is £1.119m. Following the announcement in the spending review, a further payment based on the current methodology (based on additional homes delivered from October 2019 – October 2020) will be made in 2021/22 although no new legacy payment will be made. The estimated New Homes Bonus payment in 2021/22 is £871k (a reduction of £177k on previous forecasts) with the forecast NHB reducing to £800k by 2024/25.
- 4.4 The graph below shows how the amount received from NHB has significantly changed over the past five years together with forecasts over the medium term.



- 4.5 Provisional New Homes Bonus allocations for 2020/21 will be announced as part of the forthcoming Finance Settlement. The allocations may change if any further reforms are implemented.
- 4.6 The New Homes Bonus scheme design and allocation methodology will be subject to review as part of the government's next spending review due in Autumn 2021. Although it is hard to argue against reform of the NHB, the impact on this Council's funding could be significant. We have included £868k of NHB funding in the MTFS for 2022/23 reducing year on year to £800k in 2024/25 and 2025/26. These will be replaced by allocations we receive from whatever the new Housing Incentive system will look like following the consultation exercise. For example, under the current system, a 0.1% increase in the growth threshold would result in the loss of around £50,000 per annum in NHB, leading to a reduction in NHB of around £200,000 compared to the current MTFS forecasts.
- 4.7 In addition, the national total to be allocated by way of NHB (currently £900m) will be determined by the outcome of the government's 3 year spending review during Autumn 2021. **This is a significant risk to the MTFS.**

5 BUSINESS RATES

- 5.1 Members will be aware that the Business Rates Retention system was introduced in April 2013. Under this system, authorities would benefit if their actual Business Rates income collected in a year was higher than the baseline funding determined by government.
- 5.2 There has been real business rates growth in Fenland over the last six years, however how this impacts on the resources available to this Council is complex, due to the rules and the operation of the current 50% Business Rates Retention system. The complexity of the system has been exacerbated by the business rates reliefs support given by the government as a result of Covid-19.

Business Rates Pooling Arrangement – 2020/21 and 2021/22

- 5.3 The Council has joined with the County Council, Peterborough City Council, Fire Authority, East Cambridgeshire and South Cambridgeshire to become part of a pooling arrangement for business rates for 2020/21. Unlike the Business Rates Pilot schemes, this is not a bidding process against other pools but is part of the existing system whereby authorities can choose to apply to become a pool with the agreement of the constituent authorities.
- 5.4 The benefit of being in a pool is that authorities will not be liable to levy payments on their business rates growth, which is then shared amongst the pooled authorities by a mutually agreed method. This will be based on where the growth has originated from with an appropriate share allocated to the County Council and Fire Authority.
- 5.5 Depending on actual business rates received in 2020/21, the net effect of the pooling arrangement could be considerable for the authorities in the pool. Current forecasts indicate that this Council could receive up to £252k additional income according to the sharing methodology agreed between the pooled authorities. This is however £118k lower than previously estimated due to lower business rates income as a result of changes in rateable values and refunds given.
- 5.6 The members of the current pooling arrangement have notified MHCLG of their intention to remain as a pool for 2021/22 as there is still expected to be a net benefit to each authority. For the purposes of the 2021/22 estimates, an amount of £300k has been included as this Council's share of the potential benefit. These figures will be firmed up over the coming weeks as all authorities in the pool complete the annual statutory business rates estimate, the NNDR1 form, due to be returned to MHCLG by the end of January 2021. This Council's estimated share of any additional resources will then be calculated and included in the final budget report in February 2021.

Business Rates Reform – 2022/23 onwards

- 5.7 Earlier this year, the government announced that it would delay the move to 75% Business Rate Retention. In order to provide further stability to the sector, the government has decided not to proceed with a reset of business rates baselines in 2021/22.
- 5.8 The government is currently carrying out a fundamental review of the Business Rates System and a final report setting out the full conclusions of the review is expected to be published in Spring 2021. This will determine the parameters of any changes to the Rate Retention System and is likely to be implemented from April 2022.
- 5.9 As the content and character of any new system and its effect on Fenland District Council are unknown at this stage, no adjustments have been made to the business rates funding within the MTFs and it has been assumed that from 2022/23, retained business rates will increase by CPI based on current Treasury forecasts.
- 5.10 Nationally, the implementation of any new scheme is meant to be fiscally neutral overall, however any redistribution will create losers and winners and the extent of that is an unquantifiable risk for the Council currently.
- 5.11 Although the forecasts in the MTFs has assumed a 'neutral' funding position regarding retained business rates, previous consultation papers on the proposed 75% Business Rates Retention System identified a range of options which would mean this Council will almost certainly 'lose' some of the business rates growth it's seen since the current system started in April 2013.
- 5.12 In the estimate for 2021/22 and the medium term forecasts from 2022/23, around £1m of business rates above the Council's Baseline Funding Level is being retained. From 2022/23 onwards, the Baseline Funding Level of all Councils will be reset with all 'growth'

income being taken into account nationally and redistributed in the new system. This means initially the additional £1m business rates income would be removed and redistributed. What remains unclear, is how much of this £1m will be returned to the Council as part of its recalculated Baseline Funding Level.

- 5.13 In theory therefore, the Council could lose all of this additional £1m in the absolute worst case scenario. However, this is unlikely and would create significant volatility within future funding allocations nationally, which the government does not wish to see. There will also undoubtedly be some kind of transitional arrangements which would also limit the extent of any gains and losses in funding arising from the new system. The national total to be distributed to local authorities will also be dependent on the next government spending review.
- 5.14 Although it is extremely difficult to exemplify the impact of this redistribution, in broad terms, if the Council were to lose 50% of its growth income then this would add a further £500k per annum from 2022/23 to the current forecast MTFS shortfalls. A 20% loss of growth income would add a further £200k per annum to the current shortfalls.
- 5.15 At the time of writing, the Fair Funding Review, the implementation of Business Rates Reform and the changes to the New Homes Bonus are all major risk areas for this Council over the medium term.

6 FENLAND COMPREHENSIVE SPENDING REVIEW

- 6.1 The estimated total net savings generated from the FDC-CSR proposals agreed previously at £1.667m will now amount to £1.8m by the end of 2020/21. During this year several proposals have been implemented together with the full-year benefit of proposals implemented in 2018/19 and 2019/20. These include the following:

- Relocation of March and Wisbech Shops
- CCTV – alternative service delivery with Peterborough City Council

together with the full-year benefit in 2019/20 and 2020/21 of the following:

- Staffing Review of Customer Services, Human Resources, Accountancy and Vehicle Workshop
- Leisure Centre management options (contract commenced 4 December 2018)
- Leisure and Open Spaces Management Review
- Community House closure

- 6.2 The savings generated from these and other CSR proposals are included within the Medium Term Financial Strategy detailed at Appendix B and have significantly contributed to the required savings target over the medium term.

7 FORECAST OUTTURN 2020/21

- 7.1 The impact of COVID-19 on the Council's delivery of services and finances in 2020/21 have been and continue to be, significant and challenging. Members will be aware of the Council's response to COVID-19 and reports have been considered by Overview and Scrutiny Panel (on 8 June 2020 and 13 July 2020) on the actions taken by the council to date and also on the future implications and opportunities of the COVID-19 pandemic in relation to service delivery by Fenland District Council.
- 7.2 In addition, at the Council meeting of 6 August 2020, Members received a detailed report on the additional spending pressures and income reduction pressures the Council was facing this year, together with details of the government support for Covid-19 pressures.
- 7.3 At that time and taking into account other variances detailed in the report, the projected net impact on 2020/21 was around £1.3m. There were however, simply too many uncertainties to accurately predict what the final net impact would be in 2020/21.

- 7.4 Since the August Council meeting, further government support has been announced. A fourth tranche of direct grant support aimed at addressing the expenditure pressures being incurred has been received amounting to £568,429. This brings the total Covid-19 direct grant support received since March 2020 to £1,859,459 (£65,197 in 2019/20 and £1,794,262 in 2020/21).
- 7.5 In addition, the Council has received other grant funding relating to the administration of the Test and Trace Support Payments (isolation payments) of £27,068 and the Next Steps Accommodation Programme (NSAP) for delivering short-term Rough Sleepers interim accommodation and support of £198,000 for 2020/21. Further funding from the NSAP of £622,650 (Revenue funding of £178,250 and Capital funding of £444,120) for move-on funding has also been secured for the period 2020/21 – 2023/24. This will be delivered in partnership with Clarion Housing Association.
- 7.6 In the August report, it was estimated that the compensation payment due from the governments co-payment mechanism for irrecoverable Sales, Fees and Charges income, whereby the government covered 75% of losses beyond 5% of planned income, would be around £940k. The current projection is for an income compensation of around £718k. Current projections for income are higher than previously forecast and therefore, although we will receive less in compensation, this is made up by receiving higher actual income.
- 7.7 The latest revised estimates for 2020/21 are set out at Appendix A and show the likelihood of a shortfall in the region of £485k by the end of this financial year.
- 7.8 This shortfall does not, as yet include any potential benefit the Council may receive from the £100m government fund set up to support leisure centres most in need in 2020/21. We are still awaiting detailed guidance from the Department for Digital, Culture, Media and Sport (DCMS) on the process to bid from this fund.
- 7.9 There are still many uncertainties around the potential shortfall for 2020/21 and there is no requirement to formally approve an amount to be funded from reserves. At the present time, Corporate Management Team, Senior Managers and the Accountancy Team are managing and monitoring the position carefully and will continue to review spending levels to ensure where possible, the amount to be funded from reserves at the year-end is minimised.
- 7.10 Use of reserves to fund any potential shortfall in 2020/21 will have a consequential impact on the Council's ability to fund the shortfall in 2021/22 from reserves. Details of the Council's reserves are at Section 11 and Appendix E.

8 DRAFT BUDGET ESTIMATES 2021/22 AND MTFS

- 8.1 The Council's MTFS has to ensure that the commitments made in the Business Plan are funded not only in the year for which formal approval of the budget is required (2021/22) but for forecast years as well, within a reasonable level of tolerance.
- 8.2 The impact of Covid-19 on the Council finances in 2020/21 will to a certain extent continue into 2021/22 and the medium term, particularly regarding forecast income levels and the impact on future Council Tax and Business Rates income. The government has recognised this ongoing impact and announced a package of measures in SR2020, as detailed in Section 2 above, to support local authorities in 2021/22. Details regarding these measures and their impact on this Council will be further clarified over the coming weeks and as part of the Provisional Local Government Finance Settlement expected to be announced during week commencing 14 December 2020.

- 8.3 The Council's medium term forecasts are shown at Appendix B and summarised in Table 2 below. The table includes a 0% Council Tax increase in 2021/22 and the medium term.

Table 2 - MTFS - 0% increase in 2021/22 onwards

	Estimate	Forecast	Forecast	Forecast	Forecast
	2021/22	2022/23	2023/24	2024/25	2025/26
	£000	£000	£000	£000	£000
Expenditure					
Net Service Expenditure	13,150	13,479	13,766	14,159	14,559
Corporate Items	642	733	742	888	881
Renewable Energy Rates Retained	-363	-368	-374	-381	-389
Retained Business Rates (Growth)	-915	-866	-886	-908	-933
Business Rates Pool - share of benefit	-300	0	0	0	0
Contribution from Business Rates Reserve	-3,420				
Contribution from General Fund Balance	0	0	0	0	0
Net Budget Requirement	8,794	12,978	13,248	13,758	14,118
Funding					
Business Rates Baseline	-3,720	-3,765	-3,829	-3,902	-3,980
Business Rates Collection Fund Deficit	3,633	167	167	0	0
Council Tax Collection Fund Surplus(-)/Deficit	43	47	47	-50	-50
Council Tax <i>(increases of 0% in 21/22 onwards)</i>	-7,832	-7,929	-8,027	-8,125	-8,222
Total Funding	-7,876	-11,480	-11,642	-12,077	-12,252
Surplus(-)/Shortfall(+)	+918	+1,498	+1,606	+1,681	+1,866

- 8.4 Government support for 2021/22 will be announced as part of the provisional finance settlement. This Council will only be receiving retained business rates from the finance settlement. The projections for 2022/23 onwards are based on the best estimates and information available and are consistent with the announcements on business rates in the Spending Round 2020. However, subject to further clarity on the detailed implementation of the announcements, there remains a degree of uncertainty in these projections.
- 8.5 The net budget requirement for 2021/22 is currently estimated at **£8.794m** after all identified savings, contingencies and reserve transfers are included. This includes the assumptions detailed at Appendix C. With the provisional funding assumptions and a 0% increase in Council Tax a shortfall of £918k is currently forecast for 2021/22. However, this shortfall does not, as yet include a number of additional government support initiatives, announced as part of SR2020, as detailed in Section 2 above or potential cost increases as detailed in 8.9 below.
- 8.6 The forecasts include all proposed savings from the Phases 1 and 2 of the My Fenland transformation initiative over the next two years and the medium-term, together with assumptions regarding receipts from Council Tax and Business Rates.
- 8.7 The development of the Commercial and Investment Strategy has the potential to generate significant returns over the MTFS. It is difficult to forecast the extent of such returns as much will depend on the type and timing of investment opportunities. Consequently, no allowance for these potential returns have been included in the MTFS at the current time.

- 8.8 Taking into account the proposals in the Table 2 above, the estimated net budget requirement in 2021/22 is detailed in Appendix A. The level of forecast resources available to the Council and the estimated levels of expenditure over the medium term are set out in detail in Appendix B. These show a funding gap of £1.866m by the end of 2025/26.
- 8.9 There is still considerable uncertainty around the estimates for 2021/22 and the forecasts for the medium term. Currently there are a number of 'unknowns' which could both positively and negatively impact on the forecasts including:
- Potential additional costs:**
- Potential for additional support for the Leisure Management contactor in 2021/22;
 - Impact on income streams being greater than anticipated due to the continuing effect of Covid-19 on the economy eg. Council Tax receipts, Business Rates income, Sales, Fees and Charges such as Planning Fees and Port Income;
 - Additional costs associated with service developments eg. Marine Services Restructure and Car Parking Enforcement (CPE);
 - Impact of the Business Rates Review and changes to the Business Rates Retention system from April 2022;
 - Impact of changes to the New Home Bonus methodology and allocations from April 2022;
 - Revenue impact of funding new capital schemes not currently included in the capital programme;
- Potential additional funding:**
- Potential for My Fenland transformation programme Phase 3 with associated savings;
 - Recharge of staff time to the LATCO (Fenland Future Ltd) generating revenue savings;
 - Commercial and Investment Strategy and future potential positive returns to the Council;
 - Additional Government support for Covid-19 spend pressures in 2021/22;
 - Continuation of the Government's Income Compensation Scheme for the first 3 months of 2021/22;
 - Government support to compensate local authorities (over the next three years) for 75% of irrecoverable Council Tax and Business Rate income suffered in 2020/21.
- 8.10 Further details relating to several of the above issues should become clearer with the publication of the Provisional Finance Settlement expected to be announced around the 17th December 2020.
- 8.11 The figures detailed at Appendix B do not, as yet include for the potential impact of the issues detailed in paragraph 8.9 above. Between now and the final budget report in February 2021 further analysis will be carried out on the impact of these as and when further information becomes available. Consequently, the estimate for 2021/22 could change significantly from that detailed at Appendix A.
- 8.12 The forecasts for the years 2022/23 – 2025/26 are provisional at this stage and should be considered with extreme caution. The Provisional Finance Settlement announcements regarding local government funding are imminent and therefore, the figures could be different to those included in the forecast. Future announcements and consultation outcomes will also determine government policy and therefore the funding in the future

years. In addition, the forecasts are dependent on permanently maintaining the savings identified through the My Fenland transformation initiative.

Significant Risks to MTFs

- 8.13 As detailed earlier in this report, Business Rates Retention Reform, Fair Funding Review and changes to the New Homes Bonus could have a significant impact on the Council's forecast resources over term of the MTFs. Further to the risks associated with these externally determined funding streams the Council should also ensure that income budgets are achieved and new income streams considered and implemented for medium to long term sustainability in combination with any operational and transformational benefits that the Council realises. The use of general reserves to support revenue expenditure adds to the overall risks to the Council as such reserves can only be used once but the cumulative impact of such use will continue to be felt into the future.

Other Risks

Capital Programme – Future Funding

- 8.14 The Council is increasingly relying on borrowing (Internal and Prudential) to fund its future programme as the amount of capital receipts and the level of reserves available to fund the capital programme are reducing considerably over the next two years. Consequently, any new capital schemes (which do not generate a return to repay borrowing costs) will have to be funded through borrowing which will result in revenue costs and therefore will impact on the MTFs and future shortfalls.
- 8.15 For example, a £1m scheme with a 20 year life, funded by prudential borrowing, would result in around an additional £70,000 per annum in interest (2%) and repayment costs.
- 8.16 To exemplify the effect on the MTFs of potential additional costs arising from the above risks, Table 3 below details a scenario whereby the Council loses 50% of its business rates growth income following the reforms in 2021/22.

Table 3: MTFs Potential Impact of Major Risks – for illustrative purposes only

	Estimate	Forecast	Forecast	Forecast	Forecast
	2021/22	2022/23	2022/23	2024/25	2025/26
	£000	£000	£000	£000	£000
MTFS Shortfall - Appendix B	918	1,498	1,606	1,681	1,866
<i>(0% CT increase in 2021/22 onwards)</i>					
50% loss of NNDR growth income		450	450	450	450
Increasing NHB threshold by 0.1%		50	100	150	200
Revised Shortfall	918	1,998	2,156	2,281	2,516

- 8.17 As stated earlier, it is important to note that the figures detailed in the above table are purely illustrative as no decisions have yet been made regarding changes to these funding streams and the potential impact on this Council.

9 FEES AND CHARGES

- 9.1 The Overview and Scrutiny Panel will consider all fees and charges for 2021/22 at its meeting on 11 January 2021 and recommend the Schedule of Fees and Charges to Cabinet at its meeting on 25 January 2021.

10 COUNCIL TAX – 2021/22

- 10.1 As part of the 2021/22 Provisional Local Government Finance Settlement announcement due shortly, the government is expected to set the referendum limit at 2% or £5, whichever is higher for 2021/22 for District Councils. A 2% increase on the Band D Council Tax equates to £5.13 per annum (a 1.97% increase due to roundings).
- 10.2 Social care authorities, such as Cambridgeshire County Council can also increase their element of council tax by a further 3% (5% in total which would equate to £67.95 on the Band D Council Tax if increase taken in full). Police and Crime Commissioners will be able to their precept by £15.
- 10.3 Council at its meeting on 18 July 2019, agreed to re-position the MTFs to show 0% Council Tax increases through to 2023/24. This report extends the MTFs period and 0% increases to 2025/26. The motion agreed by Council emphasised that 0% increases in Council Tax throughout the MTFs period is an ambition and it was recognised that the Council continues to face significant financial challenges and uncertainties that may not allow this ambition to be met. These challenges and uncertainties have been exacerbated by Covid-19.
- 10.4 The motion also stated that Members of the Council need to act responsibly each year when setting the precept to balance the ambition of achieving a 0% Council Tax rise with the legal need to balance the budget. It was agreed that raising Council Tax in any of the next four years will be a last resort in order to minimise the financial effects of Council Tax on all of Fenland's households.
- 10.5 For information, an additional 1% increase in Council Tax in 2021/22 would generate in the region of £78,000 of revenue per annum to the Council. Even with this additional revenue included, the estimates for future years show a significant and increasing shortfall (see Table 2 in paragraph 8.2 above and Appendix B).
- 10.6 After the estimates of expenditure and income have been prepared, and the Final Settlement has been received, the next step is to set the council tax for 2021/22 for Fenland District Council. This is the final piece of the "jigsaw" that identifies the balance of the total resources required to fund the Council's services.
- 10.7 In line with the motion agreed by Council on 19 July 2019, assumed Council Tax increases of 0% have been included for 2021/22 and over the period of the MTFs.
- 10.8 It is expected that at this level of Council Tax (and after taking into account potential additional government support), there will still be a significant deficit to fund in 2021/22 and over the period of the MTFs. Consequently, the Council will need to continually consider its strategy to meet the estimated shortfalls shown at Table 2 and in Appendix B.
- 10.9 Council can of course agree to a higher increase (up to the referendum limit of 2%) and a 1% increase in Council Tax raises around £78,000 revenue per annum. Table 4 shows the implications of increasing the Council Tax in 2021/22 by 1.97% per annum and thereafter compared to freezing the Council Tax in 2021/22 and throughout the MTFs period.

Table 4: MTFs Deficits at Differing Council Tax increases in 2021/22 onwards

Deficits based on different % increases	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000
Deficits at 0% increase (as shown in Table 2/Appendix B)	+918	+1,498	+1,606	+1,681	+1,866
Additional CT with 1.97% increase p.a. from 2021/22	-154	-316	-485	-662	-846
Deficits at 1.97% increase	+764	+1,182	+1,121	+1,019	+1,020

11 REVIEW OF GENERAL FUND BALANCE AND EARMARKED RESERVES

- 11.1 An important part of any budget strategy is the review and consideration of reserves. Earmarked Reserves are typically held and used in a planned way to deal with issues where it is foreseen that resources need to be set aside to meet a specific need but the exact amount and timing is not known. General Reserves are held to cushion the impact of an event or events that cannot be foreseen whilst maintaining these resources at a consistent and reasonable level over the medium term.
- 11.2 Sufficient levels of reserves are necessary to provide for various contingent and unplanned items that could include:-
- significant increased costs of providing statutory services
 - significant increased contractual costs
 - an unexpected and/or significant event or disaster, e.g. civil emergency
 - an unexpected major liability in law
 - the need to make significant payments in relation to prior year adjustments under the direction of the external auditor
- 11.3 The Council's current uncommitted General Fund Balance is £2m. As detailed in Sections 7 and 8, the forecast outturn for 2020/21 and the budget for 2021/22 are both currently showing deficits and therefore may require funding from this balance. Final determination of any use of this balance will be considered as part of the budget report in February 2021.
- 11.4 It is good practice to keep the balance on this reserve under review alongside ensuring that the purposes for which other earmarked reserves were allocated remain consistent with and relevant to the Council's Medium Term Financial Strategy.
- 11.5 The Budget Equalisation Reserve was established in 2019/20 to provide a smoothing mechanism between financial years which could provide resources to help achieve balanced budgets in future years. The current balance on this reserve is £315k and is available to meet potential budget shortfalls.
- 11.6 The analysis of reserves at Appendix E details the projected General Fund and earmarked reserves position as at 31 March 2021 and 31 March 2022 before any use of these reserves to fund the potential shortfalls detailed at Appendix A. The final budget report to be considered by Cabinet and Council on 23 February 2021 will consider the use of these reserves.

12 CAPITAL PROGRAMME

- 12.1 Capital Expenditure and Income plans have been prepared through the Council's service and financial planning cycle. The Council's capital resources are dependent on government funding, external grants or through the ongoing disposal of assets.
- 12.2 A fully updated Capital Programme for 2021-24 is presented at Appendix D for approval. The programme has been updated to ensure it adequately reflects the cost and anticipated timing of schemes previously approved.
- 12.3 In June 2019 Members approved a series of recommendations relating to the disposal of surplus assets. These recommendations have been taken forward by officers and the summary of resources available to finance the current capital programme takes account of disposal proceeds the Council expects to generate over the life of the current programme. Whilst it is difficult to determine with certainty the returns the Council might be able to generate such returns are important in the context of the Council's Medium Term Financial Strategy as where capital expenditure can be financed through the application of capital receipts it does not need to be financed from borrowing.

- 12.4 The Council has continued to deliver the schemes set out in its capital programme. The pandemic has impacted on the supply chain and this resulted in some schemes needing to be re-profiled. The impact of these profiling adjustments is not, however, considered to be significant and there are no specific financial implications. The updated capital programme is set out in Appendix D to this report.
- 12.5 Since an updated Capital Programme was approved by Cabinet at its meeting on 6 August 2020, the Council has had some noticeable success in securing external funding to take forward several capital projects. Many of these projects are funded by the Cambridgeshire and Peterborough Combined Authority. The most notable is a package of works to undertake further improvement to the railway infrastructure within the District.
- 12.6 There are several other projects where the Council has applied for grant funding and, if the Council is successful in securing the necessary funding, these projects will be reflected in future updates to the capital programme. Members will wish to note that work is ongoing to develop final redevelopment schemes for the properties located at No. 24 and No. 11-12 High Street in Wisbech. Whilst the Council has been allocated an overall package of funding for the entire project until the precise value of works on each property in the High Street is known and approved by the National Heritage Lottery Fund these projects will not be included in the capital programme. It is hoped that this information will be available when the capital programme is presented to Full Council in February 2021. On the agenda for today's meeting is a report relating to the approved scheme at No 13-17 High Street. The cost of this scheme to the project, inclusive of all grant-funding but excluding contributions from the owner of the property, is reflected within the updated programme set out in Appendix D.
- 12.7 The Capital Programme incorporates the decision by Council to allocate £25M to take forward projects in accordance with the Council's approved Commercial and Investment Strategy. Projects will be allocated and profiled to the appropriate financial year once the relevant business cases have been approved by the Investment Board.
- 12.8 Should resources from external funding and/or capital receipts not generate the level of receipts forecast, or there is a delay in disposal of assets, then the capital programme will need re-visiting to ensure funding is sufficient to meet proposed expenditure including through borrowing. Reviews of the programme and resources available are carried out regularly during the year.
- 12.9 The Council's Borrowing Strategy which is incorporated into the Council's Treasury Management Strategy Statement, recognises that some prudential borrowing may be required over the life of the capital programme. The projected additional annual revenue costs for the Council are reflected in the MTFS.

13 Risk Assessment

- 13.1 There is an element of risk inherent in any process that looks into the future to make forecasts, particularly in the current economic climate and other national and international events now or in the future that may impact on the Council either directly or indirectly. The Council has a strong track record in good financial management as recognised in the recent Annual Audit Letter. This risk is further minimised by adopting the following methodology when preparing the estimates:-
- Service managers and the Accountancy Team working together to define likely service income/expenditure patterns matched with service delivery plans;
 - Maintaining "earmarked" reserves for expenditure that it is known will occur but the exact amount and timing of the expenditure is not known;
 - Maintaining an adequate level of general reserves to meet sudden and or unforeseen expenditure;

- Adopting clear guidelines and control systems (robust revenue and capital budget management and monitoring procedures, Financial Regulations and Contract Procedure Rules etc.) to alert service managers, and members before variances reach tolerance levels;
- Using professional and expert advice and economic forecasts where these are available, e.g. treasury management, interest rates;
- Maintaining a rolling review of forecast estimates beyond the current year.

13.2 These assumptions are made with all available information but are necessarily calculated based on broad assumptions. In the current economic climate, some of these assumptions are particularly volatile. The MTFs will be prepared annually on a rolling basis so that as information becomes more certain the figures will be updated and early consideration can be given to any action or changes in direction that may be required.

FENLAND DISTRICT COUNCIL

Summary of Revenue Estimates

	Current Approved Estimate 2020/21 £	Projected Outturn 2020/21 £	Estimate 2021/22 £
Service Summary			
Growth & Infrastructure	1,521,890	1,826,850	1,504,530
Communities, Environment, Leisure & Planning	4,296,960	6,208,120	4,315,140
Resources & Customer Services	6,543,330	7,149,542	7,332,860
NET COST OF GENERAL FUND SERVICES	12,362,180	15,184,512	13,152,530
Corporate Items			
Contributions to/ (from) Earmarked Reserves	-248,811	-568,164	-92,968
Contributions to Business Rates Reserve	0	3,419,600	-3,419,600
RTB/VAT Sharing Income	-40,000	-20,000	-20,000
Drainage Board Levies	1,508,030	1,499,520	1,529,570
Financing Charges - <i>Interest/Minimum Revenue Provision</i>	1,121,130	844,745	971,065
Investment Income and Property Funds Income	-270,000	-55,000	-190,000
New Homes Bonus	-1,118,635	-1,118,635	-871,000
A14 Contribution	32,000	32,000	32,000
Vacancy Factor (1.5%)	-270,000	0	-165,000
Business Rates - net additional income above baseline <i>(government grants for reimbursement of reliefs, growth less levy payment)</i>	-1,264,491	-1,264,491	-1,277,931
Business Rates - reimbursement of additional Covid-19 reliefs	0	-3,419,600	0
Business Rates Pool - FDC Share of Benefit	-370,000	-252,191	-300,000
Government Grant - Covid-19 General Grants for spending pressures	0	-1,794,262	0
Government Income Compensation Scheme Grant	0	-718,196	0
Pay Award adjustment	0	0	-187,000
Corporate Adjustments	-920,777	-3,414,674	-3,990,864
Net Expenditure before CFF savings	11,441,403	11,769,838	9,161,666
<i>CFF Transformation Savings identified not yet implemented</i>	-157,000	0	-368,000
NET EXPENDITURE	11,284,403	11,769,838	8,793,666
Core Funding			
Business Rates Baseline Funding	-3,701,878	-3,701,878	-3,720,387
Business Rates Collection Fund Deficit(+)	311,349	311,349	3,633,321
Council Tax Collection Fund Surplus(-)	-128,264	-128,264	43,480
Council Tax	-7,765,610	-7,765,610	-7,831,510
Surplus(-)/Shortfall(+)	0	485,435	918,570

APPENDIX B
(0% Council Tax increase)

Medium Term Financial Strategy	Projected 2020/21 £000	Estimate 2021/22 £000	Forecast 2022/23 £000	Forecast 2023/24 £000	Forecast 2024/25 £000	Forecast 2025/26 £000
Expenditure						
Service Expenditure/Income						
Gross Service Expenditure	24,221	21,405	21,785	22,167	22,624	23,092
Fees and Charges	-5,022	-6,058	-6,280	-6,380	-6,456	-6,529
Grants and Contributions	-4,769	-1,174	-996	-981	-959	-944
Recycling Credits	-1,045	-1,023	-1,030	-1,040	-1,050	-1,060
Total Net Service Expenditure	13,385	13,150	13,479	13,766	14,159	14,559
Corporate Items						
Corporate Expenditure/Savings						
Drainage Board Levies	1,500	1,530	1,561	1,592	1,624	1,656
Financing Charges - Interest on External Borrowing	500	534	565	565	565	565
Financing Charges - Current Capital Programme - MRP	349	440	513	513	513	513
Vacancy Factor (1.5%)	0	-165	-169	-173	-178	-183
Pay Award adjustment	0	-187	-190	-194	-198	-202
A14 Upgrade - contribution	32	32	32	32	32	32
Transfer to Budget Equalisation Reserve	0	0	0	0	0	0
CFF Transformation Savings identified not yet implemented	0	-368	-401	-430	-430	-430
	2,381	1,816	1,911	1,905	1,928	1,951
Corporate Income Items						
Contribution to(+)/from(-) Earmarked Reserves	-568	-93	0	0	90	90
Contribution to Business Rates Reserve	3,420	-3,420	0	0	0	0
RTB/VAT Sharing Income	-20	-20	-20	-20	-20	-20
Investment and Property Fund Income	-55	-190	-290	-290	-310	-340
New Homes Bonus	-1,119	-871	-868	-853	-800	-800
Business Rates - net additional income above baseline	-1,264	-1,278	-1,234	-1,260	-1,289	-1,322
Business Rates - reimbursement of additional Covid-19 reliefs	-3,420	0	0	0	0	0
Business Rates Pool - FDC Share of Benefit	-252	-300	0	0	0	0
Government Income Compensation Scheme	-718	0	0	0	0	0
	-3,996	-6,172	-2,412	-2,423	-2,329	-2,392
Total Corporate Items	-1,615	-4,356	-501	-518	-401	-441
Gross Service/Corporate Expenditure	26,602	23,221	23,696	24,072	24,552	25,043
Gross Service/Corporate Income	-14,832	-14,427	-10,718	-10,824	-10,794	-10,925
Net Budget Requirement	11,770	8,794	12,978	13,248	13,758	14,118
Funding - NNDR/CT						
Business Rates Baseline Funding	-3,702	-3,720	-3,765	-3,829	-3,902	-3,980
Business Rates Collection Fund Deficit	311	3,633	167	167	0	0
Council Tax Collection Fund Surplus(-)/Deficit	-128	43	47	47	-50	-50
Council Tax (increases of 0% in 20/21 onwards)	-7,766	-7,832	-7,929	-8,027	-8,125	-8,222
Total Funding - NNDR/CT	-11,285	-7,876	-11,480	-11,642	-12,077	-12,252
Surplus(-)/Shortfall(+)	+485	+918	+1,498	+1,606	+1,681	+1,866
Summary						
Total Gross Expenditure	26,602	23,221	23,696	24,072	24,552	25,043
Funded by:						
Fees and Charges	-5,022	-6,058	-6,280	-6,380	-6,456	-6,529
Grants and Contributions	-4,769	-1,174	-996	-981	-959	-944
Recycling Credits	-1,045	-1,023	-1,030	-1,040	-1,050	-1,060
New Homes Bonus	-1,119	-871	-868	-853	-800	-800
Investment Income, VAT/RTB	-75	-210	-310	-310	-330	-360
Reserves	2,852	-3,513	0	0	90	90
Income Compensation Scheme	-718	0	0	0	0	0
Retained Business Rates	-8,327	-1,665	-4,832	-4,922	-5,191	-5,302
Council Tax	-7,894	-7,789	-7,882	-7,980	-8,175	-8,272
Total Funding	-26,117	-22,303	-22,198	-22,466	-22,871	-23,177
Surplus(-)/Shortfall(+)	+485	+918	+1,498	+1,606	+1,681	+1,866

Assumptions built into Budget and Medium Term Financial Strategy (MTFS)

Within the forecasts are a number of assumptions which are necessary to produce the overall budget strategy. However, there is an element of risk associated with this process although the aim is to mitigate these risks as detailed in section 17 of the main report.

The main assumptions are as follows:

- 0% Council Tax increase for 2020/21 and thereafter (1% increase generates around £78k of resources and 1.97% around £154k of resources);
- 0.85% increase in Council Tax base in 2021/2022(Tax-base 30,068) and 1.20% thereafter (increase of 375 Band D equivalent properties per annum);
- Inflation (CPI) increases in Retained Business Rates income (0.5% for 2021/22, and in line with Treasury assumptions for 2022/23 onwards, 1.2% for 2022/23 rising to 2% for 2025/26);
- Inclusion of this Council's share (£300k) of the potential benefit arising from the continuation of the Cambridgeshire Business Rates Pool in 2021/22 only. Potential benefit from the Pool in future years will be dependent on the scheme design of the new Business Rates Retention System expected to be implemented from 1 April 2022.
- 0% pay award for 2020/21 with the exception of a minimum of £250 increase for those earning less £24,000. 2% increase in 2022/23 (£230k cost) and thereafter together with an allowance for pay increments of around 1% p.a. (£115k cost) reflecting the continuing impact of the pay grades re-modelling following the national pay award agreement effective from April 2019;
- Employer's Pension Contributions – following the triennial valuation as at 31.03.2019, the rate for 2021/22 is to remain the same as 2020/21 (17.4% of salary with additional past deficit lump sum payment of £896k). For 2022/23 the contribution rate remains at 17.4% with a lump sum payment of £978k, representing an overall increase of 1% p.a. in total contributions. For 2023/24 onwards, following the next triennial valuation, further increases have been assumed in line with the current triennial valuation;
- Inclusion of a vacancy factor in 2021/22, equivalent to a reduction in staff costs of 1.5% (£165,000 in 2021/22);
- 0% general inflation for the period of the MTFS;
- Specific allowance for inflation where required eg: business rates, external contracts, energy and water, drainage board levies;
- Investment interest rates to stay at current rates until first quarter of 2024 when market rates are forecast to begin rising slowly;
- Investment income includes an assumed £5m investment in property funds during 2021/22 (additional £100k income net of costs) with the full year impact from 2022/23 onwards (additional £250k income per annum);
- Assumptions regarding forecast income levels from fees and charges have been included. The base position for 2021/22 has been initially set at pre-Covid-19 levels. In addition, fee increases (where applicable) together with a review of activity levels have determined the current estimates;
- The New Homes Bonus for 2021/22 onwards has been included as detailed in paragraph 4.3 of the report.

APPENDIX D

CAPITAL PROGRAMME AND FUNDING 2020 - 2024

	2020/21	2021/22	2022/23	2023/24
	£000	£000	£000	£000
Capital Programme (excluding Commercial and Investment Strategy Schemes)	5,913	8,339	1,563	1,535
Commercial and Investment Strategy Schemes	25,000	0	0	0
CURRENT FORECAST EXPENDITURE	30,913	8,339	1,563	1,535

FORECAST RESOURCES AVAILABLE

Capital Grants	3,527	5,351	950	950
Usable Capital Receipts - In Year	225	0	0	0
Reserves used in year to fund Capital	574	387	0	0
Section 106s and Other Contributions	144	108	12	0
Borrowing (Internal and Prudential)	26,443	2,493	601	585
Total Forecast Resources	30,913	8,339	1,563	1,535

CAPITAL PROGRAMME SUMMARY 2020/21 - 2022/23

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	Total Cost £000	FDC Funding £000	External Funding £000	External Funders and FDC Reserves/S106
Leisure Centres								
1 Condition Survey Improvements	85	375	75	75	610	610		£172k R&M Reserve
Regeneration Programmes								
2 Fenland Renaissance and Place Shaping	16				16	16		
3 Heritage Lottery Fund - Non-FDC Properties	269	369			638	557	81	£557K HLF Grant
4 Heritage Lottery Fund - 24 High Street, Wisbech	31				31	31		
5 Railway Station Master-Planning	748	3835			4,583	83	4,500	£4500K CPCA Grant, £83K S106
6 Whittlesey Flood Warning Signs	66				66		66	CPCA £58K, Whittlesey Town Council £8K
Cemeteries								
7 Manea Chuchyard		15			15	15		
8 Remedial Works in Closed Cemeteries	28	25	25		78	78		
Highways								
9 Category 2 Street Lights - FDC Lights	320				320	320		£13k Invest to Save Reserve
10 Street Name Plates/District Facilities Signage	30				30	30		
Street Light Improvements - Parishes (Contribution to Cat								
11 2 Replacements)	38				38	38		£38k Capital Contribution Reserve
Car Parks								
12 Church Lane, Chatteris	20				20	20		
Office Accommodation								
13 Fenland Hall - Repairs and Renewals	120				120	120		
Environment								
14 Replacement Litter Bins	88	83			171	171		
Port								
15 Boat/Vessels - Replacement Deck, Hull and Engines	54	30			84	84		
16 Yacht Harbour Improvements	17				17	17		
17 Wisbech Port Structural Works	265				265	265		
18 Wisbech Port Fender Piles	100				100	100		
Sub Total	2,295	4,732	100	75	7,202	2,555	4,647	

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	Total Cost £000	FDC Funding £000	External Funding £000	External Funders and FDC Reserves/S106
Brought Forward	2,295	4,732	100	75	7,202	2,555	4,647	
Parks and Open Spaces								
19 West End Park, March - Replace Skate Ramps	19				19	19		
20 West End Park, March - Park Improvements	50	35			85	8	77	£75k Cambs CC, £2K March TC
21 Parks, Play Areas and Open Space - Chatteris		60	40		100	100		£6k S106 money
22 Parks, Play Areas and Open Space - Doddington		45			45	45		£21k S106 money
23 Parks, Play Areas and Open Space - Parson Drove		30			30	30		£30k S106 money
24 Parks, Play Areas and Open Space - Whittlesey	136				136	92	44	£92k S106 money £44K FCC Grant
25 Parks, Play Areas and Open Space - Wisbech		20	20		40	40		£32k S106 money
Vehicles and Plant								
26 Vehicles	203	242	141	260	846	846		
ICT System Replacement Programme & Upgrades								
27 Replacement & Upgrade Programme	569	400	100	100	1,169	1,150		£700k Management of Change Reserve
Improvement of Assets								
28 Sewage Treatment Works Refurbishment	70	520	200	150	940	940		
29 Birch Fen Silt Removal and Outfall Maintenance		25			25	25		
30 March Moorings Renewals		12	12		24	24		
31 Hostel Roof Renewal		28			28	28		
32 Lattersley Nature Reserve - Capping Layer		40			40	40		
33 Wisbech Market Place Improvements	200	200			400		400	£200K CPCA, £150K Cambs CC, £50K Wisbech TC
Economic Estates								
34 Replacement of AV Equipment at Business Centres	50				50	50		
35 South Fens Business Park Expansion	997	1,000			1,997	1,000	997	£997k CPCA 'Business Space' Funding
Community Safety								
36 Camera Replacements	38				38	38		£38k CCTV Reserve
Private Sector Housing Support								
37 Private Sector Renewal Grants	40	40	40	40	160		160	£160K Govt Grant
38 Disabled Facilities Grants	1246	910	910	910	3,976		3,976	£3976K Govt Grant
Total - Approved Programme	5,913	8,339	1,563	1,535	17,350	7,030	10,301	


EARMARKED AND GENERAL RESERVES - Revised 2020/21 and Estimated 2021/22

APPENDIX E

Reserve Name	Balance 01.04.20 £	Capital Funding £	Revenue Contributions to(+)/from(-) 2020/21 £	Revised Balance 31.03.21 £	Capital Funding £	Revenue Contributions to(+)/from(-) 2021/22 £	Estimated Balance 31.03.22 £	Comments / Conditions of Use
Travellers Sites	322,373		26,530	348,903		48,530	397,433	Can only be used for specific future maintenance liabilities.
Station Road, Whittlesey - Maintenance	2,000		2,800	4,800		2,800	7,600	Required for future road maintenance.
CCTV - Plant & Equipment	48,368	-38,000	10,000	20,368		10,000	30,368	Available for future CCTV maintenance & replacement liabilities.
Invest to Save	84,924	-13,000		71,924			71,924	To provide resources for schemes which will deliver future efficiencies. £50k committed to energy efficiency schemes match funded by Salix Finance, as part of the Council's 'Keen to be Green' strategy.
Management of Change	946,468	-400,000		546,468	-300,000		246,468	Available for the effective management of any organisational changes required to meet the Council's future priorities.
Specific Government Grants (received in previous years)	1,070,270		-219,439	850,831		-152,518	698,313	Available to fund specific spending commitments in future years.
Business Rates Equalisation Reserve	721,043		3,198,557	3,919,600		-3,419,600	500,000	Available to assist the Council in smoothing out volatility in the business rates retention system.
Capital Contribution Reserve	340,905	-38,000		302,905			302,905	Available to fund specific spending commitments in future years.
Port - Buoy Maintenance	146,999			146,999			146,999	Available for future buoy maintenance to service windfarms.
Repairs and Maintenance	637,064	-85,000		552,064	-87,000		465,064	Available to provide funding for one-off schemes, not covered by the normal Repairs and Maintenance revenue budgets.
Heritage Lottery Fund (HLF) - Wisbech	114,020		-36,800	77,220		-31,780	45,440	To manage the Heritage Lottery Funded scheme in Wisbech.
Solid Wall Remediation	100,000			100,000			100,000	Available to fund potential costs linked to solid wall installations in the District.
Highways Street Lighting	23,314			23,314			23,314	Available to fund future repairs and maintenance relating to street lighting.
Investment Strategy Reserve	1,350,168		-10,000	1,340,168			1,340,168	Established to provide future funding for Commercial and Investment Strategy projects.
Budget Equalisation Reserve	315,307			315,307			315,307	Year-end surpluses are transferred to this reserve. If a deficit is forecast this reserve can be used to offset the expected shortfall.
Planning Reserve	496,848		-107,000	389,848			389,848	Available to fund additional planning costs not reflected in the annual budget, including the development of the Local Plan.
Elections Reserve	0		30,000	30,000		30,000	60,000	Available to fund four-yearly District-wide elections. Transfers are made to this reserve each year to fund the cost of the next District-wide election.
Covid-19 Emergency Response Reserve	43,212		-43,212	0			0	Established to hold funding received from central government in March 2020 to respond to the Covid-19 pandemic. Utilised in 2020/21.
TOTAL EARMARKED RESERVES	6,763,281	-574,000	2,851,436	9,040,717	-387,000	-3,512,568	5,141,149	
General Fund Balance	2,000,000			2,000,000			2,000,000	Unallocated general reserve required for various and unplanned for contingencies, to mitigate risks associated with future financial planning as well as for general day to day cash flow needs.
TOTAL RESERVES	8,763,281	-574,000	2,851,436	11,040,717	-387,000	-3,512,568	7,141,149	

NB: In accordance with the Council's Financial Rules and Scheme of Financial Delegation (Part 4, Rule 6 of the Constitution), paragraphs B57 - B60 delegates authority to the Chief Finance Officer to approve expenditure from these reserves in accordance with their approved use as detailed above.

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Agenda Item No:	7	
Committee:	Overview and Scrutiny	
Date:	11 January 2021	
Report Title:	DRAFT BUSINESS PLAN 2021-22	

1 Purpose / Summary

- For Overview and Scrutiny to comment on the Draft Business Plan 2021-2022

2 Key issues

- Our Draft Business Plan 2021-22 identifies the key challenges and opportunities for Fenland. Its structure has been updated this year. As well as outlining our key Corporate Priorities (Communities, Environment, Economy and Quality Organisation), it introduces an additional cross cutting 'Council for the Future' section. This outlines the scope and progress of transformation projects chosen by our Cabinet members.
- The impact of Coronavirus has and continues to affect our residents, partners, local businesses and our workforce. Our Covid-19 Recovery Plan and 'Council for the Future' projects will be crucial in supporting the organisation to adapt and reshape to be able to effectively respond to future needs, aims and challenges.
- Despite the challenges posed by Coronavirus and over a decade of continued public sector austerity, the Council remains committed to delivering high-quality services. We continue to lobby for investment to tackle important issues relating to skills, transport, affordable housing and regeneration, with some notable examples referenced within the Leader and Chief Executive's introduction.
- The public consultation on the Draft Business Plan 2020-21 opened on 5 January and ends on 2 February 2021. Feedback will be incorporated into the final version of the Business Plan considered by Cabinet and Council on 23 February 2021.
- Cabinet would welcome comments on the focus of the priorities and sub priorities of the Draft Business Plan.

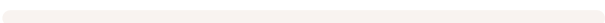
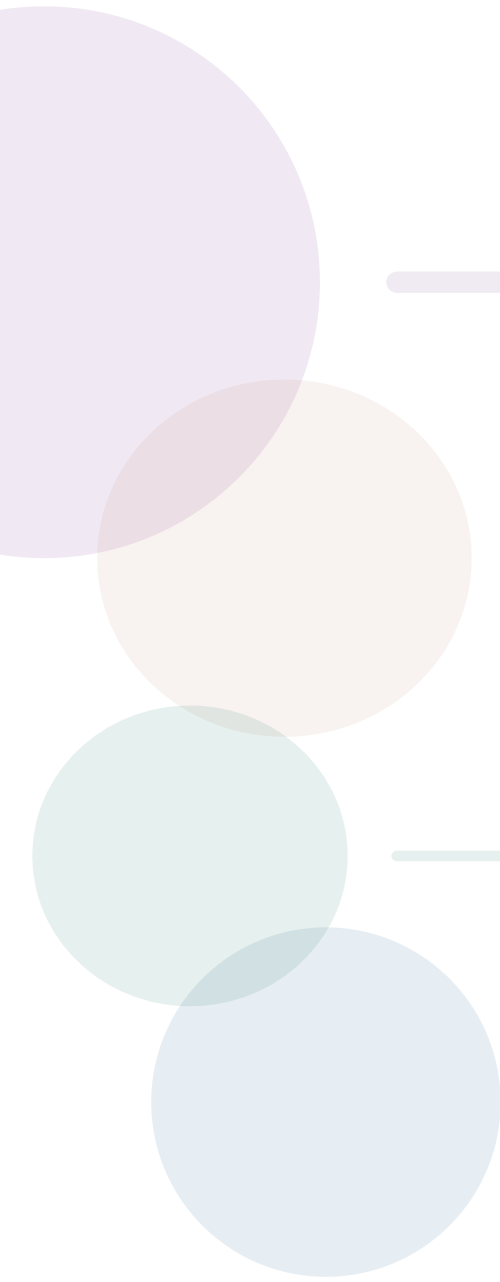
3 Recommendations

- For Overview and Scrutiny to make comment on the Draft Business Plan 2021-22.

Wards Affected	All
Forward Plan Reference	N/A
Portfolio Holder(s)	Councillor Chris Boden, Leader of the Council
Report Originators & Contact Officers	Paul Medd, Chief Executive Peter Catchpole, Corporate Director
Background Paper(s)	Budget and Medium Term Financial Strategy

BUSINESS PLAN

2021/2022



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Introduction by the Leader and Chief Executive

Welcome to Fenland District Council's Business Plan for 2021/22.

As we write this introduction, we are living in unprecedented times. Since March 2020, Coronavirus has significantly impacted the world as we know it. Residents and businesses have needed, and continue to need, additional support to make sense of the ever-changing landscape and regulations. We've provided this to the best of our ability, working closely with partners and community groups to signpost residents to the most appropriate form of help.

Although it has proved challenging at times, as an organisation we have adapted well to the restrictions imposed by Coronavirus and have maintained 'business as usual' with minimal impact on performance. With little or no notice, we have created new services to respond to emerging needs. Examples include our multi-agency Covid-19 telephone support hub, which has supported around 2,000 vulnerable households, and the creation of a Discretionary Grants Scheme which has paid nearly £20million to local businesses. However, this has come at a significant and unexpected additional financial cost of £1.3million during 2020/21. This, alongside known budget deficits, means that we must save £4million over the next four years. Whilst financial austerity is not a new concept to us, having saved over £10million since 2010, this will require us to look at things a little differently.

Our Business Plan still sets out the core services and projects we will deliver across Fenland over the next year. However, we have also formally introduced the substantial 'Council for the Future' projects. These aim to tackle particularly important topical issues, transform the way we work and sustainably position ourselves for the future. This forms a separate element of our Business Plan and, like our 'Quality Organisation' priority, will underpin everything that we do.

Despite an ever-changing landscape, we remain an ambitious and forward-thinking organisation. We continue to lobby for investment to help tackle key issues – particularly relating to skills, transport, affordable housing and regeneration. Importantly, the challenges over the past year haven't prevented us from receiving additional funding for a variety of projects, including:

- £943,000 from Cambridgeshire County Council's Communities Capital Fund for eight community facility improvements across March, Wisbech, Gorefield, Christchurch and Friday Bridge.
- A £997,000 grant from the Cambridgeshire and Peterborough Combined Authority towards the construction of a light industrial 'move on' space at South Fens Enterprise Park in Chatteris.
- £150,000 to support the new public health role in managing workplace Coronavirus outbreaks and providing local contract tracing.
- £90,000 from the European Regional Development Fund towards the Wisbech High Street Opening Project.

The adoption of our Commercial and Investment Strategy, and subsequently our trading company 'Fenland Future Ltd', is also another positive step towards delivering growth aspirations and future-proofing the organisation.

We hope that this introduction has provided a valuable context into the current situation and a high-level insight into our strategy for the future. We remain committed to working with all our towns, villages and rural communities to make Fenland an even better place to live and work.



Paul Medd
Chief Executive



Chris Boden
Leader of the Council

2

About Fenland

Fenland has strong community spirit and pride in its heritage. It is estimated that 101,850 people (ONS: 2019) currently live in the Fenland District, which covers 211 square miles within North Cambridgeshire. 75% of residents live within our four market towns of Chatteris, March, Whittlesey and Wisbech. Our beautiful rural landscape is home to 29 villages and attracts visitors from nationwide.

Fenland has the lowest house prices in Cambridgeshire, with the average house priced at £182,549 (UK HPI: 2020), along with plentiful availability of commercial land. As a result, our population is growing quickly. By 2036, it is predicted that the population will have increased by 9% to 110,700 (ONS: 2019). As outlined within this plan, we have plans in place to maximise the positive opportunities that growth could bring.

Our population is also getting older. 29% of our population are aged 60 or over; above average compared to Cambridgeshire and the UK (ONS: 2019). Alongside partners, we are working to enable residents to access the support they need to live happily, healthily and independently.

We also face some challenges around deprivation, particularly around education and health. We are the 80th (out of 326) most deprived area in the country, with some wards within the top 10% most deprived (IMD: 2019), Nevertheless, we continue to work closely with other organisations to positively overcome these challenges.

3

Coronavirus and Fenland District Council

The impact of Coronavirus has been significant for residents, businesses and partner organisations. Whilst aiming to deliver business as usual where possible, we are continuing to respond quickly to the ever-emerging challenges and to communicate effectively with our communities, businesses and workforce. Some high-level examples of help that we've provided since April 2020 include:

- Approximately 2,000 vulnerable households supported through our telephone Covid-19 Community Hub
- £19.9 million paid to 1,883 businesses as part of our Discretionary Grant Scheme
- Enabling people to apply online for Government's Self-Isolation payment
- Provided emergency accommodation to 57 vulnerable residents who were rough sleeping or at risk of rough sleeping

This has come at a significant cost to the Council, estimated to be over £1.3million by March 2021.

Coronavirus has also significantly impacted our workforce. Over 60% are now enabled to work remotely, with many redeployed or retrained to meet essential or emerging needs. This has prompted us to begin reviewing our accommodation needs and the most appropriate type of working practices.

We've responded to, and delivered, massive changes in legislation within days. We've quickly created brand new services to respond to residents' needs, as well as creatively providing existing services via digital or alternative channels. In some cases, we have moved to new operating models as our role has changed; moving from the service deliverer or commissioner role to offering referrals to third-party services. Supported by our Covid-19 recovery plan, we'll continue to evolve to meet the ever-changing needs and emerging priorities over the coming months.

Business Plan structure

Our Business Plan sets out the priorities we aim to deliver over the next 12 months. These priorities have been developed to address the most important needs of our communities.

Our priorities are split into three headings: Communities, Environment and Economy. These priorities primarily focus on the statutory and wide variety of core services that we provide day-to-day. In a typical year we empty 3 million bins, clean 210 square miles of town centres and open spaces, answer 78,000 telephone enquiries, determine 1,300 planning applications, enable 75,400 people to vote in elections – and more!

The fourth priority, Quality Organisation, sits alongside everything we do. It aims to ensure that the Council runs effectively, transparently and sustainably. We invest in and support our workforce to ensure they have the skills and resources they need to work to the best of their ability. Our unique ‘one-team’ culture enables officers, elected members and partners to work effectively together without the constraints of traditional department silos. This approach results in excellent staff satisfaction, with a record 95% of staff saying they were proud to work for us in our latest Staff Survey (2020).

Each priority is underpinned by a series of performance indicators, which is reported to all Members at our Council meetings. These public reports are summarised to provide end of year performance updates in our Annual Report, which is available to download on our website. This explains what the Council has been doing over the previous financial year to achieve its objectives.

This year, we've also added a fifth cross cutting priority: Council for the Future. This priority is formed from a selection of transformative projects which aim to address the future needs of residents and our organisation as a whole.

Summary of our Corporate Priorities structure

Council for the Future	Quality Organisation	Communities	<ul style="list-style-type: none"> • Support vulnerable members of our community • Promote health and wellbeing for all • Work with partners to promote Fenland through Culture and Heritage
		Environment	<ul style="list-style-type: none"> • Deliver a high performing refuse, recycling and street cleansing service • Work with partners and the community on projects that improve the environment and our street scene • Work with partners to keep people safe in their neighbourhoods by reducing crime and anti-social behaviour and promoting social cohesion
		Economy	<ul style="list-style-type: none"> • Attract new businesses, jobs and opportunities whilst supporting our existing businesses in Fenland • Promote and enable housing growth, economic growth and regeneration across Fenland • Promote and lobby for infrastructure improvements across the district

Council for the Future

Our Cabinet members have selected a number of projects to contribute towards our 'Council for the Future' agenda. These projects have a variety of aims; from tackling areas of particular need within the district, to transforming services and the wider organisation sustainably to be fit for the future. Although these projects are influenced by external factors, most notably Coronavirus and national service disruption, the aim is to have a programme of projects completed by the end of the current Council leadership term.



Building a Commercial Council



Fighting Holiday Hunger



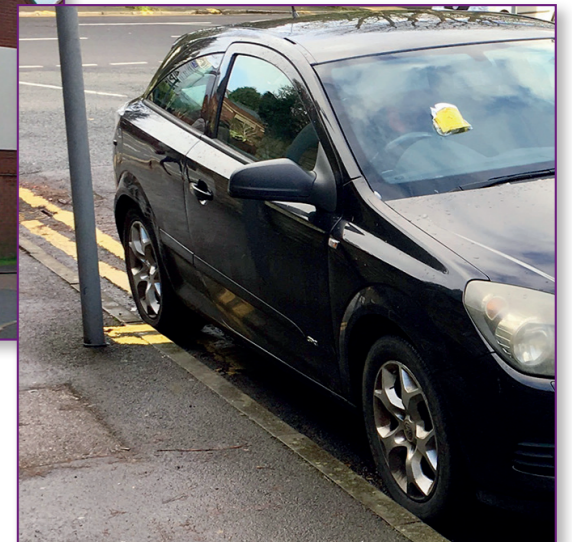
A Modern CCTV Service



Transforming Empty Homes



Safer Homes for Tenants



Clamping down on poor parking



Planning for the Future



Protecting our Environment



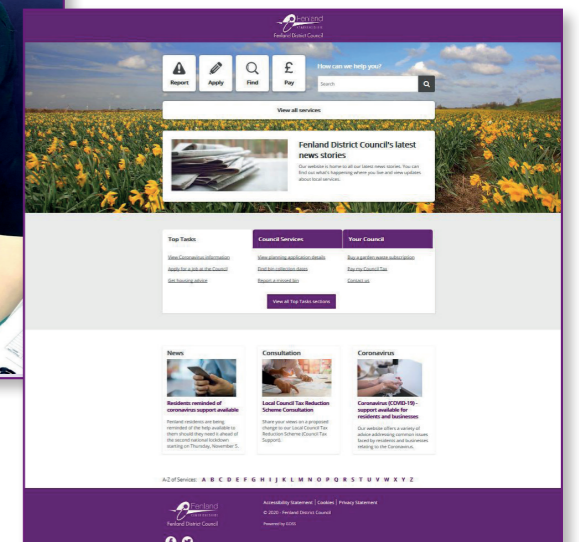
Competitive Trade Waste Service



Better railways for Fenland



My Fenland



Better online access

Council for the Future

Project(s)	Cabinet Lead	Summary	Progress to date
Building a Commercial Council	Cllr Chris Boden Cllr Ian Benney	To maximise efficiency and ensure organisational sustainability, we must look for opportunities to maximise our assets and diversify beyond traditional Council functions. Although this is not a new concept, adopting a Commercial Investment Strategy will enable us to pursue appropriate commercialisation and property investment opportunities. This will also support wider growth, housing and regeneration objectives.	We adopted our Commercial Investment Strategy in 2018, followed by our LatCo (Local Authority Trading Company) Fenland Future Limited in April 2020. We have begun the process of disposing of unwanted assets, with income generated contributing towards investment projects.
Fighting Holiday Hunger	Cllr Sam Clark	To control the holiday hunger of school children who would usually receive free school meals during term time. In 2019, Fenland District Council ran a 'Fit and Fed' Physical Activity and Nutrition project to support parents and children during holidays with sessions combining physical activity, nutrition education, healthy cooking and a meal whilst bringing communities together. Supported by funding from the Department of Education, the aim is to extend the project's scope across a wider area (Fenland, Peterborough and South Holland).	231 participants benefitted from Fit and Fed sessions in 2020. Although some half term sessions had to be cancelled due to Coronavirus, we offered a 'takeaway' model during the summer holidays. We were unsuccessful in a funding bid to the Department of Education, which sought to deliver four sessions a week across a wider area.
A Modern CCTV service	Cllr Susan Wallwork	Our CCTV service is important to the community. However, it is a non-statutory service and requires changes to ensure it can continue to be sustainably delivered in the future. The focus of this project is to make the service more commercial to increase income whilst reducing the cost of service delivery, with the aim of it being cost-neutral at the end of the Council term.	We have been operating a shared CCTV service in partnership with Peterborough City Council since January 2020, which is estimated to save £55,000 per annum. The service is performing well and has maintained full functionality during the Coronavirus pandemic.
Transforming Empty Homes	Cllr Sam Hoy	Empty homes are a wasted resource and, if left in poor condition, can be a blight on the local community. As an initial one-year trial, resource is being dedicated to fully understand the numbers in Fenland and bring them back into use. It is anticipated this will generate a financial benefit outweighing the cost of the post and provide much needed local accommodation.	We have recruited an officer to work exclusively on bringing empty homes back into use. From November 2019 to November 2020, 91 properties that have been empty for 6 months or more have been brought back into use as a direct result of our intervention. Owing to the success of the project, we have extended the officer's post for another year.

Project(s)		Summary	Progress to date
Safer homes for tenants	Cllr Sam Hoy	Whilst many landlords provide good quality housing, some do not, leaving tenants to live in unacceptable conditions. Two-year Government 'Controlling Migration' funding supported us to increase our housing enforcement approach with some success, resulting in 2,121 property inspections and 905 interventions. Despite additional prevention and intervention work, and the introduction of HMO (Houses in Multiple Occupation) licensing, a tougher approach is now needed to tackle non-compliance.	We've adopted a new Housing Enforcement policy. This will allow us to be tougher on non-compliant landlords and recover costs resulting from necessary action. The income generated must be reinvested in improving the management and condition of the district's housing stock and has enabled us to extend our two Housing Enforcement officer posts. Between April and October 2020, the team have undertaken 151 investigations.
Clamping down on poor parking	Cllr Jan French	There are many instances of poor parking in Fenland, specifically when people park where they shouldn't in town centres and breach regulations in privately owned car parks. The parking system is very complex. The Police regulate on-street parking but are often diverted to more pressing matters. Introducing Civil Parking Enforcement (CPE) could enable the County Council or ourselves to take over enforcement and issue Penalty Charge notices for parking contraventions.	In October 2020, Cabinet agreed for a specialist consultant to be commissioned to review the current situation and many implications of achieving CPE powers. They also agreed for a joint capital funding request to be put forward to the Cambridgeshire and Peterborough Combined Authority as part of the wider 'Growing Fenland' project.
Planning for the Future	Cllr Dee Laws	By law, each local authority must have a 'Local Plan' which sets out growth aspirations and the development permitted across its towns and villages. Our current Local Plan was adopted in 2014 and reviewed in 2019, where it was decided that work should commence to develop a new one. This is substantial piece of work, requiring significant public consultation and policy development.	In March 2019, work commenced on a new Local plan for Fenland. An Issues and Options report was consulted on in October 2019, which also included a call for sites exercise. The outcomes of the consultation were published in February 2020. A second call for sites exercise was carried out in summer 2020. Work has progressed on preparing a draft version of the Local Plan and supporting evidence base.
Protecting our Environment	Cllr Peter Murphy	Fly-tipping, littering and dog fouling are just a few examples of behaviour that spoils green spaces and public areas. By reviewing our wider environmental enforcement approach and the way we work with communities, we plan to adopt a new approach to proactively manage these issues.	We launched a new dog control PSPO in October 2020. Our Street Scene team continue to investigate environmental issues. We are in the process of considering the suitability of various environmental enforcement approaches.
Competitive Trade Waste Service	Cllr Peter Murphy	We deliver a competitively priced Trade Waste collection service. By increasing the income we generate through improving the range of recycling services for our network of 500 small to medium enterprises, we would reduce pressure on our budgets and the need for Council Tax rises. This work will be supported by the new developing National Waste and Resources strategy.	This year we have adapted services to support our commercial waste customers and plans are in place to offer to further support during Covid with an improved range of services.

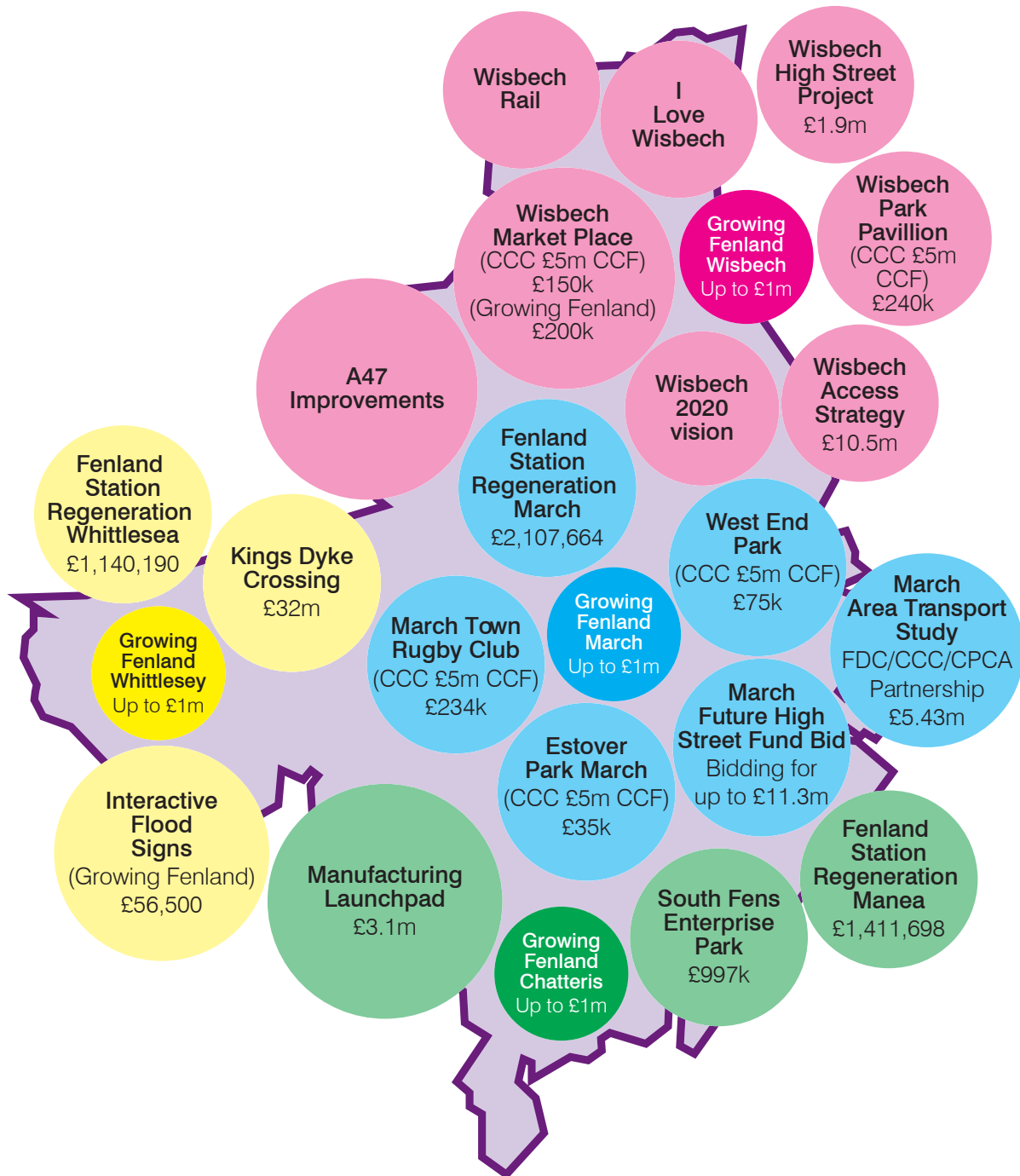
Project(s)		Summary	Progress to date
Better railways for Fenland	Cllr Chris Seaton	Although not a typical district council function, we strongly lobby for railway improvements in Fenland to support economic growth and address accessibility issues. The Fenland Rail Development Strategy project (Phase 2) aims to deliver large-scale improvements to station facilities and wider network connectivity through funding by external partners.	Railway Station Masterplans (for March, Manea and Whittlesea) are in the process of being delivered. This has generated around £15million in external investment into Fenland and has resulted in station improvements including new waiting shelters, lengthened platform and an improved car park.
Better online access	Cllr Steve Tierney	Our website is well used by our residents, receiving over 680,000 hits per annum and 10,300 form submissions (excluding Garden Waste subscriptions). It was last significantly updated in 2012 and requires some work to improve the customer journey and support residents to access services digitally through better integrated online forms. A similar piece of work is needed for the Council's intranet staff site. We also manage a number of external sub-sites which need to be brought back into house to improve consistency and realise efficiencies of scale.	We launched Fenland District Council's new website in August 2020. Its design, content and structure has significantly improved and is receiving positive user feedback. In November 2020, we launched a fully integrated 'Missed Bin' reporting form, with information passed seamlessly to our back-office bin management system without the need for human intervention.
My Fenland	Cllr Steve Tierney	The My Fenland project focuses on modernising the way we deliver all aspects of our services. By reviewing our offer and service delivery, we can look to drive efficiencies through appropriate re-engineering of our processes and organisational structure. Throughout this process, we are putting the customer journey first and will support residents who may find accessing digital services more challenging. As part of its first phase, the project has focused on transforming operational customer facing services through streamlining processes and maximising the use of technology.	As well as making website improvements (see previous project), we have implemented PayPoint. This enables residents to pay their Council bills in cash at Post Office branches and participating shops and garages. Early usage figures are very encouraging, with over 1,450 payments since its launch in July. We have also developed a 'My Fenland' delivery team, encompassing staff previously within our Customer Services, Environmental Support, Economic Growth and Asset Management teams. The My Fenland team are safely co-located in one location, improving intra-team communication and resilience. Process mapping of priority service tasks is underway to understand resourcing needs and areas for improvement. Many of these tasks have been streamlined and are now managed by the My Fenland team.

Place Shaping in Fenland

What is Place Shaping?

Place shaping simply means looking at our area as a whole; listening carefully to everyone’s views and then working together to deliver the most important services that make people’s lives safer and better.

We’re working hard to attract the crucial external funding needed to deliver local service improvements and regeneration projects. The diagram below shows some of the projects in progress across the district:



Although many of these funding schemes are focused on our four market towns, our local villages will also benefit from the schemes. Improvements to our rural communities are equally as important and are included in our place shaping work.

Our Priorities: Communities

Support vulnerable members of our community

- Enable residents to claim the Housing Benefit and Council Tax Support they are entitled to through our shared service (Anglia Revenues Partnership; ARP)
- Support residents to manage the effects of welfare reform changes and Universal Credit
- Use our housing powers to prevent homelessness, reduce rough sleeping, meet housing needs, improve housing conditions and keep homes safe and accessible
- Help residents to build capacity and resilience so that they can support themselves and their community
- Encourage a range of partners to support the delivery of the Golden Age programme to support older people
- Work with partners and the community to deliver the Wisbech 2020 Action Plan

Promote health and wellbeing for all

- Support our local community by delivering our Leisure Strategy in partnership with Freedom Leisure
- Work collaboratively with partners to deliver our Health and Wellbeing Strategy in order to tackle local health priorities and help people to be healthier
- Create healthier communities through activities developed by Active Fenland and community partners

Work with partners to promote Fenland through Culture and Heritage

- Work with local stakeholders to develop a Creativity and Culture Statement for Fenland
- Support voluntary and community groups to hold public events safely

Performance Indicators

- Days taken to process new claims to changes for Council Tax Support
- Days taken to process new claims and changes for Housing Benefit
- Total number of private rented homes where positive action has been taken to address safety issues
- The proportion of households presenting to the Council as homeless whose housing circumstances were resolved through housing options work
- Number of empty properties brought back into use
- Satisfaction at Golden Age events
- Number of Active Fenland sessions delivered per year
- Customer feedback across Freedom Leisure facilities in Fenland

Our Priorities:

Environment

Deliver a high performing refuse, recycling and street cleansing service

- Work with partners, the community and volunteers to divert at least 50% of Cambridgeshire's household waste from landfill
- Maximise the value of materials collected for recycling, including through Getting It Sorted Recycling Champions
- Deliver our effective, self-funding Garden Waste collection service
- Deliver clean streets and public spaces as set out in the national code of practice
- Work with key stakeholders to deliver an effective waste partnership and update the Cambridgeshire and Peterborough Waste Strategy

Work with partners and the community on projects to improve the environment and streetscene

- Use education, guidance and Council powers to fairly enforce environmental standards and tackle issues such as fly tipping, illegal parking, dog fouling, littering and antisocial behaviour
- Ensure well maintained open spaces by working with our grounds maintenance contractor and through supporting community groups such as Street Pride, In Bloom, Green Dog Walkers and Friends of Groups
- Work with Town Councils and the community to provide local markets, market town events and Four Seasons events

Work with partners to keep people safe in their neighbourhoods by reducing crime and antisocial behaviour and promoting social cohesion

- Deliver projects through the Community Safety Partnership to reduce crime, hate crime and anti-social behaviour
- Support the Fenland Diverse Communities Forum to deliver the Fenland-wide Community Cohesion Action Plan

Performance Indicators

- Rapid or Village response requests actioned the same or next day
- % of inspected streets meeting our cleansing standards
- % of household waste recycled through the blue bin service
- Customer satisfaction with our Refuse and Recycling services
- Customer satisfaction with our Garden Waste service
- Number of Street Pride, Green Dog Walkers and Friends of Community Environmental Events supported
- % of those asked satisfied with events

Our Priorities:

Economy

Attract new businesses, jobs and opportunities whilst supporting our existing businesses

- Work with external stakeholders, local businesses and the Combined Authority to attract inward investment and establish new business opportunities
- Provide responsive business support to encourage business growth, job diversity, skills development and increased grant applications
- Promote and develop our Business Premises at South Fens, The Boathouse and Light Industrial Estates to encourage investment, business development, job creation and skills diversification

Promote and enable housing growth, economic growth and regeneration

- Enable appropriate growth, development and infrastructure through delivering a proactive and effective Planning service
- Drive forward the development and delivery of new homes and commercial space by using our surplus property and land assets to deliver sustainable economic and residential growth
- Identify and bid for external funding that aligns with and supports our housing, economic and growth objectives

Promote and lobby for infrastructure improvements

- Promote sustainable road, rail and concessionary transport initiatives to improve access to employment and local services
- Engage with the Combined Authority and Cambridgeshire County Council on the feasibility and delivery of major road and rail infrastructure projects
- Work with the Combined Authority to influence how housing and infrastructure funding is used to stimulate housing development and economic growth in the district

Performance Indicators

- % of major planning applications determined in 13 weeks
- % of minor applications determined in 8 weeks
- % of other applications determined in 8 weeks
- % occupancy of Business Premises estates
- % of customers satisfied with our Business Premises estates
- % occupancy of our Wisbech Yacht Harbour
- Local businesses supported and treated fairly

Our Priorities:

Quality Organisation

Governance, Financial Control and Risk Management

- Maintain robust and effective financial standards, internal controls and organisational management
- Comply with data protection and General Data Protection Regulation requirements

Transformation and Efficiency

- Sustainably deliver required savings whilst pursuing transformation and commercialisation opportunities to ensure the organisation is fit for the future
- Engage with the Combined Authority's Public Service Reform agenda

Performance Management

- Set relevant and robust performance targets to ensure the effective delivery of Business Plan priorities
- Report regularly on service performance to the Corporate Management Team, Councillors and the public

Consultation and Engagement

- Appropriately consult with residents about our service and proposals as outlined in our Consultation Strategy

Excellent Customer Service

- Maintain our Customer Service Excellence accreditation to ensure we continue to deliver the most effective service to our communities
- Help residents to self-serve and access our services digitally to allow us to provide greater support for vulnerable customers and complex queries

Equalities

- Meet our Public Sector Equality duty by delivering the requirements of the 2010 Equality Act and 1998 Human Rights Act through our core service delivery and publication of a statutory Annual Equality Report

Asset Management and Commercialisation

- Ensure our asset base is sustainable, suitable and fully utilised to maximise income opportunities and financial efficiencies
- Deliver our adopted Capital Programme in line with our Corporate Asset Management Plan to maintain the integrity and safety of our assets
- Work jointly with public, private and third sector partners to improve access to our services, including from co-located facilities
- Begin implementation of our Commercial Investment Strategy to make informed decisions about the purchase and management of property assets through Fenland Futures Limited

Workforce Development

- Equip our workforce with the right skills to effectively deliver our priorities
- Support and empower our staff to make effective decisions within a pleasant working environment

Enforcement


- Use a fair and proportionate approach to improve living, working and environmental standards as set out in our Enforcement Policies

Health and Safety

- Maintain effective Health and Safety systems to comply with relevant legislation and local requirements
- Deliver all aspects of the Council's Health and Safety action plan to ensure the safety and wellbeing of our workforce, partners and wider community

Performance indicators

- % of customer queries resolved at first point of contact
- Customers satisfied by our service
- Contact Centre calls answered within 20 seconds
- Contact Centre calls handled
- Council Tax collected
- Council Tax net collection fund receipts
- NNDR collected
- NNDR net collection fund receipts
- Number of visits to our website

Agenda Item No:	8	
Committee:	Overview & Scrutiny Panel	
Date:	11 January 2021	
Report Title:	Review of Fees and Charges 2021/22	

Cover sheet:

1 Purpose / Summary

To review the Council's Fees and Charges for 2021/22, in line with the Budget Strategy considered by Cabinet on 14 December 2020.

2 Key issues

- At a separate agenda item, the draft Budget report for 2021/22 highlights the significant financial challenges the Council faces over the medium term and the scale of savings required.
- The current and forecast economic climate and the ongoing impact of the Covid-19 pandemic, 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 0.3% (November 2020), steadily reducing over the last twelve months from a rate of 1.5% (November 2019). Inflation is not forecast to rise significantly over the next year. Current and forecast rates are at historically low figures and officers have been mindful of the low inflation environment when considering proposals for increases in 2021/22.
- 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 2021/22 are attached at Appendix A.
- The proposals would, at current usage levels, generate further income from fees and charges of an estimated £48,820 (excluding the increase in Garden Waste subscriptions which has already been set). 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.

3 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 2021/22.

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 2021/22.

Report:

1 INTRODUCTION

- 1.1 The Draft Medium Term Financial Strategy and General Fund Budget 2020/21 considered by Cabinet on 14 December 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, the impact of Covid-19 and the consequential impact on residents and businesses;
 - (ii) CPI Inflation currently stands at 0.3% (November 2020), with only a slight increase 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 2021/22. 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 2021/22, 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, The Boathouse and Sutton Bridge Moorings, 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 2021/22.

- 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 2021/22.

- 2.5 Taking into account the principles detailed in 1.2 above, all Service Teams have assessed their charges for 2021/22 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 2021/22. With CPI inflation currently at an historic low of 0.3% and forecast to remain low throughout 2021/22, many of the charges are proposed to remain at current levels. 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. Due to lower than estimated ship numbers in 2020/21 with no significant improvement forecast for 2021/22, it is proposed that these charges be increased by around 4%.
- 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. Consequently, no further increases are being proposed for the majority of Wharfage Dues, with the exception of Bricks and Scrap Metal.
- Ancilliary charges relating to both the statutory and commercial operations of the port have been reviewed and various levels of increases are proposed to better reflect the cost of providing these services.
- In order to better reflect the cost of providing the services at the Yacht Harbour, berthing rates are proposed to increase by around 10%. Ancilliary charges have been reviewed and individual increases are proposed as detailed at Appendix A. 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

- The 'upper limit' on Light Industrial Unit rates are proposed to increase by 2% in recognition of the ongoing buoyancy in the Light Industrial market that is not being seen by the Office sector. All other rates at the Business Centres are proposed to remain at current levels.

- There has been a significant impact on room hire income this year resulting from restrictions imposed during the Covid-19 pandemic. Consequently, no increases to room hire rates are being proposed for 2021/22.

4 HOUSING, ENVIRONMENT, LEISURE & COMMUNITY SERVICES

4.1 Generally, only minor changes to environment charges are being proposed for 2021/22 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 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.
- It is proposed to increase the majority of fees, with increases ranging from 0.5% to 2.8%, in order to reflect the cost of providing and investing in the service and the limited size of the cemeteries themselves. The proposed fees remain comparable with neighbouring authorities.

4.3 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, the proposed increases in charges primarily reflect the additional costs of disposal and treatment for both residual and recycling waste. In addition, and following approval by Cabinet in January, a fee for commercial food waste is being introduced.
- The Bulky Household Waste collection charge has been rationalised to make the charges more transparent and easier to calculate for customers, thereby supporting the approach to reduce the appeal of illegal collection services.
- 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 four years. As the charges for 2021/22 have already been set (annual subscription if paid by direct debit to increase from £36 to £38 and if paid by credit card/cash, to increase from £40 to £45), the estimated financial impact of the scheme has been included in the draft budget 2021/22.

4.4 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.

4.5 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 1.5% in order to continue to cover costs and provide the necessary services and improvements to the sites. Any surpluses generated from these rents are re-invested in the sites in accordance with the management arrangements agreed with Cambridgeshire County Council.

4.6 Homeless Persons Accommodation

- Rent increases of around 1.5% 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.

4.7 Licensing

- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005 are set by government and no increases are proposed for 2021/22. To reflect the full range of services provided, the schedule of fees now includes for providing a copy of the licence and for notification of changes.
- 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, to be reviewed on a 3-yearly cycle. No further increases are proposed for 2021/22.
- 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 2021/22.

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 2021/22.
- 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 2021/22.
- 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.
- Some of the fees contain an element set by Cambridgeshire County Council and these will be updated when we receive notification from them of their fees for 2021/22.

5.3 Electoral Registration

- These fees are set by government and no further increases are planned for 2021/22.

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 £48,820 (excluding the increase in Garden Waste subscriptions which has already been set). 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 2021/22 budget.

6.2 The total estimated fees and charges which will be included in the final budget report for 2021/22, will take into account the agreed level of fees together with estimated usage/activity levels.

2021/22 Fees and Charges - with effect from 1 April 2021

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%

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
PORT OF WISBECH AUTHORITY (NENE PORTS) FEES & CHARGES				
1. <u>Harbour and Light Dues</u>				£5,260
a. To Wisbech - per G.T.	0.508 (z)	0.528 (z)	3.9%	
b. To Sutton Bridge - per G.T.	0.425 (z)	0.442 (z)	4.0%	
Oil Spill Prevention Charge - per ship per visit	19.30	19.80	2.6%	
2. <u>Conservancy Dues</u>				£4,210
a. To Wisbech - per G.T.	0.380 (z)	0.395 (z)	3.9%	
b. To Sutton Bridge - per G.T.	0.380 (z)	0.395 (z)	3.9%	
3. <u>Wharfage Dues (Wisbech Only)</u>				£3,650
(i) Steel & Iron products - per tonne	0.531 (z)	0.531 (z)	0.0%	
(ii) Timber (Deals, battens, boards etc) - per cu.m.	0.542 (z)	0.542 (z)	0.0%	
(iii) Timber (Plywood, hardboard etc) - per cu.m.	0.687 (z)	0.687 (z)	0.0%	
(iv) Grain, Animal Feeds - per tonne	0.502 (z)	0.502 (z)	0.0%	
(v) Fertilisers, Sand, Salt - per tonne	0.613 (z)	0.613 (z)	0.0%	
(vi) Aggregates - per tonne	0.613 (z)	0.613 (z)	0.0%	
(vii) Bricks, Scrap Metal - per tonne	0.531 (z)	0.850 (z)	60.1%	
Others by arrangement				
(viii) ISPS Charge - per ship per visit	34.74 (z)	35.64 (z)	2.6%	
4. <u>Pilotage and Boarding & Landing Dues</u>				£8,350
a For a vessel to Wisbech - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	758.18 (z)	788.50 (z)	4.0%	
(ii) exceeding 1000	0.759 (z)	0.789 (z)	4.0%	
b For a vessel to Sutton Bridge - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	711.52 (z)	739.88 (z)	4.0%	
(ii) exceeding 1000	0.712 (z)	0.741 (z)	4.1%	
<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.	72.22 (z) 1,083.16 (z)	139.40 (z) 2,091.00 (z)	93.0% 93.0%	
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	134.00 (z)	139.40 (z)	4.0%	
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	134.00 (z) 380.00 (z)	139.40 (z) 390.00 (z)	4.0% 2.6%	
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	300.00	300.00	0.0%	
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.	410.00	420.50	2.6%	

Description of Charge	2020/21 Charge £	Proposed 2021/22 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) Minimum of 4 hours for a stern tow from seaward to Sutton Bridge, plus mobilisation time (see below)	410.00 (z)	420.50 (z)	2.6%	
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	177.52 (z)	182.13 (z)	2.6%	
l Surveying Per day or part thereof, hire of equipment	173.50	182.00	4.9%	
Per hour, for processing results	94.40	98.05	3.9%	
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	262.00	268.70	2.6%	
Per hour, minimum 4 hours, small workboat hire Nene Surveyor	295.00	302.75	2.6%	
Per hour, minimum 4 hours, pilot boat hire Nene Pilot, Fenland Pilot	380.00	390.00	2.6%	
Per hour, minimum 4 hours, Fenlander Tug	410.00	420.50	2.6%	
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)	267.00	267.00	0.0%	
o Duty Officer Call Out Charge Out of hours (per hour) - 1600 - 0800	96.50	98.05	1.6%	
p Marine Works Superintendence - per hour (minimum 1 hour)	95.50	98.05	2.7%	
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	102.50			
Pilots ordered between 12 - 4 hours before HW, a late notice charge No Pilots to be ordered after 4 hours before HW		369.99	NEW	
r Harbour Master Superintendence - per hour (minimum 1 hour)	125.50	128.88	2.7%	
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	160.50	175.00	9.0%	
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	6.25	6.25	0.0%	
Per metre per 7 days	27.00	27.00	0.0%	
Small Commercial Vessels - Resident/Non Resident Harbour & Light Dues & Conservancy Charge per vessel per visit.	22.75 (z)	22.75 (z)	0.0%	
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.	42.50	42.50	0.0%	
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.	0.90	0.90	0.0%	
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				

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
departure unless account facilities have been applied for and approved in advance.				
5. Wisbech Yacht Harbour (All Rates include VAT at standard rate)				£8,500 (a) - (b)
a (i) Pontoon Berths - Contract (Long Term) Berthing Rates Standard Term - (Vessel LOA greater than 6.0m)				
	Rate/metre	Rate/metre		
	£	£		
Per annum	140.00	155.00	10.7%	
Per annum outside or inside hammer-head berths	155.00	171.00	10.3%	
Per annum on commercial linear berths	155.00	171.00	10.3%	
Port of Wisbech Authority Annual Licence	15.20 (z)	16.00 (z)	5.3%	
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)	2.00	2.20	10.0%	
Weekly (7 days)	10.40	11.00	5.8%	
Monthly (28 days) April - October	26.60	28.00	5.3%	
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	21.40	23.50	9.8%	
Full five months	91.00	93.00	2.2%	
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	31.50	31.50	0.0%	
Administration charge for each debtor account referred for collection	115.50	115.50	0.0%	
Administration charge for change in billing method after berthing application is accepted	31.50	31.50	0.0%	
c Ancillary Charges				£2,000
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%				

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
(i) Boat lifting - Up to 15m LOA or 20 tonnes				
Lift Out				
To yard, including shoring up using boat cradle/stands. Per metre	18.40	18.70	1.6%	
Minimum Charge	107.00	125.00	16.8%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
Relaunch/Lift onto Trailer				
Per metre.	18.40	18.70	1.6%	
Minimum Charge	107.00	125.00	16.8%	
(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	26.00	26.00	0.0%	
Marine Service waiting charge per hour per person	41.00	41.00	0.0%	
Relaunch/Lift onto Trailer				
Per metre.	26.00	26.00	0.0%	
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 Return to water	9.20	9.20	0.0%	
Hire of Yacht harbour Cradles (subject to availability) per annum / pro rata per cradle	105.00	108.00	2.9%	
Hire of electric pressure washer (subject to availability). Per use.	11.50	35.00	204.3%	
Hire of petrol pressure washer (subject to availability). Per day. Plus Fuel.	42.00	75.00	78.6%	
Hire of petrol pressure washer (subject to availability). Per week. Plus Fuel.		150.00	NEW	
(iv) Boom Crane Lifting . Max 3 tonnes.				
Engine lift , per engine, per hour or part.	75.00	75.00	0.0%	
Commercial Engine Lift	POA	POA		
Small boat lift . Per metre each way. Minimum charge each way.	15.20 46.00	16.00 49.00	5.3% 6.5%	
(v) Other Services				
Marine Services Labour (min 2 hours) For any additional work per hour, including the following:- Cleaning boat yard if left untidy. Boat movement by yard staff (plus Harbour vessel's workboat hire) Mast stepping/unstepping. Pressure wash by yard.	47.20	48.50	2.8%	
Mast Storage . Per mast up to 12m vessel LOA. Single payment . Over 12m vessel LOA. Single payment.	53.50 75.00	53.50 75.00	0.0% 0.0%	
Boat Trailer or Cradle Storage (subject to availability of space). p/a	76.50	76.50	0.0%	
Miscellaneous Storage as per trailer tariff	76.50	76.50	0.0%	
Marina pump out . Per use, subject to availability.	15.75	15.75	0.0%	
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. Per additional hour	57.75 29.00	75.00 47.00	29.9% 62.1%	
Electricity By prepaid card from Harbour Office				
Tradesmen's Licence . Annual working permit. Tradesmen to work in boatyard, yacht harbour or slipway. Subject to insurance and Harbour Master's approval.	84.00	95.00	13.1%	
Slipway Haul and launch per metre Shoring up. Time and materials basis. Slip rent per day per metre.	45.00 4.60	45.00 4.60	0.0% 0.0%	
Crab Marsh Work Shop Premium under cover boat storage - (short term per month)	150.00	160.00		
	(+ berthing contract rate)			

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
6. Sewage Disposal				
Properties not connected to mains sewer				
Private dwellings				
Service charge (per annum)				
Standing charge (per annum)				
Charges to Roddons as per the Transfer Agreement				
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. Mini Factories				
Rents negotiable within:				
a. the minimum - per square foot and;	4.42 (e)	4.42 (e)	0.0%	
* b. the maximum - per square foot	8.58 (e)	8.75 (e)	2.0%	
c. the minimum - per square metre and;	47.52 (e)	47.52 (e)	0.0%	
* d. the maximum - per square metre	92.35 (e)	94.18 (e)	2.0%	
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. South Fens Business Centre, Chatteris charges shown net of VAT				
a. the minimum - per square foot and;	18.75	18.75	0.0%	
* b. the maximum - per square foot	20.80	20.80	0.0%	
c. the minimum - per square metre and;	201.65	201.65	0.0%	
* d. the maximum - per square metre	223.90	223.90	0.0%	
e. Catering				
Tea and coffee per head	2.30	2.30	0.0%	
Orange Juice per jug	3.15	3.15	0.0%	
** f. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Beech	38.00	38.00	0.0%	
Oak/Apple	23.50	23.50	0.0%	
Small Meeting rooms (first hr free)	15.00	15.00	0.0%	
Large Meeting rooms (first hr free)	19.00	19.00	0.0%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Beech	90.00	90.00	0.0%	
Oak/Apple	66.00	66.00	0.0%	
Small Meeting rooms (first hr free)	34.00	34.00	0.0%	
Large Meeting rooms (first hr free)	46.00	46.00	0.0%	
<i>External rate - per full day</i>				
Beech	160.00	160.00	0.0%	
Oak/Apple	116.00	116.00	0.0%	
Small Meeting rooms (first hr free)	53.50	53.50	0.0%	
Large Meeting rooms (first hr free)	76.00	76.00	0.0%	
** g. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Beech	70.00	70.00	0.0%	
Oak/Apple	59.00	59.00	0.0%	
<i>External rate - per half day</i>				
Beech	186.00	186.00	0.0%	
Oak/Apple	140.00	140.00	0.0%	
<i>External rate - per full day</i>				
Beech	386.00	386.00	0.0%	
Oak/Apple	317.00	317.00	0.0%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
9. <u>The Boathouse, Wisbech</u> charges shown net of VAT				
a. the minimum - per square foot and;	18.75	18.75	0.0%	
* b. the maximum (suites GF1 to FF38) - per square foot	20.80	20.80	0.0%	
* c. the maximum (suites FF39 & FF40) - per square foot	22.85	22.85	0.0%	
d. the minimum - per square metre and;	201.65	201.65	0.0%	
* e. the maximum - per square metre	223.90	223.90	0.0%	
* f. the maximum (suites FF39 & FF40) - per square metre	245.85	245.85	0.0%	
g. Catering				
Tea and coffee per head	2.30	2.30	0.0%	
Orange Juice per jug	3.15	3.15	0.0%	
** h. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Richard Young Large	38.00	38.00	0.0%	
Lambton/Young 1 or 2	23.50	23.50	0.0%	
The Gallery	21.50	21.50	0.0%	
Meeting rooms	15.00	15.00	0.0%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Richard Young Large	90.00	90.00	0.0%	
Lambton/Young 1 or 2	66.00	66.00	0.0%	
The Gallery	60.00	60.00	0.0%	
Meeting rooms	34.00	34.00	0.0%	
<i>External rate - per full day</i>				
Richard Young Large	160.00	160.00	0.0%	
Lambton/Young 1 or 2	116.00	116.00	0.0%	
The Gallery	106.00	106.00	0.0%	
Meeting rooms	53.50	53.50	0.0%	
** i. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Richard Young Large	70.00	70.00	0.0%	
Lambton/Young 1 or 2	59.00	59.00	0.0%	
<i>External rate - per half day</i>				
Richard Young Large	186.00	186.00	0.0%	
Lambton/Young 1 or 2	140.00	140.00	0.0%	
<i>External rate - per full day</i>				
Richard Young Large	386.00	386.00	0.0%	
Lambton/Young 1 or 2	317.00	317.00	0.0%	
* 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	84.00 (e)	84.00 (e)	0.0%	
(ii) Other Rooms	37.00 (e)	37.00 (e)	0.0%	
(iii) Supplement for use - after 6.30pm	37.00 (e)	37.00 (e)	0.0%	
- on Saturdays and Sundays	84.00 (e)	84.00 (e)	0.0%	
- tea/coffee (minimum charge)	12.00	12.00	0.0%	
- tea/coffee (per head)	2.30	2.30	0.0%	
(iv) Hourly Rate for Meeting Room Hire	10.00	10.00	0.0%	
In respect of Parish Councils, Association of Local Councils, and approved charities, free of charge, but supplementary charges apply as appropriate				

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
1. Licences and Certificates				
a. Unfit Food Certificates				
(i) - per hour inclusive of travelling expenses	84.00 (n)	84.00 (n)	0.0%	
(ii) - minimum charge	44.00 (n)	44.00 (n)	0.0%	
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	84.00 (n)	84.00 (n)	0.0%	
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				
f. Copy licence or certificate	Cost Recovery 10.50	Cost Recovery 10.50 (n)	0.0%	
2. Stray Dogs				
Return of Stray Dog - includes statutory fee of £25.00	47.00 (n)	47.00 (n)	0.0%	
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				
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	84.00 (e)	0.0%	
c. Safer Food Better Business Training Pack	25.00	25.00 (e)	0.0%	
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	100.00 (n)	100.00 (n)	0.0%	*
1,001 - 3,000	135.00 (n)	135.00 (n)	0.0%	*
3,001 - 10,000	205.00 (n)	205.00 (n)	0.0%	*
10,001 - 20,000	265.00 (n)	265.00 (n)	0.0%	*
20,001 - 30,000	340.00 (n)	340.00 (n)	0.0%	*
Over 30,000	400.00 (n)	400.00 (n)	0.0%	*
Vessel capacity between 50 & 1,000 persons	400.00 (n)	400.00 (n)	0.0%	*
Vessel capacity over 1,000 persons	680.00 (n)	680.00 (n)	0.0%	*
Extensions	70.00 (n)	70.00 (n)	0.0%	*
* 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	max £25 (n)	max £25 (n)	0.0%	
taken during check monitoring	max £100 (n)	max £100 (n)	0.0%	
taken during audit monitoring	max £500 (n)	max £500 (n)	0.0%	

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
8. Burial Grounds				£2,500
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)	950.00 (n)	955.00 (n)	0.5%	
(iii) any person (Traditional Area)	1,070.00 (n)	1,075.00 (n)	0.5%	
(iv) for the interment of single casket of cremated remains	265.00 (n)	270.00 (n)	1.9%	
(v) for the interment of additional cremated remains at the same time as (iii) to (v) above	55.00 (n)	56.00 (n)	1.8%	
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)	92.00 (n)	2.2%	
9 ft. x 4 ft. Adult Plot (Lawn Area)	780.00 (n)	785.00 (n)	0.6%	
9 ft. x 4 ft. Adult Plot (Traditional Area)	1,000.00 (n)	1,005.00 (n)	0.5%	
Cremated remains, size 2ft x 2ft	200.00 (n)	203.00 (n)	1.5%	
Note 1(a) : If ground conditions allow; two standard coffins may be placed in a single grave space Note 1(b) : If ground conditions do not allow two standard coffins to be placed in a single grave space then a second grave space will be required at the above rate 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)	37.00 (n)	2.8%	
Transfer of Ownership	72.00 (n)	74.00 (n)	2.8%	
h. Choosing Plot for Exclusive Rights of Burial Visiting cemetery with cemetery staff to choose plot	65.00	66.00	1.5%	
i. Exhumation of Coffin - minimum charge	POA	POA		
j. Exhumation of Cremated remains - minimum charge	POA	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	90.00 (n)	92.00 (n)	2.2%	
Single Memorial headstone not exceeding 3 ft. in height - Child Section	140.00 (n)	143.00 (n)	2.1%	
Single Memorial headstone not exceeding 3 ft. in height on single plinth - Adult Lawn Section	200.00 (n)	203.00 (n)	1.5%	
Single Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	300.00 (n)	305.00 (n)	1.7%	
Double Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	360.00 (n)	365.00 (n)	1.4%	
Kerb Set &/or Flatstone Child Plot 6 ft x 3 ft (Traditional Area)	140.00 (n)	143.00 (n)	2.1%	
Kerb Set &/or Flatstone Adults Plot (Single Traditional Area)	330.00 (n)	335.00 (n)	1.5%	
Kerb Set &/or Flatstone Adult Plot (Double Traditional Area)	640.00 (n)	645.00 (n)	0.8%	
Single Vase - Not exceeding 10" in diameter and 8" in height	75.00 (n)	77.00 (n)	2.7%	
Single Tablet - 18" x 18" with or without Vase on any single grave or cremation plot	200.00 (n)	203.00 (n)	1.5%	
Double Tablet - 42" x 18" with or without Vase on any double grave or cremation plot	300.00 (n)	305.00 (n)	1.7%	
Note A vase without any inscription requires no exclusive rights				
l. Burial Information				
Interment information & historical records - up to 5 names/graves	28.00 (n)	28.00 (n)	0.0%	
Interment information & historical records (accompanied) - up to 2 hrs	60.00 (n)	61.00 (n)	1.7%	
m. Cemetery Keys				
Provision of cemetery gate keys	20.00 (n)	20.00 (n)	0.0%	
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	82.00 (n)	84.00 (n)	2.4%	

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
9. Commercial and Chargeable Household Waste (Standard Prices Per Collection)*				£8,600
a. General Waste (Commercial)		<i>(To off-set additional disposal and treatment costs)</i>		
Sacks - per sack or equivalent for 25 to 99 sacks (min 25)	2.00 (n)	2.25 (n)	12.5%	
per sack or equivalent for 100 or more sacks in a single transaction	1.85 (n)	2.10 (n)	13.5%	
Wheeled Bins - 240 litre 20kgs maximum contents weight**	7.30 (n)	7.45 (n)	2.1%	
360 litre 30kgs maximum contents weight**	7.85 (n)	8.00 (n)	1.9%	
660 litre 55kgs maximum contents weight**	11.35 (n)	11.50 (n)	1.3%	
1,100 litre 90kgs maximum contents weight**	15.75 (n)	16.00 (n)	1.6%	
b. Mixed Dry Recycling (Commercial)				
Sacks - (Purple) per sack or equivalent for 25 to 99 sacks (min 25)	1.60 (n)	1.75 (n)	9.4%	
per sack or equivalent for 100 or more sacks in a single transaction	1.50 (n)	1.65 (n)	10.0%	
Wheeled Bins - 240 litre	3.50 (n)	3.75 (n)	7.1%	
360 litre	4.25 (n)	4.60 (n)	8.2%	
660 litre	5.80 (n)	6.25 (n)	7.8%	
1,100 litre	7.60 (n)	8.25 (n)	8.6%	
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)	1.10 (n)	10.0%	
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				£24,370
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Annual Direct Debit in advance	36.00 (n)	38.00 (n)	5.6%	<i>(price for 2021/22 already set)</i>
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Card or Cash	40.00 (n)	45.00 (n)	12.5%	
h. Supplies				
Paper wheeled bin liners (3)	1.85	1.85	0.0%	
Clear or Black Sacks - box of 200	20.00 (n)	22.00 (n)	10.0%	
i. Commercial Food Waste Collections				
Two Wheeled Bins - Each 120-240 litres collected		7.00 (n)	NEW	
j. Food Waste from Charity Shops and Schools***				
Two Wheeled Bins - Each 120-240 litres collected		5.00 (n)	NEW	
k. Monthly rental of wheeled bins (applies only to low frequency collections; < 1/wk)		5.00 (n)	NEW	
* 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)	30.00 (n)	1.7%	
(i) Each household item above 4 items including fridges	14.50 (n)	7.50 (n)	-48.3%	
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	2020/21 Charge £	Proposed 2021/22 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	570 (e)	570 (e)	0.0%	
b. March - Statute	2,525 (e)	2,525 (e)	0.0%	
- Spring	1,240 (e)	1,240 (e)	0.0%	
c. Whittlesey - Summer	395 (e)	395 (e)	0.0%	
- Autumn	395 (e)	395 (e)	0.0%	
- Spring	395 (e)	395 (e)	0.0%	
d. Wisbech - Statute	3,650 (e)	3,650 (e)	0.0%	
- Mart	7,800 (e)	7,800 (e)	0.0%	
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	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
18. Travellers Sites				
- in consultation with Cambs CC	52 wks	52 wks		£3,750
a. Newbridge Lane, Wisbech - per pitch per week	81.15 (e)	82.35 (e)	1.5%	
b. Turf Fen, Murrow - per pitch per week	81.15 (e)	82.35 (e)	1.5%	
c. Seadyke Bank, Murrow - per pitch per week	81.15 (e)	82.35 (e)	1.5%	
d. Fenland Way, Chatteris - per pitch per week	81.15 (e)	82.35 (e)	1.5%	
e. Sandbank, Wisbech St Mary - per pitch per week	81.15 (e)	82.35 (e)	1.5%	
2020/21 Breakdown : Rent £72.98; Water £8.17 (direct recharge) per week				
2021/22 Breakdown : Rent £74.06; Water £8.29 (direct recharge) per week				
19. Homeless Persons				
Creek Road, Hostel	52 wks	52 wks		£1,000
Unit One & Two Daily Rent	7.96 (n)	8.08 (n)	1.5%	
Unit One & Two Daily Service Charge	0.85 (n)	0.86 (n)	1.5%	
Unit Three, Four, Five & Six Daily Rent	6.82 (n)	6.92 (n)	1.5%	
Unit Three, Four, Five & Six Daily Service Charge	0.70 (n)	0.71 (n)	1.5%	
Unit Seven Daily Rent	14.79 (n)	15.01 (n)	1.5%	
Unit Seven Daily Service Charge	2.18 (n)	2.21 (n)	1.5%	
Temporary Accommodation (Leased from Clarion)				
77 West Street, Chatteris	119.66 (n)	121.45 (n)	1.5%	
58 Burcroft Road, Wisbech	115.15 (n)	116.90 (n)	1.5%	
32 Magazine Close, Wisbech	125.91 (n)	127.80 (n)	1.5%	
2 Hawthorne Avenue, Wisbech	122.10 (n)	123.95 (n)	1.5%	
15 Victoria Place, Wisbech	103.83 (n)	105.40 (n)	1.5%	
3 West Street, Wisbech	112.10 (n)	113.80 (n)	1.5%	
19 Duke Street, Wisbech	103.83 (n)	105.40 (n)	1.5%	
26 Burnsfield Estate, Chatteris	122.10 (n)	123.95 (n)	1.5%	
51 Peyton Avenue, March	122.10 (n)	123.95 (n)	1.5%	
20. CCTV				
Viewing Footage - per hour	51.50	51.75	0.5%	
subject to a minimum charge of	103.00	103.50	0.5%	
External Harddrives - to be supplied to FDC				
per CD	3.95	3.95	0.0%	
per DVD	9.15	9.20	0.5%	
per Video print	1.40	1.40	0.0%	
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. Gambling Act 2005 - Permits and Registrations				
New Application				
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%	
Club Gambling Permit	200.00 (n)	200.00 (n)	0.0%	
Club Machine Permit	200.00 (n)	200.00 (n)	0.0%	
Prize Gaming Permit	300.00 (n)	300.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	300.00 (n)	300.00 (n)	0.0%	
Annual Fee				
Gaming Machines initial fee for more than 2 machines	50.00 (n)	50.00 (n)	0.0%	
Club Gambling Permit	50.00 (n)	50.00 (n)	0.0%	
Club Machine Permit	50.00 (n)	50.00 (n)	0.0%	
Renewal Application				
Club Gambling Permit	200.00 (n)	200.00 (n)	0.0%	
Club Machine Permit	200.00 (n)	200.00 (n)	0.0%	
Prize Gaming Permit	300.00 (n)	300.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	300.00 (n)	300.00 (n)	0.0%	
Transitional Application				
Gaming Machines initial fee for more than 2 machines	100.00 (n)	100.00 (n)	0.0%	
Club Gambling Permit	100.00 (n)	100.00 (n)	0.0%	
Club Machine Permit	100.00 (n)	100.00 (n)	0.0%	
Prize Gaming Permit	100.00 (n)	100.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	100.00 (n)	100.00 (n)	0.0%	
Variation Application				
Gaming Machines initial fee for more than 2 machines	100.00 (n)	100.00 (n)	0.0%	
Club Gambling Permit	100.00 (n)	100.00 (n)	0.0%	
Club Machine Permit	100.00 (n)	100.00 (n)	0.0%	
Variation Application				
Transfer Application	25.00 (n)	25.00 (n)	0.0%	
Club Fast track for gaming or gaming machine				
Club Gambling Permit	100.00 (n)	100.00 (n)	0.0%	
Club Machine Permit	100.00 (n)	100.00 (n)	0.0%	
Change of Name				
Gaming Machines initial fee for more than 2 machines	25.00 (n)	25.00 (n)	0.0%	
Prize Gaming Permit	25.00 (n)	25.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	25.00 (n)	25.00 (n)	0.0%	
Copy of Permit				
Gaming Machines initial fee for more than 2 machines	15.00 (n)	15.00 (n)	0.0%	
Club Gambling Permit	15.00 (n)	15.00 (n)	0.0%	
Club Machine Permit	15.00 (n)	15.00 (n)	0.0%	
Prize Gaming Permit	15.00 (n)	15.00 (n)	0.0%	
Unlicensed Family Entertainment Centre	15.00 (n)	15.00 (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				

Description of Charge	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
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	750.00 (n)	750.00 (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%	
Copy of Licence				
Bingo premises licence		25.00 (n)	NEW	
Adult gaming centre premises licence		25.00 (n)	NEW	
Betting premises (track) licence		25.00 (n)	NEW	
Family entertainment centre premises licence		25.00 (n)	NEW	
Betting premises (other) licence		25.00 (n)	NEW	
Notification of Change				
Bingo premises licence		50.00 (n)	NEW	
Adult gaming centre premises licence		50.00 (n)	NEW	
Betting premises (track) licence		50.00 (n)	NEW	
Family entertainment centre premises licence		50.00 (n)	NEW	
Betting premises (other) licence		50.00 (n)	NEW	
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%	
Holders 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				
Scrap Metal Dealers - Site Licence	384.60 (n)	384.60 (n)	0.0%	
f. Scrap Metal Dealers - Collectors Licence				
Scrap Metal Dealers - Collectors Licence	119.40 (n)	119.40 (n)	0.0%	
g. Scrap Metal Dealers - Transfer of Licence				
Scrap Metal Dealers - Transfer of Licence	23.30 (n)	23.30 (n)	0.0%	
h. Scrap Metal Dealers - Variation of Licence				
Scrap Metal Dealers - Variation of Licence	23.30 (n)	23.30 (n)	0.0%	
i. Hypnotism Act Licence				
Hypnotism Act Licence Based on cost recovery of officer time	70.00 (n)	70.00 (n)	0.0%	

Description of Charge	2020/21 Charge £	Proposed 2021/22 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	60.00 (n)	60.00 (n)	0.0%	
j. Drivers Assessment	n/a	n/a		
k. Driver knowledge tests	80.00 (n)	80.00 (n)	0.0%	
l. DBS Fee	55.00 (n)	55.00 (n)	0.0%	
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	2020/21 Charge £	Proposed 2021/22 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	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
1. Land Charges				
a. Residential Basic Search	177.00	177.00	0.0%	
b. Commercial Basic Search	273.00	273.00	0.0%	
c. LLC1	30.00 (n)	30.00 (n)	0.0%	
d. CON29 Residential	147.00	147.00	0.0%	
e. CON29 Commercial	243.00	243.00	0.0%	
<i>For 'cheque payment' requests, the fees for (a) - (e) above will be increased by 10%</i>				
f. CON290 Enquiries (16, 21)	9.60	9.60	0.0%	
g. CON290 Enquiries (22)	19.20	19.20	0.0%	
h. CON290 Enquiries - each	14.40	14.40	0.0%	
i. Optional Extras	18.00	18.00	0.0%	
j. Extra Parcel of Land -each	18.00	18.00	0.0%	
k. Additional information - Further than 10 years previous (per hour)	30.00	30.00	0.0%	
l. 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	2020/21 Charge £	Proposed 2021/22 Charge £	% Increase	Estimated Additional Income £
(iii) Plan negatives - per copy				
A0	35.00	35.00	0.0%	
A1	16.95	16.95	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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Overview and Scrutiny – Draft Work Programme 2020-2021

All Formal meetings are held via Zoom until further notice,
and thereafter will be held in the Council Chamber at Fenland Hall

Meeting Dates

<u>Agenda Despatch Date</u>	<u>Informal pre-meeting</u>			<u>Formal Overview & Scrutiny Meeting</u>		
	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Date</u>	<u>Pre-Brief</u>	<u>Meeting</u>
Thursday 28 May 2020	Monday 1 June 2020	2.00pm	Via Zoom	Monday 8 June 2020	1.00pm	1.30pm
Thursday 7 July 2020	Monday 6 July 2020	2.00pm	Via Zoom	Monday 13 July 2020	1.00pm	1.30pm
Wednesday 26 August 2020	Tuesday 1 September 2020	2.00pm	Via Zoom	Monday 7 September 2020	1.00pm	1.30pm
Thursday 1 October 2020	Monday 5 October 2020	2.00pm	Via Zoom	Monday 12 October 2020	1.00pm	1.30pm
Thursday 29 October 2020	Tuesday 3 November 2020	2.00pm	Via Zoom	Monday 9 November 2020	1.00pm	1.30pm
Thursday 26 November 2020	Tuesday 1 December 2020	2.00pm	Via Zoom	Monday 7 December 2020	1.00pm	1.30pm
Wednesday 30 December 2020	Tuesday 5 January 2021	2.00pm	Via Zoom	Monday 11 January 2021	1.00pm	1.30pm
Thursday 28 January 2021	Monday 1 February 2021	2.00pm	Via Zoom	Monday 8 February 2021	1.00pm	1.30pm
Thursday 25 February 2021	Monday 1 March 2021	2.00pm	Via Zoom	Monday 8 March 2021	1.00pm	1.30pm
Thursday 6 May 2021	Monday 10 May 2021	2.00pm	Via Zoom	Monday 17 May 2021	1.00pm	1.30pm

8 February 2021

Time	Agenda Item	Fenland Corporate Priority	Portfolio Holder/ Officer/ External Witness
13.00 to 13.30 Pre Briefing			
13.30 to 15.30 Meeting	FDC Enforcement Review	Communities	Councillor Murphy Carol Pilson Annabel Tighe
	Progress of Corporate Priority – Environment	Environment	Councillor Murphy Councillor Tierney Phil Hughes, Mark Mathews, Annabel Tighe Carol Pilson
	Community Safety Partnership	Communities	Councillor Mrs Wallwork Carol Pilson, Dan Horn, Alan Boughen and Aarron Locks Police
	Matters arising – Update on previous actions		Anna Goodall
	Future Work Programme 2020/21	Quality Organisation	Chairman Anna Goodall

8 March 2021

Time	Agenda Item	Fenland Corporate Priority	Portfolio Holder/ Officer/ External Witness
13.00 to 13.30 Pre Briefing			
13.30 to 15.30 Meeting	Investment Board Annual Report	Economy	Justin Wingfield Councillor Benney
	Transformation & Communications Portfolio Holder update		Councillor Tierney David Wright Peter Catchpole

	Update on CPCA Growth Service and impact on Economic Development in Fenland	Economy	Councillor Benney Justin Wingfield
	Commercial Investment Strategy	Economy	Councillor Boden Peter Catchpole
	Matters arising – Update on previous actions		Anna Goodall
	Future Work Programme 2020/21	Quality Organisation	Chairman Anna Goodall

17 May 2021

Time	Agenda Item	Fenland Corporate Priority	Portfolio Holder/ Officer/ External Witness
13.00 to 13.30 Pre Briefing			
13.30 to 15.30 Meeting			
	Matters arising – Update on previous actions		Anna Goodall
	Future Work Programme 2020/21	Quality Organisation	Chairman Anna Goodall

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