

AGENDA

CABINET

THURSDAY, 20 JANUARY 2022

4.00 PM

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

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

Whilst this meeting will be held in public, we encourage members of the public to view the meeting via our YouTube channel, due to the Council still observing Covid-19 restrictions.

This meeting of Cabinet can be viewed via You Tube link: <https://youtu.be/lh7OhphNCZc>

- 1 To receive apologies for absence
- 2 Previous Minutes (Pages 3 - 6)

To confirm and sign the minutes of 8 December 2021.
- 3 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified
- 4 To receive members' declaration of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in respect of any item to be discussed at the meeting
- 5 Freedom Leisure Jan-March (Pages 7 - 10)

For Cabinet to consider financial support to be offered to Freedom Leisure for the period January – March 2022.

6 March High Street Project Update and Funding Review (Pages 11 - 22)

The purpose of this report is to update Cabinet on the March Future High Street Fund (FHSF) project. This paper summarises progress to date, as well seeking Cabinet approval to proceed with the next steps within the procurement and governance processes.

7 Authorisation to Dispose of Property by Auction (Pages 23 - 42)

The purpose of this Cabinet report is to confirm that the properties listed in Appendix 1 are surplus to the Council's requirements and recommended for disposal.

8 Fees and Charges (Pages 43 - 66)

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2022/23.

9 Council Tax Support Scheme (Pages 67 - 90)

To consider the outcome of the consultation process on potential changes to the Council Tax Support Scheme for 2022-23 and to recommend to Council the final scheme for implementation with effect from 1 April 2022.

10 Draft 6 Month Cabinet Forward Plan (Pages 91 - 92)

For information purposes.

11 Items which the Chairman has under item 3 deemed urgent

Wednesday, 12 January 2022

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

CABINET



WEDNESDAY, 8 DECEMBER 2021 - 2.00 PM

PRESENT: Councillor C Boden (Chairman), Councillor Mrs J French (Vice-Chairman), Councillor I Benney, Councillor S Clark, Councillor Miss S Hoy, Councillor A Lynn, Councillor P Murphy, Councillor C Seaton and Councillor S Tierney

APOLOGIES: Councillor Mrs D Laws

CAB28/21 PREVIOUS MINUTES

The minutes of the meeting held 21 October 2021 were agreed and signed.

CAB29/21 DRAFT BUSINESS PLAN 2022/23

Members considered the Draft Business Plan 2022/23 report presented by Councillor Boden.

Councillor Boden said he had a few items of concern and referred to page 3 of the report where the average house price is stated as £182.549k. He requested that this be amended to read £182,549. He also referred to the narrative on that page stating that Fenland is the 80th (out of 326) most deprived area in the country, with some wards within the top 10% most deprived. This data was from 2019 and some of these wards no longer exist therefore it is not always easy to translate the information. He doubted that we have more than one ward in the top 10% of the most deprived and requested that officers check the information based on the 2019 data.

Cabinet AGREED to approve the Draft Business Plan 2022-23 for public consultation.

CAB30/21 DRAFT BUDGET 2022/23 AND MEDIUM-TERM FINANCIAL STRATEGY

Members considered the Draft Budget 2022/23 and Medium-Term Financial Strategy report presented by Councillor Boden.

Councillor Boden said it is increasingly the case every year that when we produce these reports it is less certain that the numbers will be the same in 3-4 months' time due to changes in government regulation and revenue support, however the report had been excellently written and speaks for itself.

Councillor Lynn asked if this meant that the figures would change for the better or worse. Councillor Boden responded that some would change for the worse but overall, we will ensure they will change for the better. There are some downside risks within the report which will materialise although he cannot state which.

Councillor Hoy said referring to risks she had previously been asked what the risks in terms of homelessness are and how it affects the budget. We need to acknowledge that for all that we have been doing and for every strategy in place, we do not know the effects that the courts reopening will have. During lockdown many people were not served Section 21 notices; courts will have a massive backlog and we do not know how many people will come forward for housing advice. We have a statutory duty to prevent homelessness, and we must house those with priority need so we could potentially be in a perilous situation. We are putting plans in place, but we must recognise

that this is nothing to do with what Fenland has or has not done but remember this is a national risk being faced by all councils.

Councillor Boden agreed but said that what is important is that we are seeking to mitigate the potential risk by ensuring the unit net cost of support to us is reduced next year compared with this year through various changes in structure of the way in which we provide support and through whom we provide the support.

Councillor Boden suggested that the third recommendation regarding the report be amended to provisionally approve the Capital Programme for 2022-2025 because the FDC element is something we will need to look at when we are considering what changes may need to be made between now and the budget.

Cabinet AGREED that:-

- (i) the draft budget proposals for 2022/23 outlined in this report be approved for consultation;
- (ii) the revised General Fund Budget and revised Capital Programme for 2021/22 be approved;
- (iii) the proposed Capital Programme for 2022-2025 be provisionally approved.

CAB31/21 TREASURY MANAGEMENT STRATEGY STATEMENT & ANNUAL INVESTMENT STRATEGY MID-YEAR REVIEW 2021/22

Members considered the Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Review 2021/22 report presented by Councillor Boden.

Cabinet AGREED to note the report.

CAB32/21 MARCH AREA TRANSPORT STUDY (OUTLINE BUSINESS CASE AND NEXT STEPS)

Members considered the March Area Transport Study (Outline Business Case and Next Steps) report presented by Councillor Seaton.

Councillor Mrs French said at the risk of sounding pedantic although it is important to be correct, she was pleased to hear Councillor Seaton quote the figure of £1.51m as the estimated cost of the small business case and detailed design, as paragraph 1.7 of the report incorrectly states £1.5m. Councillor Boden stated that the figure of £1.5m had been a mistake by the CPCA but had since been addressed.

Councillor Mrs French stated that although work on Upwell Road/Cavalry Drive and Norwood Road were due in February 2022, residents' comments were such that we went back out to consultation and most residents are now happy. She added that we will be in Purdah in April 2023 when construction of the MATs Broad Street Scheme commences, so this will need to be changed.

Councillor Mrs French then referred to Appendix D of the report where it references Twenty Foot Road/High Road and said this should read High Street as there is no High Road in March and it is important to get it correct.

Cabinet AGREED to:

- Note and comment on the conclusions of the March Area Transport Study Outline Business Case.
- Note progress on delivery of the March Minor Schemes approved at the

September 2020 Cabinet.

- **Note the programme and costs for Full Business Case and detailed design of the March package of schemes, providing funding is made available by CPCA Board and a suitable funding agreement between CCC and CPCA is agreed.**


CAB33/21 DRAFT 6 MONTH CABINET FORWARD PLAN

Councillor Boden presented the Cabinet Forward Plan for information.

2.29 pm

Chairman

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| Cabinet Report - 5 | |  |
| Date: | 20 January 2022 | |
| Report Title: | Freedom Leisure - Covid-19 impact and Fenland District Council Support | |

1 Summary

For Cabinet to consider financial support to be offered to Freedom Leisure for the period January – March 2022.

2 Key Issues

- 2.1 In December 2018 Freedom Leisure, a charitable trust, took over the operation and management of the Council's four leisure centres with a 15-year agreement.
- 2.2 This arrangement, after Hudson Leisure Centre capital costs and gym equipment replacement costs, has saved FDC £351,000 p.a. Additionally, a review of contract management staff as a result of the new Freedom contract added £49,000 p.a. to the annual savings, equating to a total of £5.6 million of savings over the life of the contract.
- 2.3 Freedom is dependent on income and cash flow to manage the business. As a large organisation, they have capacity to absorb market conditions and respond in a more agile manner than a Council might. The business is, however, dependent on income from paying customers therefore following the significant impact of Covid 19, the Council has provided a series of support packages in line with the Council's leisure contract.
- 2.4 Leisure centres have reopened and performance is more positive than expected – but remains below pre-covid rates.
- 2.5 In early December Freedom was expecting an operating surplus for the final quarter of the year. Given the points made above it is prudent to not expect this to occur and to work on an operational support cost of £0, whilst continuing to work together on an open book basis and deferring management fees.
- 2.6 The Council has an expectation that, with effect from April 1st 2022, it will no longer be necessary to extend the financial support which has been provided to Freedom Leisure following the operating restrictions imposed on leisure centres by Central Government in Spring 2020.

3 Recommendations:

It is recommended that:

- 3.1 Fenland District Council provides the Phase VII financial relief to Freedom Leisure set out in these recommendations and detailed in section 5 of this report.
- 3.2 FDC defers the monthly management fee of £39,600 per month for January – March 2022, at an estimated cost to the Council of £118,800, repayable in accordance with the terms set out at paragraph 3.4 of these recommendations.
- 3.3 FDC continues to support Freedom Leisure on an open book basis.

- 3.4 Repayment of the £118,800 described in paragraph 3.2 of these recommendations shall become payable through an annual deduction of 75% of any profit generated in excess of the levels predicted in the LOBTA (Leisure Operators Base Trading Account). This is a change from the current 50/50 profit share and will be subject to the performance of the business over the contract period.
- 3.5 The Monitoring Officer and s.151 Officer are authorised to put in place all necessary arrangements to give effect to the agreed recommendations to include entry into the necessary legal arrangements and expenditure of the amounts described from existing budget provisions.

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| Wards Affected | All Wards |
| Portfolio Holders | Cllr Sam Clark, Portfolio Holder for Leisure Cllr Chris Boden, Leader of the Council and Portfolio Holder for Finance |
| Report Originators | Phil Hughes, Head of Leisure Services Carol Pilson, Corporate Director Peter Catchpole, Corporate Director Amy Brown, Chief Solicitor |
| Contact Officers | Paul Medd, Chief Executive paulmedd@fenland.gov.uk Carol Pilson, Corporate Director cpilson@fenland.gov.uk Peter Catchpole, Corporate Director and Section 151 Officer petercatchpole@fenland.gov.uk Phil Hughes, Head of Leisure Services phughes@fenland.gov.uk Amy Brown, Chief Solicitor abrown@fenland.gov.uk |
| Background Papers | 2020/21 Cabinet Reports 2021/22 Cabinet Reports NLRF application pack Confidential: Freedom Leisure modelled income and expenditure Confidential: LOBTA - Leisure Operators Base Trading Account |

4 Reconciliation and summary of support provided to Freedom Leisure from April 2020 to March 2021 and support provided from April 2021 - December 2021

4.1 2020/21 Financial Reconciliation

The total support agreed by Cabinet for Freedom for financial year 2020/21 consists of:

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|----------------------------------|------------------|------------------------|
| Phase I support | £277,668 | |
| Phase II support | £276,582 | |
| Phase III support | £295,322 | |
| Less: | | |
| Income support grant | (£321,139) | |
| NLRF grant | <u>(£69,962)</u> | |
| Net total support 2020/21 | | <u>£458,471</u> |

4.2 2021/22 Financial Support

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|---|------------------|------------------------|
| Net Phase IV support (April – June 2021) | | |
| Deferred management fees payable to FDC: | £114,000 | |
| Financial support | £37,998 | |
| Less: | | |
| Income support grant | (£80,670) | |
| NLRF Grant | <u>(£37,998)</u> | |
| Net Phase IV support (April-June 2021) | | £33,330 |
| Net Phase V Support (July – September 2021) | | £114,000 |
| Net Phase VI Support (October – December 2021) | | <u>£114,000</u> |
| Net total support April – December 2021 | | <u>£261,330</u> |

5 Proposed Phase VII Support: January – March 2022

- 5.1 Fenland has a contract with Freedom Leisure that is now into the fourth year of a 15-year contract. The significant efficiencies and savings that the contract has allowed FDC are expected to return during the remaining contract term.
- 5.2 The recovery of the leisure sector from April 2021 onwards has been far more positive than initial modelling and financial projections. The Fenland contract with Freedom is doing particularly well, when compared across the other local authority contracts that Freedom manages. Learn to Swim memberships are performing particularly well, with fitness memberships performing in the top quartile of Freedom's local authority contract too.
- 5.3 Whilst the overall recovery picture is more positive than anticipated, Freedom will still require some support from FDC in the coming months. Whilst operational costs are expected to be cost neutral – subject to the impact of omicron - FDC is expected to need to defer the management fee for the January – March 2022 period of £118,800. This will be recouped from Freedom on similar terms to previous management fee deferments – by a larger share of any future excess profits that the contract may make.

- 5.4 The estimated net total support cost to FDC for the period January – March 2022 will be £118,800.
- 5.5 It should be noted that the Council is keen to recoup the financial support identified in this report using this mechanism. However, the Council recognises that repayment levels are uncertain due to the nature of future income levels, determined by customer demand and due to the fact that the profit share only applies after the contracted profit has been taken by Freedom.
- 5.6 The Council has an expectation that, with effect from April 1st 2022, it will no longer be necessary to extend the financial support which has been provided to Freedom Leisure following the operating restrictions imposed on leisure centres by Central Government in Spring 2020.

6 Contractual Options Assessment

- 6.1 Cabinet should be aware that previous support made to Freedom was a contractual obligation. The continuing shortfall in Freedom's income is a direct result of the Covid 19 changes in law, and it is reasonable to argue that the change of law provisions in the contract do enable FDC's level of support to reflect the fact that Freedom's income will not return to pre-Covid levels immediately. There is a contrary argument that FDC has no obligation to support Freedom financially from 19 July when the law changed back to the pre-Covid law (i.e. no social distancing). However, even if this were correct, FDC is not obliged under the contract to require this adjustment and there are sound commercial arguments not to do so in the context of FDC's relationship with a valued, long term partner – these are set out below and provide a good argument that FDC is acting in the same way as a private sector operator would in not adjusting the payments under the contract and thus there is no subsidy to Freedom.
- 6.2 To ensure that FDC maintains the long-term contract with Freedom and the future savings that this will accrue to the Council, as well as offering the potential to recoup the deferred management fees, an approach of continuing to support Freedom as a valued partner is recommended.
- 6.3 If the Council attempts to negotiate a reduction in the currently proposed relief package such that only partial support is provided, it will impact on the services that can be delivered and would therefore put Freedom in a disadvantageous position in terms of re-establishing its competitive position in the market and ultimately the level of profit required to offset the payments made.
- 6.4 If the Council provides the relief package on the terms identified, due diligence suggests that this will put Freedom in the best possible business position to recover over the coming year. Nevertheless, it is acknowledged that there remains a possibility that trends will not evolve as expected which could result in a requirement to remodel the proposed operational model and / or ultimately to revisit the relief package. Of all the options however, the report recommendation provides Freedom and the Council with the best opportunity to work towards the realisation of the originally predicted savings and programme of improvements originally planned for the benefit of our community.

In conclusion, continued deferral of the management fee maintains the partnership in the best possible position for a return to pre-covid financial performance in April 2022, with no further subsidy to the contract. It also avoids the wider implications of taking the leisure centre service back in house where the effect would be evident not only in budgetary terms but also potentially in relation to the level of service that could be provided.

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| Agenda Item No: | 6 |  |
| Committee: | Cabinet | |
| Date: | 20 January 2022 | |
| Report Title: | March, Future High Street Fund progress update, procurement and governance report | |

1 Purpose / Summary

- The purpose of this report is to update Cabinet on the March Future High Street Fund (FHSF) project. This paper summarises progress to date, as well seeking Cabinet approval to proceed with the next steps within the procurement and governance processes.

2 Key issues

- The government is committed to helping local high streets evolve and adapt to the changing high street experience. They created the Future High Street Fund with over £1 billion of funding available.
- In December 2020 DLUHC announced that March had been offered a grant of £6,447,129 giving total funding available to the project of £8,447,129 (£6,447,129 DLUHC + £2,000,000 CPCA grant). In March 2021 Cabinet agreed to accept the funding from both DLUHC and CPCA.
- The project is being managed in a close collaborative partnership with Cambridgeshire County Council's Highways Major Infrastructure Team and in conjunction with the March Area Transport Strategy project. As the project impacts on CCC assets and the CCC team has the expertise to manage projects of this magnitude, this collaborative approach was anticipated within our bid documents.
- The project is progressing on budget and on time. Little funding has been spent at this point as the project is in the design and planning stage. Larger sums will be spent at construction stage, with the first of these in the market place in summer 2022.

3 Recommendations

1. That Cabinet notes the positive progress of the project as detailed in the report.
2. That Cabinet authorises the Portfolio Holder for Social Mobility and Heritage to work with officers to enter into a memorandum of understanding with CCC to continue the collaborative partnership that already exists, taking the project through to its completion in 2023.
3. That Cabinet authorises the Portfolio Holder for Social Mobility and Heritage to work with officers to enter into an agreement with a CCC Joint Procurement Service Framework supplier to develop final designs and the open tender procurement package for the Broad Street public realm and Riverside workstreams, as approved by the Member Steering Group and Project Board.
4. That Cabinet authorises the Portfolio Holder for Social Mobility and Heritage to work with officers to expedite the most efficient way of procuring and entering into an agreement with a supplier to develop designs for the Market Place workstream as well as

the construction of the final design, as approved by the Member Steering Group and Project Board.

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| Wards Affected | March Wards |
| Forward Plan Reference | KEY/03DEC21/01 |
| Portfolio Holder | Cllr Chris Boden - Leader of the Council Cllr Chris Seaton - Portfolio Holder for Social Mobility and Heritage Cllr Jan French - Deputy Leader of the Council |
| Report Originator | Phil Hughes - Acting Assistant Director |
| Contact Officer | Paul Medd - Chief Executive Simon Machen - Corporate Growth and Regeneration Advisor Phil Hughes - Acting Assistant Director Jo Blackmore - Executive Officer |
| Background Papers | Previous Cabinet Papers regarding March Future High Street Project |

4 Project Update Summary

Work has been progressing well, in collaboration with Cambridgeshire County Council's Highways Major Infrastructure Team. The delivery timetable for the main construction works remains challenging but remains on track.

4.1 Member Steering Group

The Member Steering Group, led by Cllr Seaton, has been fully engaged in decision making around direction and scope of the project with regular update meetings taking place to give guidance and direction to the project team. Some of these have taken place in the town itself to ensure that Members and the Project Team are clear on what is being proposed and what may or may not work in the area. The regular nature of the meetings has been important in ensuring that the project continues on programme with the delivery programme for the major infrastructure works running to a tight deadline, with limited scope for slippage.

4.2 Working in Partnership with CCC Major Infrastructure Design Team

Working in collaboration with CCC to develop and project manage the project was an expectation from the very start and is contained within FDC's original bid document to DLUHC. This is both necessary and desirable as CCC owns and is responsible for all of the road that is being altered in Broad Street, as well as the pavement, and will also be responsible for the bulk of the public realm space in 'new' Broad Street. Further, the CCC team has the capacity and skills necessary to work with FDC on the management of a large infrastructure project that has many complex issues associated with it. FDC's engineering team will also be involved in the project with regular meetings planned with CCC.

Reference to Cabinet Recommendation 2

4.2.1 CCC's costs of working together with the FDC team have been included within the project estimates for Broad Street, Riverside and Market Place but are not applicable in the Acre and Vacant units workstreams.

4.2.2 FDC will continue to work closely in collaboration with the CCC team. The cost of this support is approximately £300,000 p.a. and is an anticipated and budgeted for cost for a project relating to works of around £6m in overall value.

4.3 Riverside and Broad Street progress

FDC and CCC have agreed processes and responsibilities relating to the project with the partnership working productively in a close collaborative manner. These two workstreams, alongside the March Area Transport Strategy funded road and roundabout alterations, are large, complex infrastructure projects. The planning and assessment phases are particularly detailed to ensure that what is finally designed and goes out to open tender is what the client (i.e. FDC Members) aspire to, and is deliverable within budget and timeframe.

Following production of an artist's impression for the Riverside area, outline feasibility designs for all elements were agreed with FDC Members. Atkins, FDC's chosen preliminary design agency, submitted a fee proposal which was reviewed by officers and the company have subsequently been engaged and appointed to undertake the preliminary design and investigation works. Atkins first site visits to undertake this work started in December 2021 with topographical surveys.

Reference to Cabinet Recommendation 3

4.3.1 Following the satisfactory completion of the preliminary design works, a supplier will be procured, via the CCC Joint Procurement Service Framework, to develop final designs and the

open tender procurement package for the Broad Street public realm and Riverside workstreams. The value of this work is anticipated to be in the region of £250,000, but the value may vary to a lower level depending on the outcomes of the ongoing preliminary design work. This sum is budgeted for in the overall project costs.

In order to provide up to date information to the design agency, FDC has held meetings with Stagecoach regarding the re-routing of busses that currently make U-turns in Broad Street. Stagecoach is pleased with the double bus stop arrangement in each direction and is now engaged with the design process, with further meetings planned. A perfect solution may not be possible as a U-turn will no longer be possible in Broad Street.

Following discussions with CCC new, as well as the current locations, have been identified for both loading and taxi ranks as part of the scheme. The proposals include two new taxi ranks located at the north and south of the town with the inclusion of time limited loading / unloading included toward the south of Broad Street, at the junction of Greys Lane.

Following recommendations from the Member Steering Group, the Town Council has been consulted regarding the location of an alternative public toilet facility. This will be included adjacent to the new Riverside area. The creation of the toilet block is outside the financial scope of the Future High Streets Fund, with FDC funding this through capital works. The replacement facility will be in place in December 2022, prior to the demolition of the current toilet block.

FDC's Planning, Conservation and Engineering teams form part of a broader FDC officer group and have been consulted regarding the draft designs, having the opportunity to feed into the project and will remain engaged throughout the project.

4.4 Future procurement and governance requirements

The bulk of money to be spent on Riverside and Broad Street will be in the construction phase in 2023. The tender procurement documentation for this work is highlighted in 4.3.1 above. The method of procurement for the construction phase of Riverside and Broad Street with CCC is yet to be confirmed. Once an approach has been agreed by partners this will inform any passporting to CCC, or otherwise, of the substantial sums of grant funding required for the construction phase.

A further report will be brought to Cabinet later in 2022 highlighting the confirmed approach and putting in place appropriate governance for moving the construction phase procurement and payment for that work forwards.

Note that preliminary designs are now underway, with a final design stage to follow that. Whilst the image below is what designers are working to, be aware that there is no seating featured yet, trees may move and Broad Street pedestrian crossing points will be raised.

[illegible]

4.6 Broad Street - current images

It is very much worth considering what Broad Street currently looks like after considering the draft design above. The project has commissioned aerial photography to ensure a record of the changes to the area are available to evidence the impact that the FHSF improvements will have. In the images below you can see a street dominated by cars that is not an attractive or healthy area to shop in and incredibly difficult should you require the use of a wheelchair.

Consider these images with the draft design; it becomes increasingly apparent what an impact the FHSF project will have in Broad Street - offering shoppers a lovely space to dwell in within the heart of March. This dwell time should improve viability of shops, increase the number of people meeting friends in town and hopefully increase the number of on-street cafes and eateries in the future.

Viability and the future economic success of the town is the crux of the FHSF project, and these images emphasise how positive the future should look for March.





4.7 Riverside

Note that preliminary designs are now underway, with a final design stage to follow that. Whilst the image below is a draft that designers are working to, be aware that the mooring is flush to the riverbank, with building as shown, trees are an illustration and any design has to take account of what is underground, riverbank stability and the topology of the area.



4.8 Market Place Progress

Following consultation with Members, the Market Place element has been revised to a more cost-effective solution which now retains parking capacity whilst also providing a new and high-quality environment for market traders and the public.

Reference to Cabinet recommendation 4

4.8.1 FDC is working in collaboration with CCC highways partners to expedite the most efficient way of procuring a designer to commence preliminary and final design works in the coming weeks, with topographical surveys already undertaken. The cost of this work will be in the region of £60,000 and has been budgeted for in the project cost.

4.8.2 The construction phase of this workstream includes a large area of York Stone paving for pedestrians outside of the Town Hall and a wider pedestrian area in this space, alongside improved luminaires in the lights, resurfacing and relining of the car park and other paving improvements surrounding the market place. The draft sketch designs have been approved by the Member Steering Group following on site discussions. The construction phase is anticipated to cost in the region of £500,000.

4.8.3 CCC and FDC officers are working together to expedite the most efficient way of procuring a contractor for construction works, with the expected cost of the construction phase budgeted for in the overall project cost. The expected cost is lower than anticipated, as car parking is being retained, negating the requirement for resurfacing in stone - a material not suitable for a car park.

4.8.3 The project programme anticipates construction works to commence in summer 2022 with an estimated delivery schedule of around 6 weeks. Officers intend to work with market traders over the coming months to identify an alternative location for markets to be held whilst works are undertaken to improve the market place.

4.9 Acre Road workstream

There have been planning applications made regarding some land adjacent to the Acre Road area that FDC was considering for the FHSF workstream. FDC has undertaken valuation work and legal due diligence work regarding the Acre Road area but will pause to see if the FHSF project has encouraged private development to move forwards in Acre Road - without an injection of public sector financial support.

4.10 Vacant Units Activation Grant Scheme

As part of the Future Highstreets package, FDC was also granted funding to deliver a range of grant programmes for vacant and dis-used space in the town centre. Grant set up has progressed significantly with two specific vacant space grants proposed:

- Living Over the Shops Scheme (LOTS)
- Vacant Unit Activation Scheme (VUAS).

Both grants comprise of funding for private owners of up to £25,000 to convert disused space above retail premises into flats or to reinstate vacant units to a more lettable quality respectively.

FDC is learning from other recent grant schemes that have been managed to ensure that the processes are simple for property owners to use. The Vacant Unit Activation fund is set to launch requests for expressions of interest in mid-January 2022. The Living Above the Shops Grant is now scheduled for launch later on in the programme to align with the positive press around the delivery of the marketplace redevelopment.

4.11 Web Pages and Communications Plan

In order to keep the community up to date with all progress across the Future Highstreets Fund, a number of web pages with information relating to the workstreams is available on FDC's website; [March Future High Streets Fund - Fenland District Council](#)

These pages will be kept up to date with news and project updates to ensure a consistent stream of information from FDC to the general public. There is also a Frequently Asked Questions page which should assist in answering general questions about the programme.

A communications plan is in place with an officer group meeting monthly to ensure delivery. This will become increasingly important as we approach significant construction works in 2023. Informing businesses and the local community regarding roadworks in Broad Street will be critical to ensure that the town does not become congested. It is worth noting that there will not be any significant north or south bound lane closures (as occurred during the recent gas main issue). The phasing of the works will be such that a lane north and south will be open for the majority of the work.

5 Financial Implications

The project remains on time and on budget. Changes to the original Market Place and Riverside projects have ensured that the overall Broad Street and Riverside packages remain affordable. FDC is in receipt of funding from DLUHC to cover the period to December 2022. A further memorandum of understanding (MoU) will be agreed with DLUHC in spring 2022, with officers expecting this MoU to confirm the final grant that will cover the main construction costs in 2023.

6 Legal Implications

- 6.1 Grant funders are satisfied with the joint working and procurement approaches that FDC and CCC are taking.
- 6.2 FDC is discussing with the CCC procurement team to ensure that all steps are in line with both organisations' procurement and governance arrangements, with access to all frameworks available to FDC where necessary.
- 6.3 Procurement:

The arrangements with CCC are based on collaborative working and are designed to fall with Regulation 12(7) of the Public Contracts Regulations 2015 (PCR). This requires the following conditions to be fulfilled:

- The contract establishes or implements a co-operation between the participating contracting authorities with the aim of ensuring that public services they have to perform are provided with a view to achieving objectives they have in common.
- The implementation of that co-operation is governed solely by considerations relating to the public interest.
- The participating contracting authorities perform on the open market less than 20% of the activities concerned by the co-operation.

With these conditions fulfilled, the activities funded by CCC as part of the collaborative arrangement will not require to be tendered by FDC. As required by the PCR, the co-operation is based on a co-operative concept, where both authorities commit to contribute towards the co-operative performance of the public service in question. In addition, the funding for CCC's contribution is governed solely by considerations relating to the public interest (i.e. is on a not for profit basis). Each of FDC and CCC have public service objectives in common. In the case of CCC, as noted above, it is the highway authority and much of the work is to be carried out on the highway. FDC's objectives relate to regeneration and improvement of an area within its boundaries.

The arrangements are governed by a memorandum of understanding.

All works and services otherwise to be carried out will be procured using CCC frameworks. CCC and FDC officers are ensuring that FDC is entitled to call off from these frameworks and that the scope of the call offs will be compliant with the frameworks.


6.4 Powers:

FDC will enter into the arrangements with CCC using its powers under section 1 of the Localism Act 2011.

6.5 Subsidy control:

All contractors and consultants will be appointed via call offs from compliantly procured frameworks and so should not be paid any more than market rates. On that basis they will not be receiving a specific economic advantage and so will not be receiving a subsidy.

CCC will be receiving funds which it will use to carry out its public functions or for purposes ancillary to its public functions. On this basis it will not be behaving as an economic actor and so will not be receiving any subsidy.

| | | |
|-----------------|--------------------------------------|---|
| Agenda Item No: | 7 |  |
| Committee: | CABINET | |
| Date: | 20 th January 2022 | |
| Report Title: | PROPOSED DISPOSAL OF PROPERTY ASSETS | |

PART 1 – PUBLIC DOCUMENT

1.0 Purpose / Summary:

The purpose of this Cabinet report is to confirm that the properties listed in Appendix 1 are surplus to the Council's requirements and recommended for disposal.

2.0 Key issues:

- 2.1 The Council faces stark choices regarding funding the services it delivers, compounded by continuing pressures on its budget and the need to become much more commercial in its approach.
- 2.2 To support the Council's aspirations and the future capital programme it is necessary to dispose of surplus assets which the Council owns.
- 2.3 15 sites (low value and/or challenging sites) from the surplus land register have been identified as suitable for disposal. These sites have been identified and described at Appendix 1.
- 2.4 These proposed sites have been considered alongside the emerging Investment Strategy and are not considered to meet the current criteria for retention.

3.0 Recommendation:

Members are requested to consider the report and it is recommended that:

- 3.1 Members approve the list of sites listed at Appendix 1 to this report as surplus and recommended for disposal.
- 3.2 If Members agree to the above recommendation, then it is further requested that authority to determine:
 - a) the method and terms of sale either by way of auction, by openly marketed private treaty or by special purchaser private treaty and
 - b) the reserve price at auction, or acceptance of an offer pre or post auction or the acceptance of an offer to purchase by private treaty

is delegated to the Corporate Director and Chief Finance Officer in consultation with the Leader of the Council and Portfolio Holder for Economic Growth in respect of properties where the likely and actual sale price exceeds the existing delegated authority of the aforementioned Officers and Members

| | |
|----------------------------|---|
| Wards Affected | Various |
| Portfolio Holder(s) | Cllr Chris Boden – Leader & Finance Portfolio Holder Cllr Ian Benney – Portfolio Holder for Economic Growth & Assets |
| Report Originator | Peter Lapham– Interim Disposals Surveyor Peter Catchpole – Corporate Director and Chief Finance Officer |
| Background Paper(s) | None |

Report: PROPOSED DISPOSAL OF PROPERTY ASSETS

4.0 Background/Introduction:

- 4.1 In order to support the Council's aspirations, mitigate budget constraints and fund the future capital programme it is necessary to dispose of surplus assets which the Council owns but no longer requires to deliver its core services and functions, or to develop itself. This is a rationale already agreed previously by Members via the adopted Asset Management Plan.
- 4.2 Officers are tasked with preparing such surplus sites for disposal and have previously opted to dispose of such sites by private treaty. Unfortunately, private treaty disposals often become protracted over many months, either by unknown site impediments, third party claims to rights of way or buyers seeking to renegotiate or withdraw from the sale. Such unforeseen difficulties increase the amount of officer time required to resolve such matters and increase the amount of time from preparing the site for sale to receiving the capital receipt.
- 4.3 There are some sites that Officers will still consider selling on a private treaty basis, where for instance, securing planning permission could provide a worthwhile increase to the capital value of the site, or where a "special purchaser" situation exists.
- 4.4 As an alternative disposal option or where surplus sites may have limited development potential or suffer from obvious impediments, commercial property auctions offer a cost-effective method of realising a capital receipt at 'best consideration' without the delays often attributed to private treaty disposals. Commercial property auction is considered the best option to optimise value at low cost and upon the fall of the hammer a purchaser is 'locked in' as contracts for sale exchange when the hammer falls and a deposit is taken from the purchaser in the auction room (usually 10% of purchase price). On occasion, early offers or post auction offers, if a property fails to meet its reserve price, can be negotiated and accepted, and the Purchaser is required to sign the auction contract under auction conditions, again providing the same benefit of an immediate exchange as would be achieved in the auction room.
- 4.5 The selected sites have been chosen from the list of surplus sites, some having been approved by the previous Cabinet. They are not regeneration or strategic sites and of the 15 only 1 site generates an income which is of a nominal sum. The sites do not fit existing or emerging policy criteria for retention and therefore are appropriate for disposal.
- 4.6 This report therefore seeks Cabinet's approval for the disposal of 15 surplus assets with the delegation of the method of disposal, acceptance of offers and setting of reserve

prices to the Corporate Director and Chief Finance Officer in consultation with the Leader of the Council and Portfolio Holder for Economic Growth.

5.0 Proposal:

- 5.1 A list of 15 surplus sites have been identified as suitable for disposal. These sites have been identified and described at Appendix 1. Each property will be considered on its own merits, considering current and future development potential and use, likely purchasers, authorised and unauthorised third-party rights, access arrangements and likely proceeds. This will inform an Officer recommendation to submit for delegated approval as to the method of sale, whether the Council should submit a planning application to sell with a consent and additionally whether any form of overage is to be placed upon a sale.
- 5.2 Previous Cabinet reports submitted in June 2018 and June 2019 list a number of sites including some of which are listed here in Appendix 1. Approval was sought for various site-specific methods of sale across the list of properties and also sought approval for reserve prices. To provide clarity and update approvals, the list in Appendix 1 sets out all properties that are under current consideration for sale. The recommendation in paragraph 3.2 for delegation of all other matters allows a dynamic process to be adopted, able to adapt to any changes in planning policy, site impediments, market conditions and buyer sentiment.

6.0 Land Value and Method of Sale

- 6.1 Disposal by auction is often considered to be the ultimate test of 'market value', exposing the property to a live market, where purchasing is open and transparent. A sale by auction will satisfy FDC's need to secure best consideration and will also enable a much faster and efficient method of disposal particularly for low value and/or complex sites.
- 6.2 Disposal by private treaty on the open market will require full and open marketing by all suitable means by a local agent, to include website listings, for sale boards and local advertising. Such activity will maximise interest from potential purchasers and in most cases generate competitive bidding. Offers will then be considered on all terms such as sources of funding, timing, track record and any conditionality attached to the offer. If the offer is subject to the grant of planning consent, what would constitute a satisfactory planning consent, terms of any overage requested or offered for future uplift in value created by the grant of a planning consent or improved planning consent.
- 6.3 Disposal to a special purchaser by private treaty would typically be a sale to a neighbouring owner to whom combining their existing property with the Council's interest would create additional value over and above that which would be enjoyed by any other third party purchasing the land from the Council. Such transactions would seek to extract additional value to the Council and seek to include overage provisions to share in future enhancements in value through the grant of planning consent.
- 6.4 Where appropriate Officers will seek to protect any future uplift in value by the inclusion of a clawback or overage provision. In the event that an initial lower sales value gives rise to increased value at a later date, say for example where planning permission might be granted or enhanced, the Council will be entitled to a fair share of such uplift in value.
- 6.5 The Council's in-house Surveyors will assess reserve values, these values will be cross-checked and agreed in principle with the Auctioneers subject to approval under delegated powers

7.0 Ward Member Notification & Marketing:

- 7.1 It is intended, subject to Cabinet approving the proposals contained within this report, that Officers will provide advance notification (no less than 1 month) to Ward Councillors to make them aware of the planned disposals within their wards. Such an approach will ensure that Councillors are aware of the timing of such disposals and will enable them to forward enquiries onto the relevant Council Officer.
- 7.2 As local resident interest is likely to be piqued by the proposed disposal of surplus assets, it is planned, to notify (where appropriate) adjoining owners/residents of the potential sales by the erection of 'for sale' boards. This will afford neighbouring residents the opportunity to know what is happening and to bid or to make an offer for the land, in the same way that any interested party could, should they so wish.

8.0 Financial Risks:

- 8.1 Revenue Implications – The disposal of these 15 surplus sites will reduce, by a modest amount, the sums expended in keeping the sites tidy, safe & secure and will remove the ongoing liabilities associated with holding such sites.
- 8.2 Capital Implications – The disposal will contribute towards the Council's need to secure additional capital receipts

9.0 Risk Assessment:

- 9.1 The sale of assets reduces the risk to the Council arising from the duties under the Occupiers Liability Acts 1957 and 1984.
- 9.2 There are no risks relevant to the consideration of this decision. The declaration of the land as surplus to FDC's requirements will allow these assets to be sold for best consideration. Risks may exist as to the sale price and timing of a sale due to the various issues outlined above, however with a flexible process through delegated powers Council Officers will be enabled to act quickly and effectively to maximise the opportunity on each sale

10.0 Conclusion:

- 10.1 Following previous approvals of sites the approval of this in line with the Recommendations will enable a clear and flexible strategy to be implemented to generate capital receipts, reduce ongoing maintenance and public liability for these sites. In some cases, the disposals will enable further residential development, increasing the number of houses within the district and playing a part in increasing Council Tax income and New Homes Bonus income to the Council.

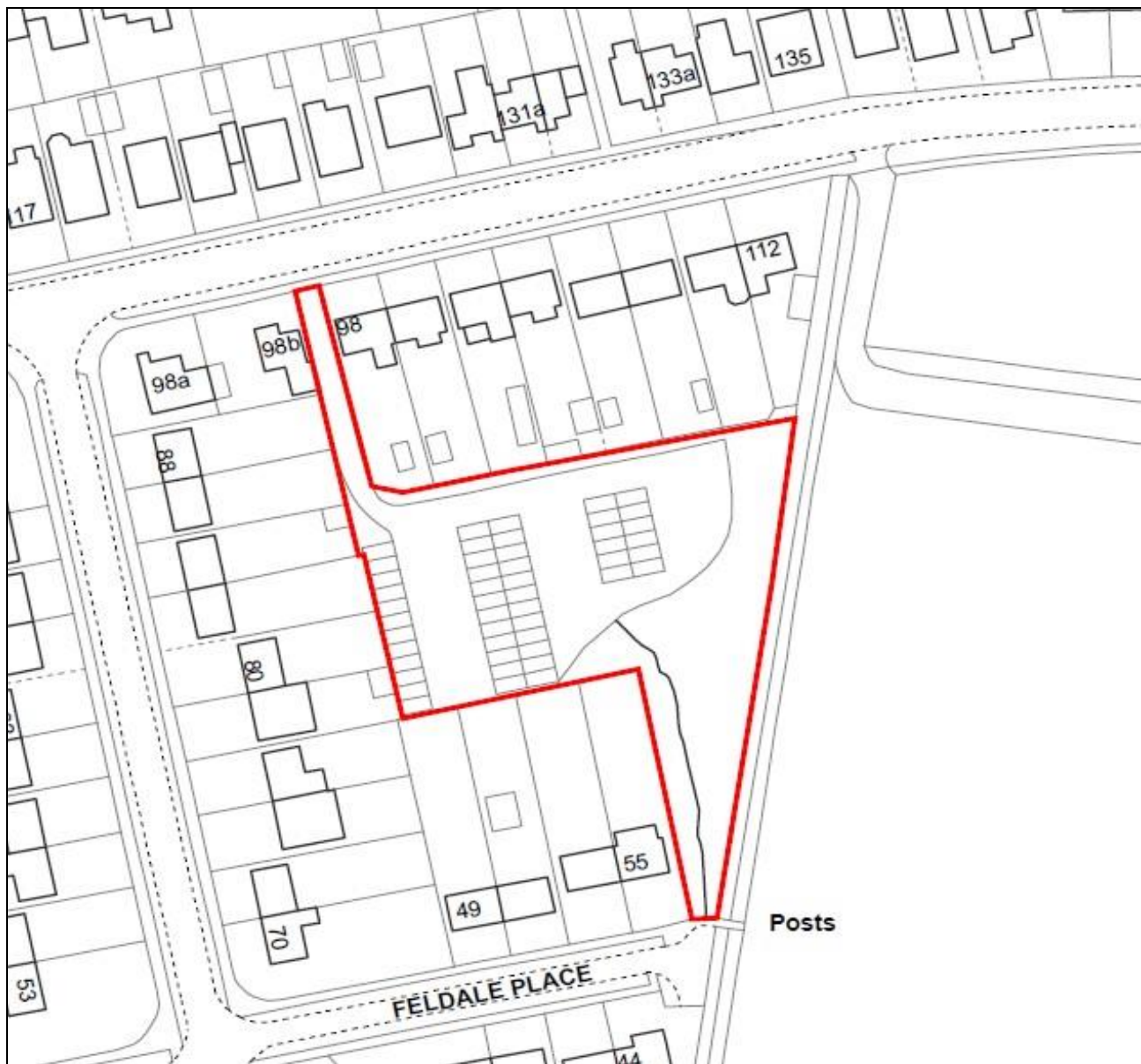
Appendix 1 – Sites to be declared Surplus and available for disposal

| | |
|--|------------------------|
| Drybread Road | Whittlesey, PE7 1XL |
| Eastwood, adj No 1 | Chatteris, PE16 6RX |
| Grounds Avenue | March, PE15 9BG |
| Riverside Gardens | Parson Drove, PE13 4JX |
| Birch Fen - east of by pass | Chatteris, PE16 6JP |
| Mile Tree Lane | Wisbech, PE13 4TR |
| Crown Avenue | Christchurch, PE14 9NE |
| Inhams Close | Murrow, PE13 4HS |
| 32-32a Station Road | Manea, PE15 0HA |
| Land at the Sycamores | Chatteris, PE16 6EA |
| 14 Curf Terrace, Doddington Rd - Land adj to | Chatteris PE16 6UB |
| Hurst Avenue | March, PE15 9BG |
| Upwell Road (remainder) | March , PE15 0DA |
| Gibside Avenue | Chatteris PE16 6SU |
| The Birches | Wisbech St Mary |

Drybread Road, Whittlesey

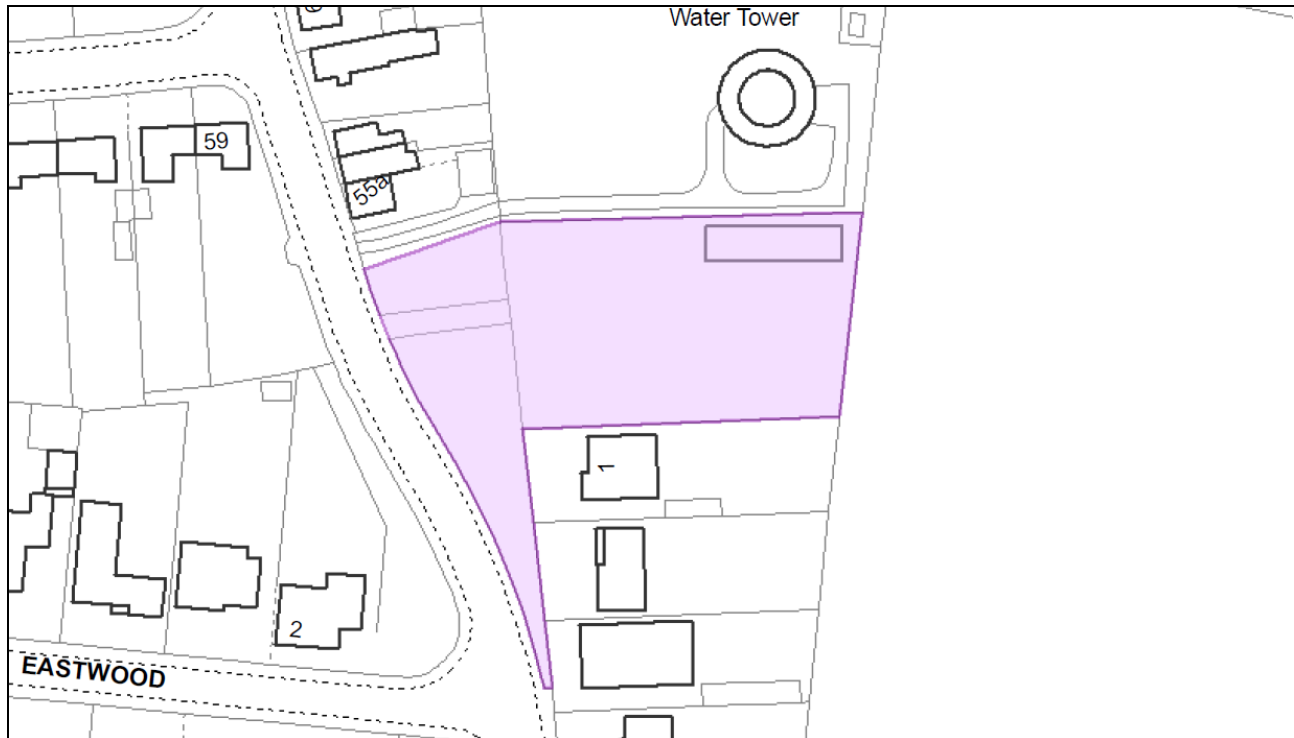
A largely rectangular former garage site of approximately 0.787 acres

The site is constrained by having two narrow accesses, but is in an established residential area, and therefore has potential for residential redevelopment.



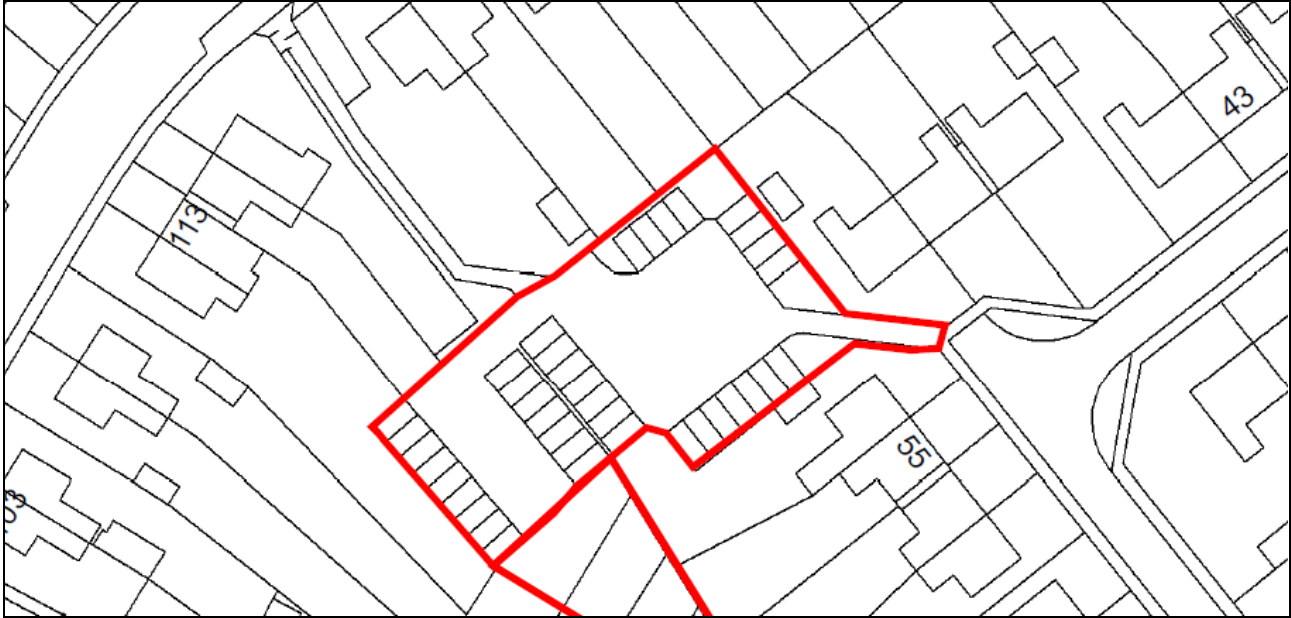
Land adjacent to 1 Eastwood, Chatteris

A site of approximately 0.65 acres, adjacent to the access for Chatteris Leisure Centre and Cromwell Community School. It is currently in use for informal car parking along the north of the access road. The extent of any parking provision required is to be determined prior to progressing any planning permission or sale of land that may become surplus to parking need.



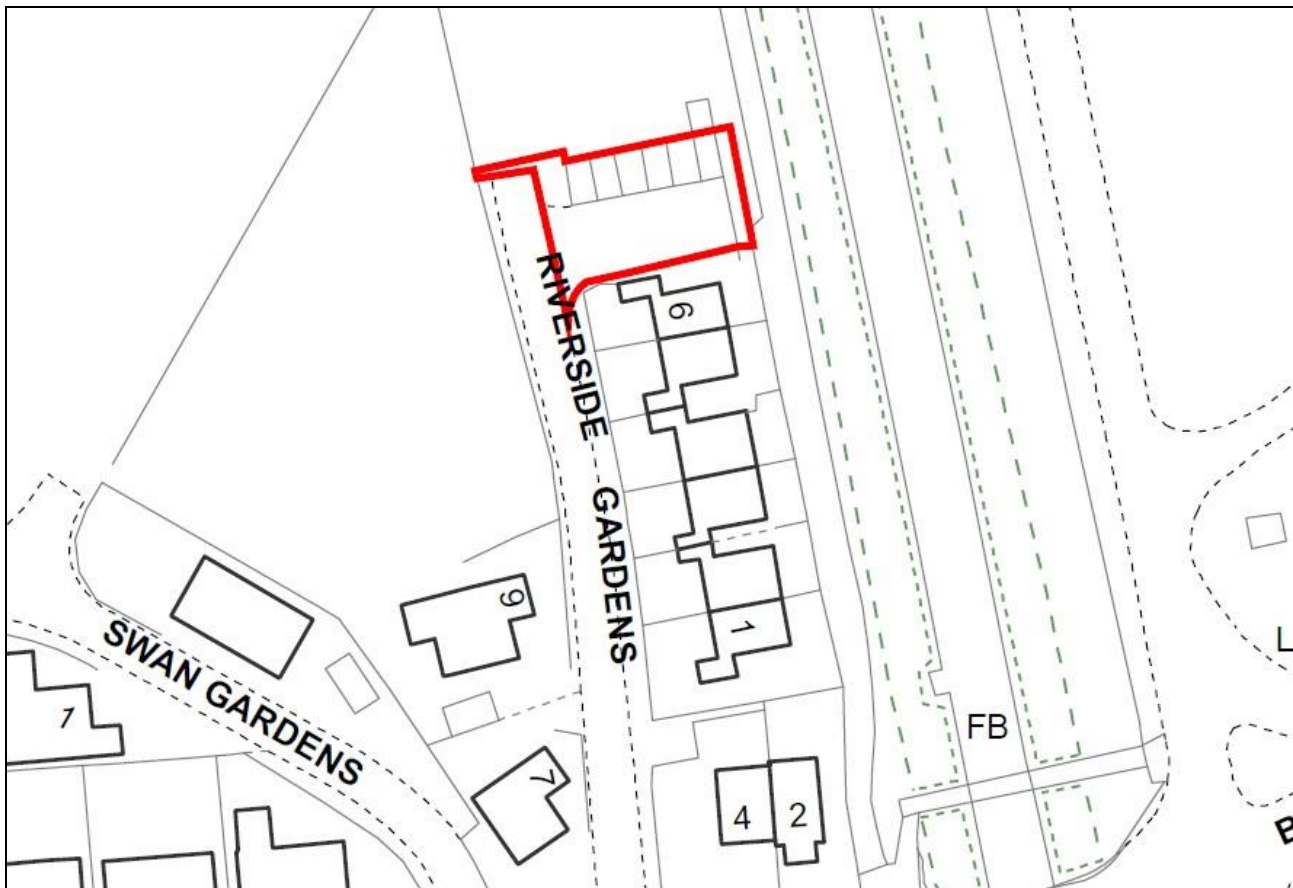
Grounds Avenue, March

This site extends to approximately 0.326 acres. It is a former garage site used by local residents for informal parking. The site is constrained by only having narrow access for vehicles. The surrounding area is in established residential use and accordingly the site has potential for residential redevelopment.



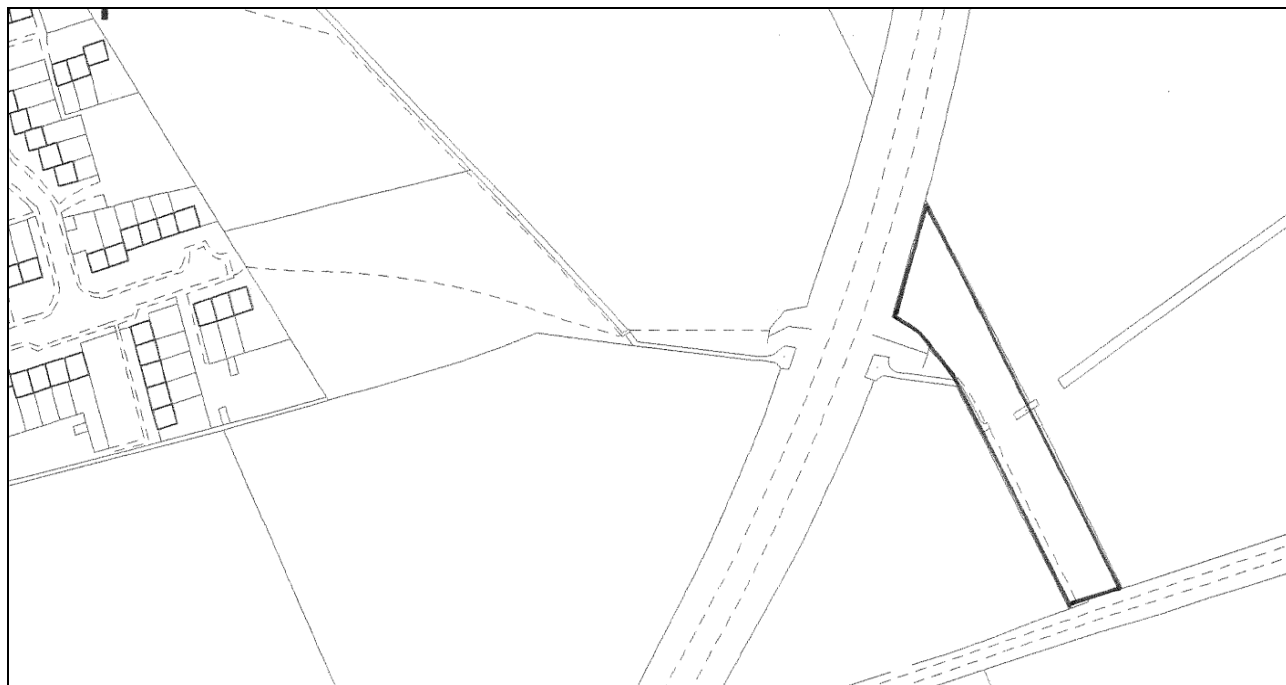
Riverside Gardens, Parson Drove

A disused garage site of 0.076 acres located at the end of Riverside Gardens, a narrow no through road. The site is in Flood Zone 3 and would be a challenging site upon which to gain a consent for development.



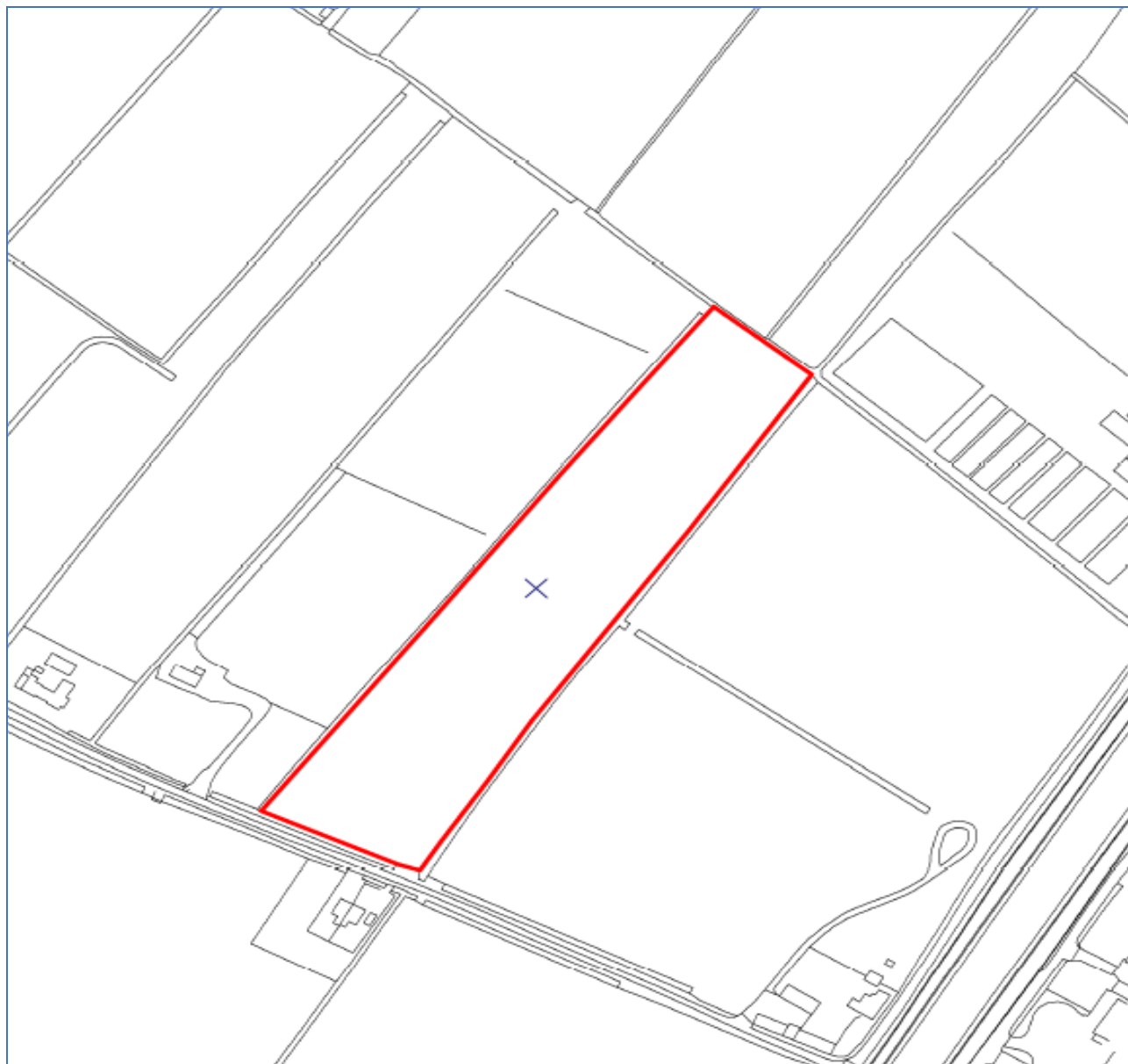
Birch Fen, Chatteris

A parcel of 0.7acre of agricultural land located just outside Chatteris, approximately 100 metres to the east of The Elms, and east of the by-pass. The site is accessible from Birch Fen Drove. This land is unlikely to have redevelopment potential.



Mile Tree Lane, Wisbech

4.95 acres of agricultural land to the north of Mile Tree Lane. This land is currently let for agricultural use. The site is in flood zone 3 and being in open countryside is unlikely to be suitable for residential development in the near future.



Crown Avenue, Christchurch

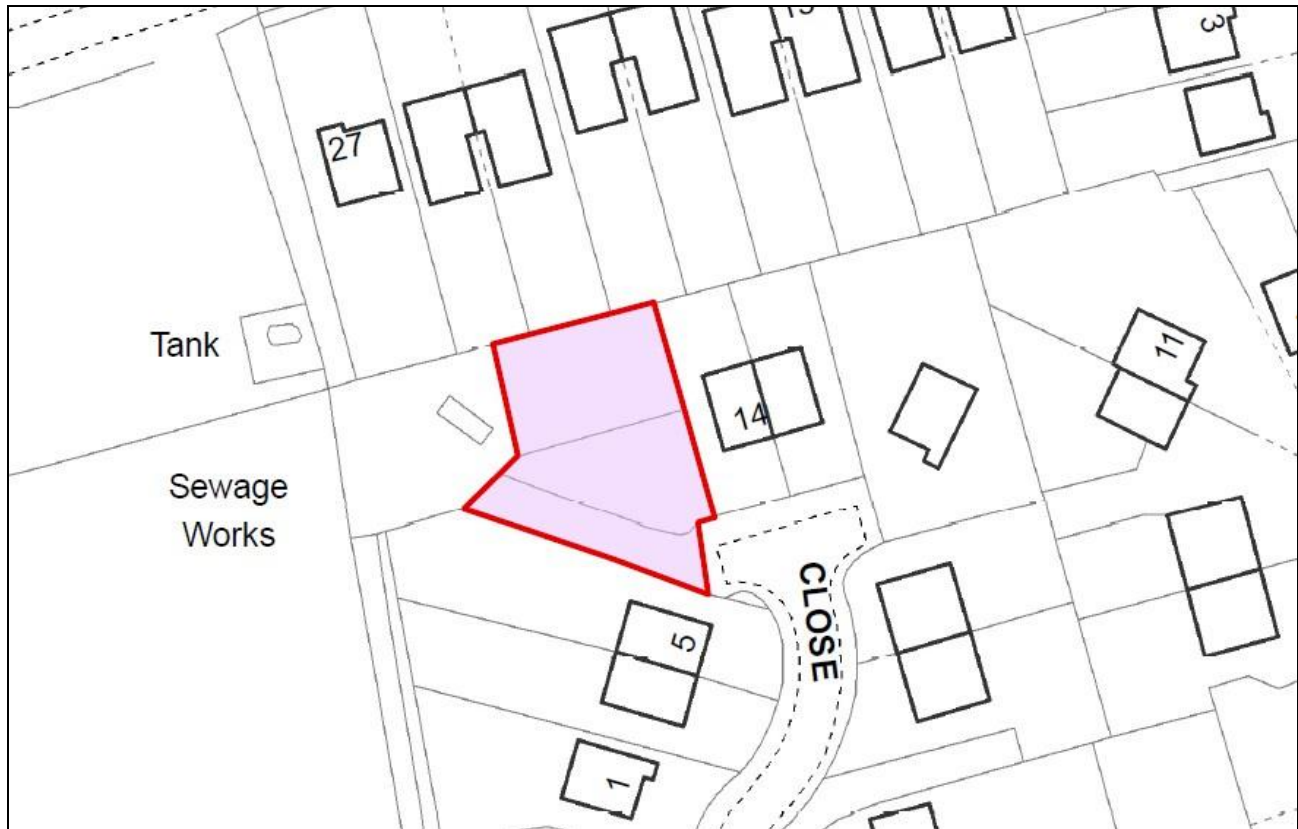
Site of a former sewage treatment works, and measuring approximately 0.115 acres. This site is located at the end of Crown Avenue, behind a house owned by Clarion Housing Association. The site abuts open fields on its west side and school playing fields to its south side.

The site would appear to have potential for a modest single dwelling.



Inhams Close, Murrow

Site of approximately 0.14 acres which abuts a sewage treatment works on its western boundary and abuts 14 Inhams Close (owned by Clarion Housing Association) on its eastern boundary. The site includes the vehicular accessway to the sewage treatment works. It is considered suitable for development.



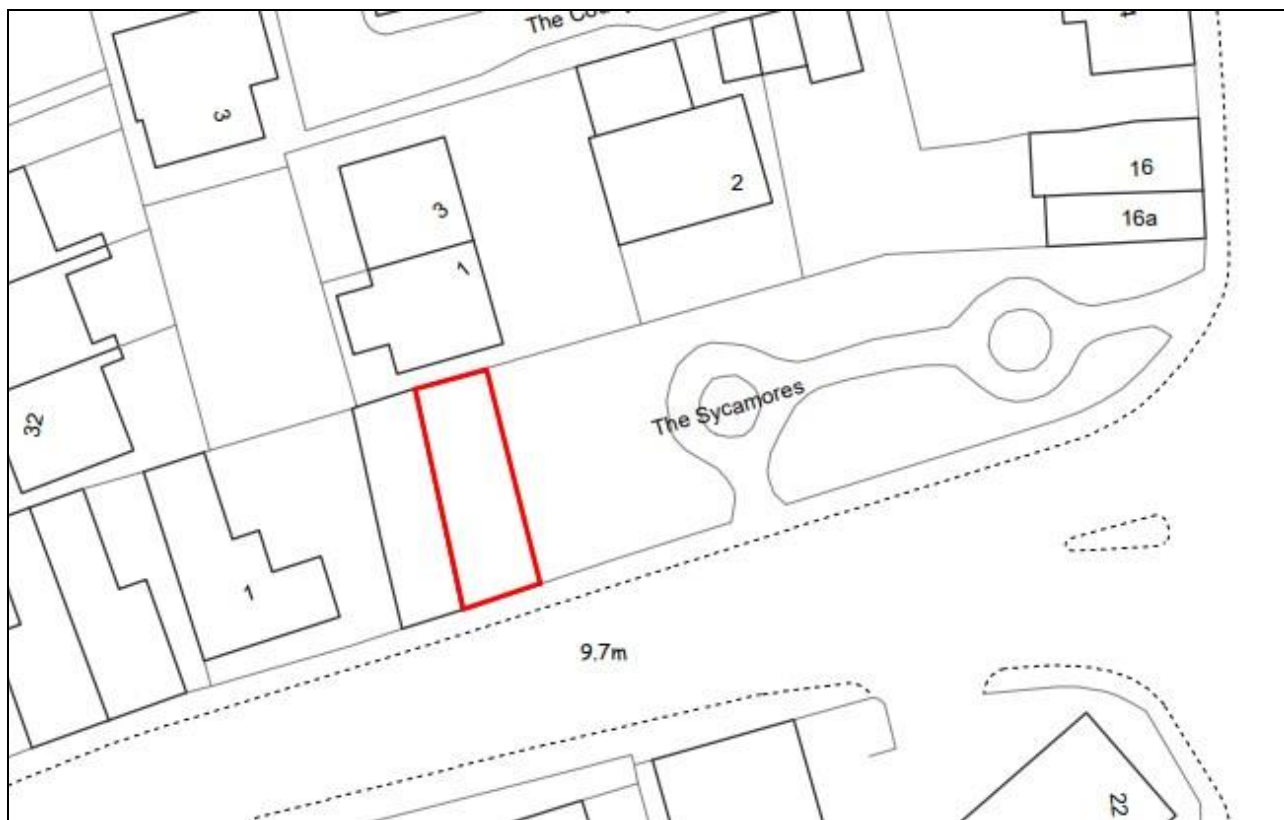
Land between 32 and 32A Station Road, Manea

A small, triangular shaped parcel of land of approximately 142 m² on Station Road between house numbers 32 and 32A. Historical encroachments from both neighbouring properties.



Land adjacent to The Sycamores, Huntingdon Road, Chatteris

A small parcel of land next to the Old Bakery on Huntingdon Road which although is not held as Public Open Space land, is maintained by the Council as such, and forms a natural extension to the prominent open space gardens on the corner with West Park Street. The land is separated from the main part of the land by the driveway into The Sycamores. Interest has been expressed in this land for parking.



Former Sewage Treatment Works, rear of 14 Curf Terrace, Doddington Road, Chatteris

A former sewage treatment works site, decommissioned by Anglian Water some years ago. The site measures approximately 0.137 acres.

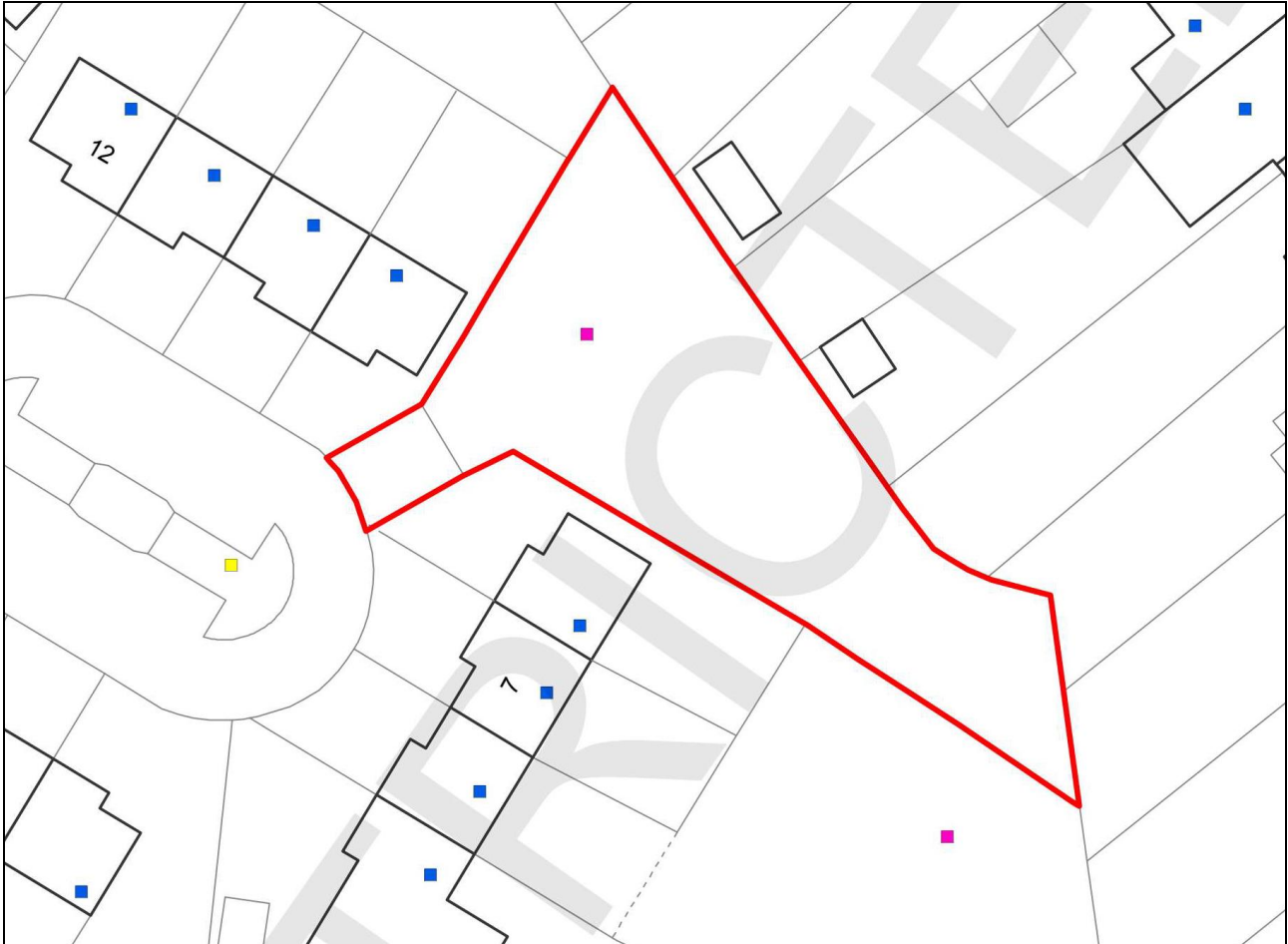
The site lies to the rear of the houses fronting Doddington Road, with an area of unregistered land between the site and the public Highway.



Hurst Avenue, March

An awkwardly shaped, undeveloped grassed site of 0.147 acres located in an established residential area between existing bungalows, discussions with Planners indicate that the site would be suitable in principle, for the development of a single residential dwelling.

Note that the Council will need to seek the variation of a covenant contained within the Housing Stock Transfer with Clarion Housing Group for this site in order to smooth the sale process.



Upwell Road (land to the north of No. 84), March

A site with an area of 0.25 acres being irregular in shape positioned to the rear of 84 Upwell Road. It is laid out as a car parking areas vehicular access is via Smiths Drive (not Upwell Road) crossing Clarion owned land (rights to be determined).

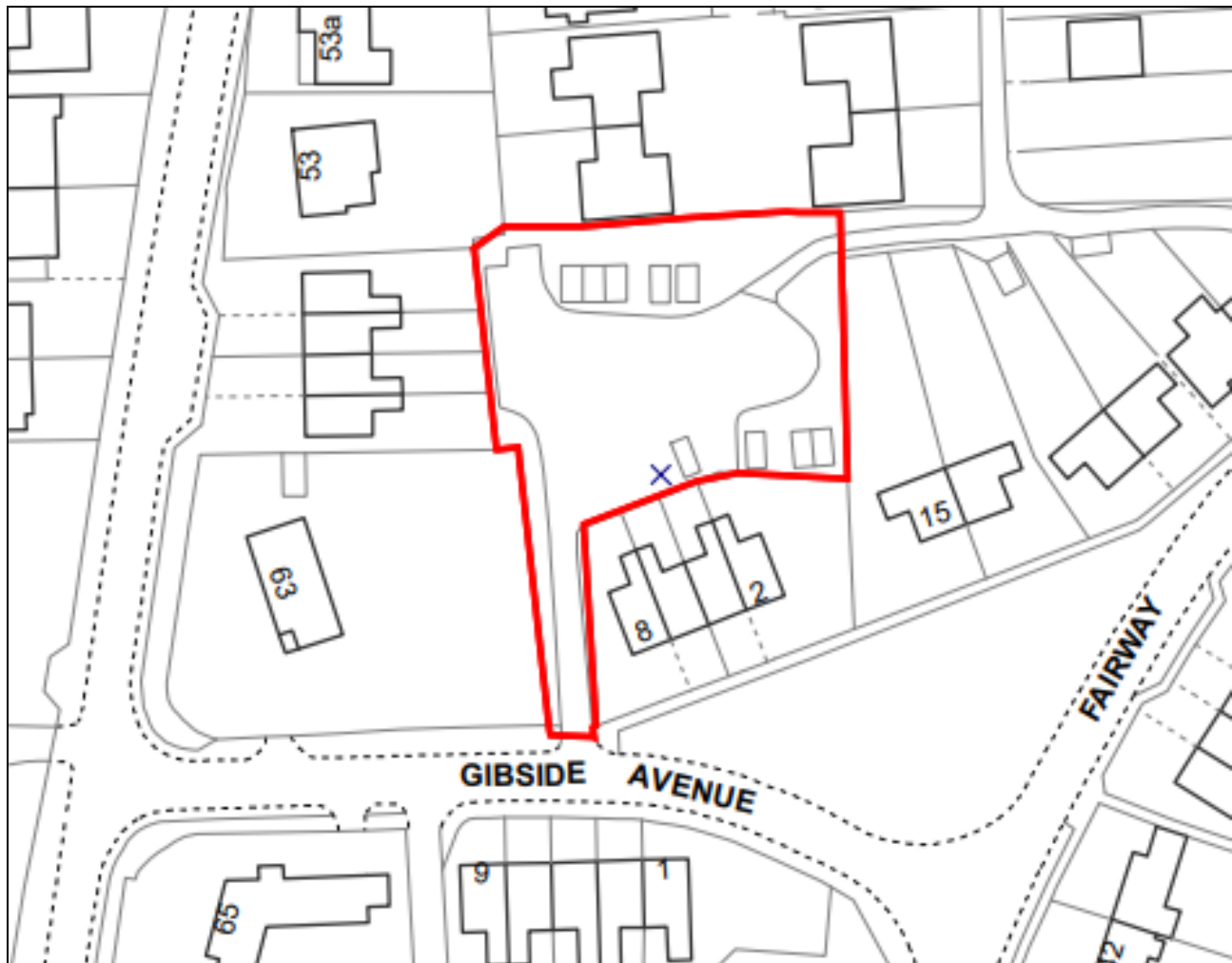
Potential development of this site is constrained by underground utilities.

Note that the Council will need to seek the variation of a covenant contained within the Housing Stock Transfer with Clarion Housing Group for this site in order to smooth the sale process.



Gibside Avenue, Chatteris

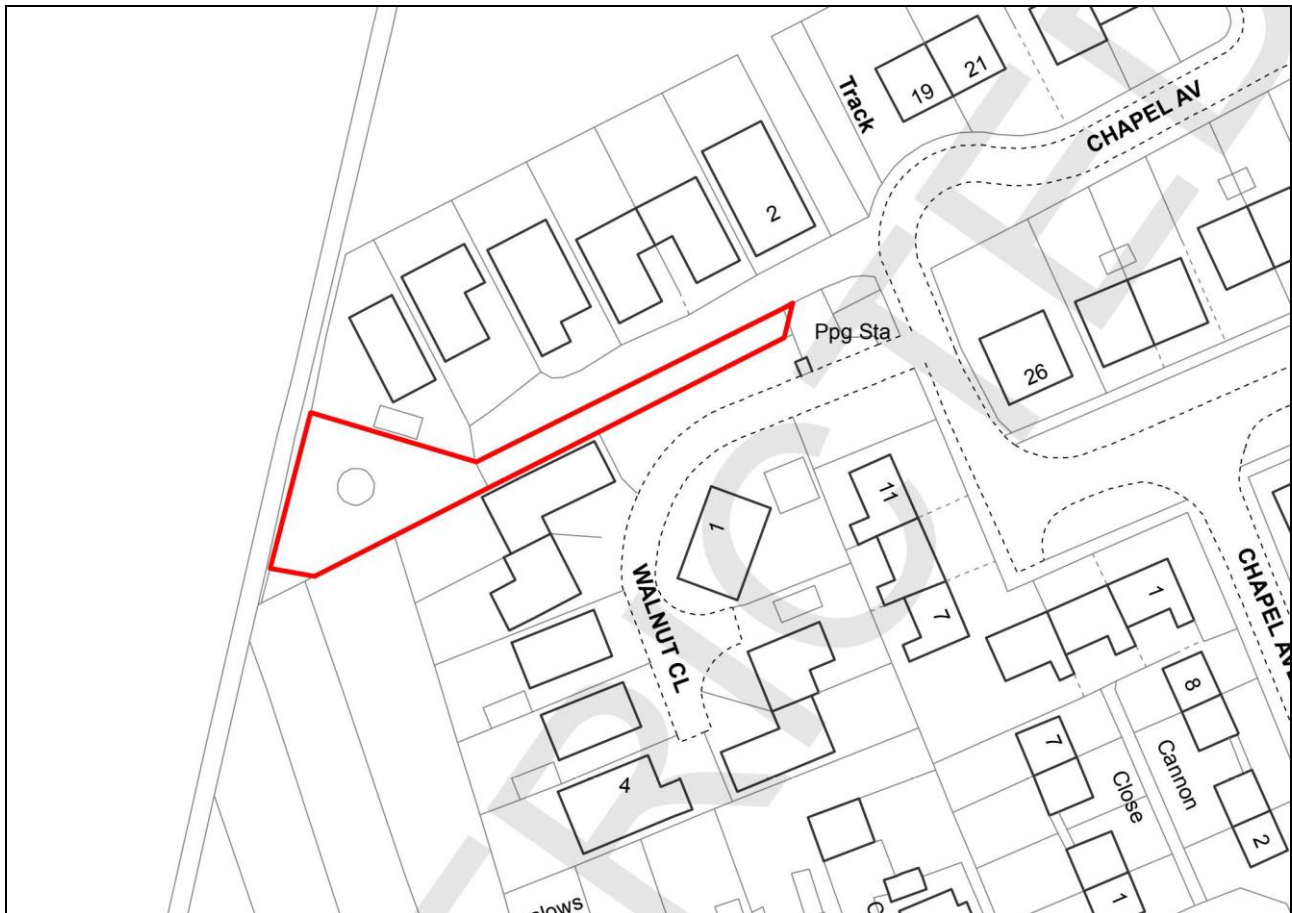
A former garage site and future residential development site, of some 0.434 acres located in an established residential area. It is currently being used for ad hoc parking (unsurfaced), with several garages in existence, albeit their usage/occupation is undetermined. There are potential unauthorised rights to resolve prior to determining the most appropriate method of sale.




The Birches, off Chapel Road, Wisbech St. Mary

This is problematic site of 0.139 acres for development, access is relatively long and narrow leading to an overgrown former sewage treatment works site, with ditch beyond. There are weight restriction issues, as access involves crossing deep wells for which Anglian Water cannot give any guarantee as to suitability for vehicular use. The FDC registered title does not abut the highway.

Note that the Council will need to seek the variation of a covenant contained within the Housing Stock Transfer with Clarion Housing Group for this site in order to smooth the sale process.



Agenda Item 8

| | | |
|-----------------|--------------------------|--|
| Agenda Item No: | 8 |  |
| Committee: | Cabinet | |
| Date: | 20 January 2022 | |
| Report Title: | Fees and Charges 2022/23 | |

Cover sheet:

1 Purpose / Summary

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2022/23.


2 Key issues

- The Panel is meeting on the 17 January 2022 to review the Council's Fees and Charges for 2022/23, in line with the Budget Strategy considered by Cabinet on 8 December 2021.
- The report detailing the proposals to be considered by the Overview and Scrutiny Panel is attached.
- The fees and charges for 2022/23 considered by the Overview and Scrutiny Panel are at Appendix A of the attached report.
- Members will be updated at the meeting with the recommendations of the Overview and Scrutiny Panel.

3 Recommendations

- Members consider the recommendations of the Overview and Scrutiny Panel and approve the Fees and Charges for 2022/23.

| | |
|-------------------------------|--|
| 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 Mark Saunders, Chief Accountant |
| Contact Officer(s) | Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant |
| Background Paper(s) | Draft Medium Term Financial Strategy and General Fund Budget 2022/23. |

| | | |
|-----------------|------------------------------------|--|
| Agenda Item No: | |  |
| Committee: | Overview & Scrutiny Panel | |
| Date: | 17 January 2022 | |
| Report Title: | Review of Fees and Charges 2022/23 | |

Cover sheet:

4 Purpose / Summary

To review the Council's Fees and Charges for 2022/23, in line with the Budget Strategy considered by Cabinet on 8 December 2021.

5 Key issues

- At a separate agenda item, the draft Budget report for 2022/23 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 5.1% (November 2021), steadily increasing over the last twelve months from a rate of 0.3% (November 2020). Inflation is forecast to continue to rise over the coming months before reducing slightly towards the end of next year. Current and forecast rates are significantly higher than the historically low figures seen in previous years and this has been reflected, where appropriate in the proposals for increases in 2022/23.
- 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 2022/23 are attached at Appendix A.
- The proposals would, at current usage levels, generate further income from fees and charges of an estimated £62,500. This amount is £24,500 higher than the income levels included in the draft budget report which had assumed increases based on the September 2021 CPI of 3.1%.
- 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 level of savings required in the 2022/23 budget.
- 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 2022/23.

| | |
|-------------------------------|--|
| 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 Mark Saunders, Chief Accountant |
| Contact Officer(s) | Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant |
| Background Paper(s) | Draft Medium Term Financial Strategy and General Fund Budget 2022/23. |

Report:

1 INTRODUCTION

- 1.1 The Draft Medium Term Financial Strategy and General Fund Budget 2022/23 considered by Cabinet on 8 December 2021 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 5.1% (November 2021), a significant increase over the last twelve months (0.3% in November 2020);
 - (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 2022/23. The proposals detailed in this report will, overall, exceed the income levels included in the Draft Budget report by £24,500 as the September CPI figure of 3.1% was used for estimated fee increases. 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 2022/23, 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 other bodies 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 Health – Process Authorisation Fees and Ship Sanitation Certificates
 - Planning Fees

There is no discretion in the setting of these fees. The only increases planned for 2022/23 are for Ship Sanitation Certificates as set by the Association of Port Health Authorities (as detailed in Appendix A).

- 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 2022/23.
- 2.5 Taking into account the principles detailed in 1.2 above, all Service Teams have assessed their charges for 2022/23 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 5.1% and forecast to increase over the coming months, where appropriate the charges have been increased by this figure. 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 2021/22, particularly at Port Sutton Bridge and with no significant improvement forecast for 2022/23, it is proposed that these charges be increased by CPI.
- 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

- Commercial fees (Wharfage Dues) are proposed to increase by CPI to keep pace with the costs of providing this service. These fees are still broadly in line with neighbouring authorities.
- Ancilliary charges relating to both the statutory and commercial operations of the port have been reviewed and these are proposed to increase by CPI to reflect the cost of providing these services.
- Yacht Harbour berthing rates and ancillary charges are proposed to increase by CPI to keep pace with the costs of providing this service. 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

- All rents and associated charges are proposed to increase by CPI. The proposed rents would apply to new tenants and following rent reviews for existing tenants.

- There has been a significant impact on room hire income over the past two years resulting from restrictions imposed during the Covid-19 pandemic. These rates were not increased in 2021/22 and it is proposed to increase these by CPI for 2022/23. The proposed charges are still considered to be competitive.

4 COMMUNITIES, ENVIRONMENT, LEISURE & PLANNING SERVICES

4.1 Generally, only minor changes to environment charges are being proposed for 2022/23 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 by CPI, 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, no increases in charges are being proposed.
- The Bulky Household Waste collection charge was rationalised in 2021/22 to make the charges more transparent and easier to calculate for customers, thereby supporting the approach to reduce the appeal of illegal collection services. For 2022/23 the number of items in a bulky collection is proposed to increase from 4 to 5 for the minimum £30 fee.
- 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 five years. As the charges for 2022/23 have already been set (annual subscription if paid by direct debit to remain at £38 and if paid by debit card/cash, to remain at £45), the estimated financial impact of the scheme has been included in the draft budget 2022/23.

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 3.1% 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 3.1% are being proposed at Creek Road Hostel in line with the social housing rent formula calculation. No increases in rents of the temporary accommodation properties (leased from Clarion) are being proposed as this would adversely affect the amount of housing benefit subsidy the Council would receive.

4.7 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 2022/23.
- 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 2022/23.
- No increase in ancillary charges is proposed as very limited income is generated from these.

4.8 Licensing

- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005 are set by government and no increases are proposed for 2022/23. To reflect the full range of services provided, the schedule of fees 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. Fees are proposed to increase by CPI for 2022/23.
- Proposed increases in Hackney Carriage/Private Hire Licences charges include for the recovery of the cost of new software to enable processes to become more digital. Consequently, the proposed charges for 2022/23 are higher than CPI but subsequent years charges will not require the same level of increase as it is envisaged that less officer time will be required in the future.

5 RESOURCES & CUSTOMER SERVICES

5.1 Land Charges

- No increase in the basic search fees is 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 2022/23.
- This service is currently undertaking a data migration project with HM Land Registry and from some point in 2022 (likely to be April/May 2022) we will no longer provide the LLC1 search service (including Full Residential and Commercial Searches), as this will be obtained directly from the Land Registry. We will however retain fees relating to CON29 residential and commercial and all the additional questions.
- The estimated financial impact of this data migration project has been included in the draft budget 2022/23.

5.2 Electoral Registration

- These fees are set by government and no further increases are planned for 2022/23.

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 £62,500. This amount is £24,500 higher than the income levels included in the draft budget report which had assumed increases based on the September 2021 CPI of 3.1%. Any reduction in the level of increases proposed will increase the pressure on the level of savings required in the 2022/23 budget.
- 6.2 The total estimated fees and charges which will be included in the final budget report for 2022/23, will take into account the agreed level of fees together with estimated usage/activity levels.

2022/23 Fees and Charges - with effect from 1 April 2022

Service Group

| | |
|--|-------|
| Growth & Infrastructure | |
| Communities, Environment, Leisure & Planning | |
| Resources & Customer Services | |

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 | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|----------------------------|------------------------------------|---------------|--|
| PORT OF WISBECH AUTHORITY (NENE PORTS) FEES & CHARGES | | | | |
| 1. <u>Harbour and Light Dues</u> | | | | £5,970 |
| a. To Wisbech - per G.T. | 0.528 (z) | 0.555 (z) | 5.1% | |
| b. To Sutton Bridge - per G.T. | 0.442 (z) | 0.465 (z) | 5.2% | |
| Oil Spill Prevention Charge - per ship per visit | 19.80 | 20.80 | 5.1% | |
| 2. <u>Conservancy Dues</u> | | | | £4,720 |
| a. To Wisbech - per G.T. | 0.395 (z) | 0.415 (z) | 5.1% | |
| b. To Sutton Bridge - per G.T. | 0.395 (z) | 0.415 (z) | 5.1% | |
| 3. <u>Wharfage Dues (Wisbech Only)</u> | | | | £5,330 |
| (i) Steel & Iron products - per tonne | 0.531 (z) | 0.558 (z) | 5.1% | |
| (ii) Timber (Deals, battens, boards etc) - per cu.m. | 0.542 (z) | 0.570 (z) | 5.2% | |
| (iii) Timber (Plywood, hardboard etc) - per cu.m. | 0.687 (z) | 0.722 (z) | 5.1% | |
| (iv) Grain, Animal Feeds - per tonne | 0.502 (z) | 0.528 (z) | 5.2% | |
| (v) Fertilisers, Sand, Salt - per tonne | 0.613 (z) | 0.644 (z) | 5.1% | |
| (vi) Aggregates - per tonne | 0.613 (z) | 0.644 (z) | 5.1% | |
| (vii) Bricks - per tonne | 0.531 (z) | 0.558 (z) | 5.1% | |
| (viii) Scrap Metal - per tonne | 0.850 (z) | 0.893 (z) | 5.1% | |
| (ix) ISPS Charge - per ship per visit | 35.64 (z) | 37.46 (z) | 5.1% | |
| 4. <u>Pilotage and Boarding & Landing Dues</u> | | | | £9,330 |
| a For a vessel to Wisbech - total for inward and outward - per G.T. | | | | |
| (i) 1000 or below (Minimum - Lump Sum) | 788.50 (z) | 828.71 (z) | 5.1% | |
| (ii) exceeding 1000 | 0.789 (z) | 0.829 (z) | 5.1% | |
| b For a vessel to Sutton Bridge - total for inward and outward - per G.T. | | | | |
| (i) 1000 or below (Minimum - Lump Sum) | 739.88 (z) | 777.61 (z) | 5.1% | |
| (ii) exceeding 1000 | 0.741 (z) | 0.779 (z) | 5.1% | |
| <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) | | | | £3,000 |
| 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. | 139.40 (z) 2,091.00 (z) | 146.50 (z) 2,197.00 (z) | 5.1% 5.1% | |
| 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 | 139.40 (z) | 146.50 (z) | 5.1% | |
| 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 | 139.40 (z) 390.00 (z) | 146.50 (z) 410.00 (z) | 5.1% 5.1% | |
| 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 | 315.00 | 5.0% | |
| 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. | 420.50 | 442.00 | 5.1% | |

| Description of Charge | | 2021/22 Charge £ | Proposed 2022/23 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) | | 420.50 (z) | 442.00 (z) | 5.1% | |
| Minimum of 4 hours for a stern tow from seaward to Sutton Bridge, plus mobilisation time (see below) | | 420.50 (z) | 442.00 (z) | 5.1% | |
| k Mobilisation/Cancellation fee Time (Charge per Hour) | | | | | |
| Charge for passage to place towing vessel on station, with a Minimum of 1 hour. | | 182.13 (z) | 191.42 (z) | 5.1% | |
| No charge will apply if cancelled 4 hrs before HW | | | | | |
| l Surveying | | | | | |
| Per day or part thereof, hire of equipment | | 182.00 | 191.30 | 5.1% | |
| Per hour, for processing results | | 98.05 | 103.05 | 5.1% | |
| 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 | | 268.70 | 282.40 | 5.1% | |
| Per hour, minimum 4 hours, small workboat hire Nene Surveyor | | 302.75 | 318.20 | 5.1% | |
| Per hour, minimum 4 hours, pilot boat hire Nene Pilot, Fenland Pilot | | 390.00 | 410.00 | 5.1% | |
| Per hour, minimum 4 hours, Fenlander Tug | | 420.50 | 442.00 | 5.1% | |
| 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 | 280.60 | 5.1% | |
| o Duty Officer Call Out Charge | | | | | |
| Out of hours (per hour) - 1600 - 0800 | | 98.05 | 103.05 | 5.1% | |
| p Marine Works Superintendence - per hour | | | | | |
| (minimum 1 hour) | | 98.05 | 103.05 | 5.1% | |
| q Pilot Ordering | | | | | |
| All Pilots must be ordered 12 hours before HW, a late notice charge will be applied for each pilot ordered after this time | | | | | |
| Pilots ordered between 12 - 4 hours before HW, a late notice charge | | 369.99 | 388.86 | 5.1% | |
| No Pilots to be ordered after 4 hours before HW | | | | | |
| r Harbour Master Superintendence - per hour | | | | | |
| (minimum 1 hour) | | 128.88 | 135.45 | 5.1% | |
| 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 | | 175.00 | 183.90 | 5.1% | |
| 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 | 6.55 | 4.8% | |
| Per metre per 7 days | | 27.00 | 28.40 | 5.2% | |
| Small Commercial Vessels - Resident/Non Resident | | | | | |
| Harbour & Light Dues & Conservancy Charge per vessel per visit. | | 22.75 (z) | 23.90 (z) | 5.1% | |
| 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 | 44.65 | 5.1% | |
| 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 | 0.95 | 5.6% | |
| An entry shall permit a maximum stay of four days after which further layby berthing dues become payable. Minimum 4 days. | | | | | |
| Harbour & Light Dues, Pilotage, Conservancy, ship's waste, oil spill and ISPS charges as per tariff. | | | | | |
| Wisbech ship berths are NAABSA berths and vessels are subject to being required to move on demand. If dead ship, berthing conditions are strictly by prior agreement with the Harbour Master. | | | | | |
| VAT payable where applicable. All charges fall due on demand and before departure unless account facilities have been applied for and approved in advance. | | | | | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|---|-------------------------|------------------------------------|---------------|--|
| 5. Wisbech Yacht Harbour (All Rates include VAT at standard rate) | | | | £4,590 (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 | 155.00 | 163.00 | 5.2% | |
| Per annum outside or inside hammer-head berths | 171.00 | 180.00 | 5.3% | |
| Per annum on commercial linear berths | 171.00 | 180.00 | 5.3% | |
| Port of Wisbech Authority Annual Licence | 16.00 (z) | 17.00 (z) | 6.3% | |
| 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) | 2.20 | 2.30 | 4.5% | |
| Weekly (7 days) | 11.00 | 11.50 | 4.5% | |
| Monthly (28 days) April - October | 28.00 | 29.50 | 5.4% | |
| 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 | 23.50 | 25.00 | 6.4% | |
| Full five months | 93.00 | 98.00 | 5.4% | |
| 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 | 33.00 | 4.8% | |
| Administration charge for each debtor account referred for collection | 115.50 | 121.50 | 5.2% | |
| Administration charge for change in billing method after berthing application is accepted | 31.50 | 33.00 | 4.8% | |
| 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 | 2021/22 Charge £ | Proposed 2022/23 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 | 18.70 | 19.70 | 5.3% | |
| Minimum Charge | 125.00 | 132.00 | 5.6% | |
| Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates | | | | |
| Relaunch/Lift onto Trailer | | | | |
| Per metre. | 18.70 | 19.70 | 5.3% | |
| Minimum Charge | 125.00 | 132.00 | 5.6% | |
| (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 | 27.30 | 5.0% | |
| Marine Service waiting charge per hour per person | 41.00 | 43.00 | 4.9% | |
| Relaunch/Lift onto Trailer | | | | |
| Per metre. | 26.00 | 27.30 | 5.0% | |
| 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 | 9.20 | 9.70 | 5.4% | |
| Return to water | | | | |
| Hire of Yacht harbour Cradles (subject to availability) | | | | |
| per annum / pro rata per cradle | 108.00 | 113.50 | 5.1% | |
| Hire of electric pressure washer (subject to availability). Per use. | 35.00 | 36.80 | 5.1% | |
| Hire of petrol pressure washer (subject to availability). Per day. Plus Fuel. | 75.00 | 79.00 | 5.3% | |
| Hire of petrol pressure washer (subject to availability). Per week. Plus Fuel. | 150.00 | 158.00 | 5.3% | |
| (iv) Boom Crane Lifting . Max 3 tonnes. | | | | |
| Engine lift , per engine, per hour or part. | 75.00 | 79.00 | 5.3% | |
| Comercial Engine Lift | POA | POA | | |
| Small boat lift . Per metre each way. | 16.00 | 16.80 | 5.0% | |
| Minimum charge each way. | 49.00 | 52.00 | 6.1% | |
| (v) Other Services | | | | |
| Marine Services Labour (min 2 hours) | | | | |
| For any additional work per hour, including the following:- | 48.50 | 51.00 | 5.2% | |
| Cleaning boat yard if left untidy. | | | | |
| Boat movement by yard staff (plus Harbour vessel's workboat hire) | | | | |
| Mast stepping/unstepping. | | | | |
| Pressure wash by yard. | | | | |
| Mast Storage . Per mast up to 12m vessel LOA. Single payment . | 53.50 | 56.50 | 5.6% | |
| Over 12m vessel LOA. Single payment. | 75.00 | 79.00 | 5.3% | |
| Boat Trailer or Cradle Storage (subject to availability of space). p/a | 76.50 | 80.50 | 5.2% | |
| Miscellaneous Storage Ancilliary per sq mtr, per annum, subject to availability and permission | 76.50 | 45.00 | -41.2% | |
| Marina pump out . Per use, subject to availability. | 15.75 | 16.50 | 4.8% | |
| 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. | 75.00 | 79.00 | 5.3% | |
| Per additional hour | 47.00 | 49.50 | 5.3% | |
| Electricity | | | | |
| By prepaid card from Harbour Office | | | | |
| Gate Access Card - Yacht Harbour | | 15.00 | NEW | |
| Fuel Pump Dispensing Key - Yacht Harbour | | 20.00 | NEW | |
| Tradesmen's Licence . Annual working permit. Tradesmen to work in boatyard, yacht harbour or slipway. Subject to insurance and Harbour Master's approval. | 95.00 | 125.00 | 31.6% | |
| Slipway | | | | |
| Haul and launch per metre | 45.00 | 47.50 | 5.6% | |
| Shoring up. Time and materials basis. | | | | |
| Slip rent per day per metre. | 4.60 | 4.80 | 4.3% | |
| Crab Marsh Work Shop | | | | |
| Premium under cover boat storage - (short term per month) | 160.00 | 168.00 | 5.0% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|---|------------------------|------------------------------------|---------------|--|
| 6. <u>Sewage Disposal</u> | | | | |
| Properties not connected to mains sewer | | | | |
| Private dwellings | | | | |
| Service charge (per annum) | < As per AW > | < As per AW > | | |
| 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. <u>Mini Factories</u> | | | | |
| Rents negotiable within: | | | | |
| a. the minimum - per square foot and; | 4.42 (e) | 4.65 (e) | 5.2% | |
| * b. the maximum - per square foot | 8.75 (e) | 9.20 (e) | 5.1% | |
| c. the minimum - per square metre and; | 47.52 (e) | 49.95 (e) | 5.1% | |
| * d. the maximum - per square metre | 94.18 (e) | 99.00 (e) | 5.1% | |
| It should be noted that VAT is applicable on rental income at Venture House, Venture Court & South Fens Enterprise Park Includes charges for acceptable trade refuse collection and disposal, insurance, water rates (where applicable), and site maintenance. | | | | |
| * to be applied when market forces dictate | | | | |
| 8. <u>South Fens Business Centre, Chatteris</u> charges shown net of VAT | | | | |
| a. the minimum - per square foot and; | 18.75 | 19.70 | 5.1% | |
| * b. the maximum - per square foot | 20.80 | 21.85 | 5.0% | |
| c. the minimum - per square metre and; | 201.65 | 211.95 | 5.1% | |
| * d. the maximum - per square metre | 223.90 | 235.30 | 5.1% | |
| e. Catering | | | | Room Hire |
| Tea and coffee per head | 2.30 | 2.45 | 6.5% | e - g |
| Orange Juice per jug | 3.15 | 3.30 | 4.8% | £550 |
| ** f. Weekday room charges (Mon-Fri 8.30-1700) | | | | |
| <i>External rate - per hour</i> | | | | |
| Beech | 38.00 | 39.95 | 5.1% | |
| Oak/Apple | 23.50 | 24.70 | 5.1% | |
| Small Meeting rooms (first hr free) | 15.00 | 15.75 | 5.0% | |
| Large Meeting rooms (first hr free) | 19.00 | 20.00 | 5.3% | |
| <i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i> | | | | |
| Beech | 90.00 | 94.60 | 5.1% | |
| Oak/Apple | 66.00 | 69.35 | 5.1% | |
| Small Meeting rooms (first hr free) | 34.00 | 35.75 | 5.1% | |
| Large Meeting rooms (first hr free) | 46.00 | 48.35 | 5.1% | |
| <i>External rate - per full day</i> | | | | |
| Beech | 160.00 | 168.15 | 5.1% | |
| Oak/Apple | 116.00 | 121.90 | 5.1% | |
| Small Meeting rooms (first hr free) | 53.50 | 56.25 | 5.1% | |
| Large Meeting rooms (first hr free) | 76.00 | 79.90 | 5.1% | |
| ** g. Evenings/Weekend room charges | | | | |
| <i>External rate - per hour</i> | | | | |
| Beech | 70.00 | 73.60 | 5.1% | |
| Oak/Apple | 59.00 | 62.00 | 5.1% | |
| <i>External rate - per half day</i> | | | | |
| Beech | 186.00 | 195.50 | 5.1% | |
| Oak/Apple | 140.00 | 147.15 | 5.1% | |
| <i>External rate - per full day</i> | | | | |
| Beech | 386.00 | 405.70 | 5.1% | |
| Oak/Apple | 317.00 | 333.20 | 5.1% | |
| * to be applied when market forces dictate | | | | |
| ** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount) | | | | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|------------------------|------------------------------------|---------------|--|
| 9. The Boathouse, Wisbech charges shown net of VAT | | | | |
| a. the minimum - per square foot and; | 18.75 | 19.70 | 5.1% | |
| * b. the maximum (suites GF1 to FF38) - per square foot | 20.80 | 21.85 | 5.0% | |
| * c. the maximum (suites FF39 & FF40) - per square foot | 22.85 | 24.00 | 5.0% | |
| d. the minimum - per square metre and; | 201.65 | 211.95 | 5.1% | |
| * e. the maximum - per square metre | 223.90 | 235.30 | 5.1% | |
| * f. the maximum (suites FF39 & FF40) - per square metre | 245.85 | 258.40 | 5.1% | |
| g. Catering | | | | Room Hire |
| Tea and coffee per head | 2.30 | 2.45 | 6.5% | e - g |
| Orange Juice per jug | 3.15 | 3.30 | 4.8% | £650 |
| ** h. Weekday room charges (Mon-Fri 8.30-1700) | | | | |
| <i>External rate - per hour</i> | | | | |
| Richard Young Large | 38.00 | 39.95 | 5.1% | |
| Lambton/Young 1 or 2 | 23.50 | 24.70 | 5.1% | |
| The Gallery | 21.50 | 22.60 | 5.1% | |
| Meeting rooms | 15.00 | 15.75 | 5.0% | |
| <i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i> | | | | |
| Richard Young Large | 90.00 | 94.60 | 5.1% | |
| Lambton/Young 1 or 2 | 66.00 | 69.35 | 5.1% | |
| The Gallery | 60.00 | 63.00 | 5.0% | |
| Meeting rooms | 34.00 | 35.75 | 5.1% | |
| <i>External rate - per full day</i> | | | | |
| Richard Young Large | 160.00 | 168.15 | 5.1% | |
| Lambton/Young 1 or 2 | 116.00 | 121.90 | 5.1% | |
| The Gallery | 106.00 | 111.40 | 5.1% | |
| Meeting rooms | 53.50 | 56.25 | 5.1% | |
| ** i. Evenings/Weekend room charges | | | | |
| <i>External rate - per hour</i> | | | | |
| Richard Young Large | 70.00 | 73.60 | 5.1% | |
| Lambton/Young 1 or 2 | 59.00 | 62.00 | 5.1% | |
| <i>External rate - per half day</i> | | | | |
| Richard Young Large | 186.00 | 195.50 | 5.1% | |
| Lambton/Young 1 or 2 | 140.00 | 147.15 | 5.1% | |
| <i>External rate - per full day</i> | | | | |
| Richard Young Large | 386.00 | 405.70 | 5.1% | |
| Lambton/Young 1 or 2 | 317.00 | 333.20 | 5.1% | |
| * to be applied when market forces dictate | | | | |
| ** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount) | | | | |

| Description of Charge | | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|--|----------------------------|------------------------------------|---------------|--|
| 1. Licences and Certificates | | | | | |
| a. Unfit Food Certificates | | | | | |
| (i) - per hour inclusive of travelling expenses | | 84.00 (n) | 85.00 (n) | 1.2% | |
| (ii) - minimum charge | | 44.00 (n) | 45.00 (n) | 2.3% | |
| b. Food Hygiene Rating Scheme (FHRS) Re-scoring food businesses upon request (fee set to recover cost) | | 100.00 | 100.00 | 0.0% | |
| c. Export Certificates per hour inclusive of travel | | 84.00 (n) | 85.00 (n) | 1.2% | |
| d. Acupuncture/Cosmetic piercing/Electrolysis/Semi-permanent skin colouring | | | | | |
| (i) - Licence fee | | 158.00 (n) | 160.00 (n) | 1.3% | |
| (ii) - renewal/transfer/variation | | 44.00 (n) | 45.00 (n) | 2.3% | |
| e. Detained Food - Recovery of commercial storage costs | | | | | |
| f. Copy licence or certificate | | Cost Recovery 10.50 (n) | Cost Recovery 10.50 (n) | 0.0% | |
| 2. Stray Dogs | | | | | |
| Return of Stray Dog | | 47.00 (n) | 47.00 (n) | 0.0% | |
| plus kennelling fee | | 10.00 (n) | 10.00 (n) | 0.0% | |
| plus administration fee | | 15.00 | 15.00 | 0.0% | |
| - includes statutory fee of £25.00 (Set by contractors -no increase) | | | | | |
| - per day or part thereof | | | | | |
| - per dog | | | | | |
| 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 (e) | 85.00 (e) | 1.2% | |
| c. Safer Food Better Business Training Pack | | 25.00 (e) | 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 | | 105.00 (n) | 110.00 (n) | 4.8% * | |
| 1,001 - 3,000 | | 140.00 (n) | 150.00 (n) | 7.1% * | |
| 3,001 - 10,000 | | 210.00 (n) | 220.00 (n) | 4.8% * | |
| 10,001 - 20,000 | | 270.00 (n) | 285.00 (n) | 5.6% * | |
| 20,001 - 30,000 | | 345.00 (n) | 365.00 (n) | 5.8% * | |
| Over 30,000 | | 405.00 (n) | 425.00 (n) | 4.9% * | |
| Vessel capacity between 50 & 1,000 persons | | 405.00 (n) | 425.00 (n) | 4.9% * | |
| Vessel capacity over 1,000 persons | | 690.00 (n) | 725.00 (n) | 5.1% * | |
| Extensions | | 75.00 (n) | 80.00 (n) | 6.7% * | |
| * Increases as per the Association of Port Health Authorities Recommended Charges. | | | | | |
| 7. Private Water Supply Regulations 2009 Currently set in line with guidance. | | | | | |
| a Risk Assessment (each assessment) - recover costs | | max £500 (n) | max £500 (n) | 0.0% | |
| b Sampling (each visit) - recover costs | | max £100 (n) | max £100 (n) | 0.0% | |
| c Investigation (each investigation) - recover costs | | max £100 (n) | max £100 (n) | 0.0% | |
| d Granting an authorisation (each authorisation) - recover costs | | max £100 (n) | max £100 (n) | 0.0% | |
| e Analysing a sample | | | | | |
| taken under Regulation 10 - recover costs | | max £25 (n) | max £25 (n) | 0.0% | |
| taken during check monitoring - recover costs | | max £100 (n) | max £100 (n) | 0.0% | |
| taken during audit monitoring - recover costs | | max £500 (n) | max £500 (n) | 0.0% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|---|------------------------|------------------------------------|---------------|--|
| 8. Burial Grounds | | | | £13,350 |
| 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) | 955.00 (n) | 1,004.00 (n) | 5.1% | |
| (iii) any person (Traditional Area) | 1,075.00 (n) | 1,130.00 (n) | 5.1% | |
| (iv) for the interment of single casket of cremated remains | 270.00 (n) | 284.00 (n) | 5.2% | |
| (v) for the interment of additional cremated remains at the same time as (iii) to (v) above | 56.00 (n) | 59.00 (n) | 5.4% | |
| 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 | 92.00 (n) | 97.00 (n) | 5.4% | |
| 9 ft. x 4 ft. Adult Plot (Lawn Area) | 785.00 (n) | 825.00 (n) | 5.1% | |
| 9 ft. x 4 ft. Adult Plot (Traditional Area) | 1,005.00 (n) | 1,056.00 (n) | 5.1% | |
| Cremated remains, size 2ft x 2ft | 203.00 (n) | 214.00 (n) | 5.4% | |
| 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) | 37.00 (n) | 39.00 (n) | 5.4% | |
| Transfer of Ownership | 74.00 (n) | 78.00 (n) | 5.4% | |
| h. Choosing Plot for Exclusive Rights of Burial | | | | |
| Visiting cemetery with cemetery staff to choose plot | 66.00 | 69.00 | 4.5% | |
| 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 | 92.00 (n) | 97.00 (n) | 5.4% | |
| Single Memorial headstone not exceeding 3 ft. in height - Child Section | 143.00 (n) | 150.00 (n) | 4.9% | |
| Single Memorial headstone not exceeding 3 ft. in height on single plinth - Adult Lawn Section | 203.00 (n) | 213.00 (n) | 4.9% | |
| Single Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section | 305.00 (n) | 320.00 (n) | 4.9% | |
| Double Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section | 365.00 (n) | 384.00 (n) | 5.2% | |
| Kerb Set &/or Flatstone Child Plot 6 ft x 3 ft (Traditional Area) | 143.00 (n) | 150.00 (n) | 4.9% | |
| Kerb Set &/or Flatstone Adults Plot (Single Traditional Area) | 335.00 (n) | 352.00 (n) | 5.1% | |
| Kerb Set &/or Flatstone Adult Plot (Double Traditional Area) | 645.00 (n) | 678.00 (n) | 5.1% | |
| Single Vase - Not exceeding 10" in diameter and 8" in height | 77.00 (n) | 81.00 (n) | 5.2% | |
| Single Tablet - 18" x 18" with or without Vase on any single grave or cremation plot | 203.00 (n) | 214.00 (n) | 5.4% | |
| Double Tablet - 42" x 18" with or without Vase on any double grave or cremation plot | 305.00 (n) | 320.00 (n) | 4.9% | |
| 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) | 29.00 (n) | 3.6% | |
| Interment information & historical records (accompanied) - up to 2 hrs | 61.00 (n) | 64.00 (n) | 4.9% | |
| 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 | 84.00 (n) | 88.00 (n) | 4.8% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|---|------------------------|------------------------------------|---------------|--|
| 9. Commercial and Chargeable Household Waste (Standard Prices Per Collection)* | | | | |
| a. General Waste (Commercial) | | | | |
| Sacks - per sack or equivalent for 25 to 99 sacks (min 25) | 2.25 (n) | 2.25 (n) | 0.0% | |
| per sack or equivalent for 100 or more sacks in a single transaction | 2.10 (n) | 2.10 (n) | 0.0% | |
| Wheeled Bins - 240 litre 20kgs maximum contents weight** | 7.45 (n) | 7.45 (n) | 0.0% | |
| 360 litre 30kgs maximum contents weight** | 8.00 (n) | 8.00 (n) | 0.0% | |
| 660 litre 55kgs maximum contents weight** | 11.50 (n) | 11.50 (n) | 0.0% | |
| 1,100 litre 90kgs maximum contents weight** | 16.00 (n) | 16.00 (n) | 0.0% | |
| b. Mixed Dry Recycling (Commercial) | | | | |
| Sacks - (Purple) per sack or equivalent for 25 to 99 sacks (min 25) | 1.75 (n) | 1.75 (n) | 0.0% | |
| per sack or equivalent for 100 or more sacks in a single transaction | 1.65 (n) | 1.65 (n) | 0.0% | |
| Wheeled Bins - 240 litre | 3.75 (n) | 3.75 (n) | 0.0% | |
| 360 litre | 4.60 (n) | 4.60 (n) | 0.0% | |
| 660 litre | 6.25 (n) | 6.25 (n) | 0.0% | |
| 1,100 litre | 8.25 (n) | 8.25 (n) | 0.0% | |
| Note: only 240 litre and 660 litre used for glass bottles | | | | |
| c. General Waste from Charity Shops and Schools*** | | | | |
| Tags - (Green) per tag or equivalent (min 100 including equivalent number of black sacks) | 1.50 (n) | 1.50 (n) | 0.0% | |
| Wheeled Bins 240 litre 20kgs maximum contents weight** | 4.95 (n) | 4.95 (n) | 0.0% | |
| 360 litre 30kgs maximum contents weight** | 5.25 (n) | 5.25 (n) | 0.0% | |
| 660 litre 55kgs maximum contents weight** | 7.50 (n) | 7.50 (n) | 0.0% | |
| 1,100 litre 90kgs maximum contents weight** | 10.25 (n) | 10.25 (n) | 0.0% | |
| d. Mixed Dry Recycling from Charity Shops and Schools*** | | | | |
| Wheeled Bins 660 or 1100 litre (customer choice) | 5.00 (n) | 5.00 (n) | 0.0% | |
| e. General Waste (Excess Weight/Side Waste Charge) per part or whole 5kg over 'maximum contents weight' | 1.10 (n) | 1.10 (n) | 0.0% | |
| 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 | | | | |
| Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Annual Direct Debit in advance | 38.00 (n) | 38.00 (n) | 0.0% | |
| Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Card or Cash | 45.00 (n) | 45.00 (n) | 0.0% | |
| h. Supplies | | | | |
| Paper wheeled bin liners (3) | 1.85 | 1.85 | 0.0% | |
| Clear or Black Sacks - box of 200 | 22.00 (n) | 22.00 (n) | 0.0% | |
| i. Commercial Food Waste Collections | | | | |
| Two Wheeled Bins - Each 120-240 litres collected | 7.00 (n) | 7.00 (n) | 0.0% | |
| j. Food Waste from Charity Shops and Schools*** | | | | |
| Two Wheeled Bins - Each 120-240 litres collected | 5.00 (n) | 5.00 (n) | 0.0% | |
| k. Monthly rental of wheeled bins (applies only to low frequency collections; < 1/wk) | 5.00 (n) | 5.00 (n) | 0.0% | |
| * Introductory offers, multiple service, direct debit reductions and similar rates may be applied by Head of Service | | | | |
| ** Bins exceeding this weight will be charged additional weight charge as per (e.) | | | | |
| *** Applies to businesses and organisations recognised within the Council's Chargeable Household Waste Policy | | | | |
| **** Fee waived where it will cause financial hardship at discretion of Director | | | | |
| ***** Includes sack service where provided due to collection restrictions | | | | |
| 10. Bulky Household Waste | | | | |
| Transportation of up to a maximum of 5 items per visit including fridges (minimum charge) | 30.00 (n) | 30.00 (n) | 0.0% | |
| (i) Each household item above 5 items including fridges | 7.50 (n) | 7.50 (n) | 0.0% | |
| Corporate Director has discretion to waive charge in cases of severe hardship | | | | |
| 11. Domestic Bin Provision | | | | |
| Provision of New and Replacement 240Ltr Bins Green, Brown or Blue | | | | |
| a. Supply of one unit 240 litre | 30.00 (n) | 30.00 (n) | 0.0% | |
| b. Supply 2 x 240lt wheeled bins on same delivery | 50.00 (n) | 50.00 (n) | 0.0% | |
| c. Supply 3 x 240lt wheeled bins on same delivery (including to individual new or renovated property) | 70.00 (n) | 70.00 (n) | 0.0% | |
| d. Supply 1 x 600lt or 1100lt domestic wheeled bin to new multiple occupancy property | 212.00 (n) | 212.00 (n) | 0.0% | |
| 12. Graffiti Removal Service | | | | |
| Domestic Premises and Charities | | | | |
| a. Graffiti treatment or removal first occasion per annum (cost of materials) | 12.50 | 12.50 | 0.0% | |
| b. Graffiti treatment or removal subsequent occasions (cost of materials & labour) | 50.00 | 50.00 | 0.0% | |
| Commercial Premises | | | | |
| c. Graffiti treatment or removal (per hour) | 50.00 | 50.00 | 0.0% | |
| 13. Public Conveniences | | | | |
| a. Sale of RADAR keys | 5.00 (z) | 5.00 (z) | 0.0% | |
| b. Toilet entrance fee (where facilities allow for charging) | 0.20 (n) | 0.20 (n) | 0.0% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 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) | 1.00 (e) | 1.00 (e) | 0.0% | |
| a. March (per 3m x 3m space) | 16.20 (e) | 16.20 (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) | 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. weekdays & saturdays | 76.00 | 76.00 | 0.0% | |
| sundays & bank holidays | 127.00 | 127.00 | 0.0% | |
| b. Events for each full single day, with 500 & 4,999 people attending at any one time, with or without a licensable activity. weekdays & saturdays | 215.00 | 215.00 | 0.0% | |
| sundays & bank holidays | 262.00 | 262.00 | 0.0% | |
| c. Events for each full single day, with over 5,000 people attending at any one time, with or without a licensable activity. weekdays & saturdays | on application | on application | | |
| sundays & bank holidays | on application | on application | | |
| d. Any Commercial Events | on application | on application | | |


| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|---|---|--|--|
| 18. Travellers Sites - in consultation with Cambs CC a. Newbridge Lane, Wisbech - per pitch per week b. Turf Fen, Murrow - per pitch per week c. Seadyke Bank, Murrow - per pitch per week d. Fenland Way, Chatteris - per pitch per week e. Sandbank, Wisbech St Mary - per pitch per week 2021/22 Breakdown : Rent £74.06; Water £8.29 (direct recharge) per week 2022/23 Breakdown : Rent £76.35; Water £8.55 (direct recharge) per week | 52 wks 82.35 (e) 82.35 (e) 82.35 (e) 82.35 (e) 82.35 (e) | 52 wks 84.90 (e) 84.90 (e) 84.90 (e) 84.90 (e) 84.90 (e) | 3.1% 3.1% 3.1% 3.1% 3.1% | £8,060 |
| 19. Homeless Persons Creek Road, Hostel Unit One & Two Daily Rent Unit One & Two Daily Service Charge Unit Three, Four, Five & Six Daily Rent Unit Three, Four, Five & Six Daily Service Charge Unit Seven Daily Rent Unit Seven Daily Service Charge Temporary Accommodation (Leased from Clarion) 77 West Street, Chatteris 58 Burcroft Road, Wisbech 32 Magazine Close, Wisbech 2 Hawthorne Avenue, Wisbech 15 Victoria Place, Wisbech 3 West Street, Wisbech 19 Duke Street, Wisbech 26 Burnsfield Estate, Chatteris 51 Peyton Avenue, March | 52 wks 8.08 (n) 0.86 (n) 6.92 (n) 0.71 (n) 15.01 (n) 2.21 (n) 121.45 (n) 116.90 (n) 127.80 (n) 123.95 (n) 105.40 (n) 113.80 (n) 105.40 (n) 123.95 (n) 123.95 (n) | 52 wks 8.33 (n) 0.89 (n) 7.13 (n) 0.73 (n) 15.48 (n) 2.28 (n) 121.45 (n) 116.90 (n) 127.80 (n) 123.95 (n) 105.40 (n) 113.80 (n) 105.40 (n) 123.95 (n) 123.95 (n) | 3.1% 3.1% 3.1% 3.1% 3.1% 3.1% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% | £650 |
| 20. CCTV Viewing Footage - per hour subject to a minimum charge of External Harddrives - to be supplied to FDC per CD per DVD per Video print | 51.75 103.50 3.95 9.20 1.40 | 54.35 108.50 4.15 9.65 1.45 | 4.8% 5.1% 4.9% 3.6% | |
| 21. 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. c. Planning - Pre-application enquiry fees. d. Process applications to Custom and Self Build Housing Register e. Provision of Documents and Information (i) Local Plan (Full) Local Plan (Interim Statement) Town Extract Village Extract (ii) Copy of Planning Decision Notice (per A4 sheet) (iii) Conservation Area Appraisals (iv) Development Briefs (v) Supplementary Planning Guidance, examples are Shop Fronts, Signs and Adverts (vi) 6 x map extracts, planning/building regulation applications (vii) Full Plan CD for Planning f. Other Documents and Plans (Copies and Fax) (i) Search fee per 5 minutes A4 A3 (ii) Plan prints A0 A1 (iii) Plan negatives - per copy A0 A1 g. Invoicing Charge h. Provision of Planning and Engineering Information Decision notices & completion certificate (i) Building Regulations reference number provided (ii) Building Regulations reference number NOT provided Letter of Comfort i. Completion of Questionnaires/Surveys for Commercial Bodies 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 | 30.00 42.15 14.10 7.10 7.10 0.35 14.10 14.10 14.10 14.10 14.10 14.10 35.80 0.35 0.35 1.25 0.70 35.00 16.95 10.70 14.00 63.20 41.90 42.15 hourly rate x time | 30.00 42.15 14.10 7.10 7.10 0.35 14.10 14.10 14.10 14.10 14.10 14.10 35.80 0.35 0.35 1.25 0.70 35.00 16.95 10.70 14.00 63.20 41.90 42.15 hourly rate x time | 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|------------------------|------------------------------------|---------------|--|
| 22. 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 | | | | |
| 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) | 25.00 (n) | 0.0% | |
| Adult gaming centre premises licence | 25.00 (n) | 25.00 (n) | 0.0% | |
| Betting premises (track) licence | 25.00 (n) | 25.00 (n) | 0.0% | |
| Family entertainment centre premises licence | 25.00 (n) | 25.00 (n) | 0.0% | |
| Betting premises (other) licence | 25.00 (n) | 25.00 (n) | 0.0% | |
| Notification of Change | | | | |
| Bingo premises licence | 50.00 (n) | 50.00 (n) | 0.0% | |
| Adult gaming centre premises licence | 50.00 (n) | 50.00 (n) | 0.0% | |
| Betting premises (track) licence | 50.00 (n) | 50.00 (n) | 0.0% | |
| Family entertainment centre premises licence | 50.00 (n) | 50.00 (n) | 0.0% | |
| Betting premises (other) licence | 50.00 (n) | 50.00 (n) | 0.0% | |
| Application to vary licence | | | | |
| Bingo premises licence | 1,750.00 (n) | 1,750.00 (n) | 0.0% | |
| Adult gaming centre premises licence | 1,000.00 (n) | 1,000.00 (n) | 0.0% | |
| Betting premises (track) licence | 1,250.00 (n) | 1,250.00 (n) | 0.0% | |
| Family entertainment centre premises licence | 1,000.00 (n) | 1,000.00 (n) | 0.0% | |
| Betting premises (other) licence | 1,500.00 (n) | 1,500.00 (n) | 0.0% | |
| Application to transfer a licence | | | | |
| Bingo premises licence | 1,200.00 (n) | 1,200.00 (n) | 0.0% | |
| Adult gaming centre premises licence | 1,200.00 (n) | 1,200.00 (n) | 0.0% | |
| Betting premises (track) licence | 950.00 (n) | 950.00 (n) | 0.0% | |
| Family entertainment centre premises licence | 950.00 (n) | 950.00 (n) | 0.0% | |
| Betting premises (other) licence | 1,200.00 (n) | 1,200.00 (n) | 0.0% | |
| Application for reinstatement of a licence | | | | |
| Bingo premises licence | 1,200.00 (n) | 1,200.00 (n) | 0.0% | |
| Adult gaming centre premises licence | 1,200.00 (n) | 1,200.00 (n) | 0.0% | |
| Betting premises (track) licence | 950.00 (n) | 950.00 (n) | 0.0% | |
| Family entertainment centre premises licence | 950.00 (n) | 950.00 (n) | 0.0% | |
| Betting premises (other) licence | 1,200.00 (n) | 1,200.00 (n) | 0.0% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|------------------------|------------------------------------|---------------|--|
| 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 | 384.60 (n) | 384.60 (n) | 0.0% | |
| f. Scrap Metal Dealers - Collectors Licence | 119.40 (n) | 119.40 (n) | 0.0% | |
| g. Scrap Metal Dealers - Transfer of Licence | 23.30 (n) | 23.30 (n) | 0.0% | |
| h. Scrap Metal Dealers - Variation of Licence | 23.30 (n) | 23.30 (n) | 0.0% | |
| i. Hypnotism Act Licence Based on cost recovery of officer time | 70.00 (n) | 70.00 (n) | 0.0% | |
| 23. Animal Licensing Fees are set on a cost recovery basis. | | | | £1,000 |
| a. Application fee | 58.00 (n) | 61.00 (n) | 5.2% | |
| b. Pre Application Advice (per Hour) | 43.00 (n) | 45.00 (n) | 4.7% | |
| c. Initial Rating or Rerating Inspection Fee | | | | |
| Pet Shops | 107.00 (n) | 112.00 (n) | 4.7% | |
| Riding Establishments | 107.00 (n) | 112.00 (n) | 4.7% | |
| Animal Boarding Establishments | | | | |
| Up to 10 Animals | 64.00 (n) | 67.00 (n) | 4.7% | |
| 11-30 Animals | 86.00 (n) | 90.00 (n) | 4.7% | |
| 31-60 Animals | 107.00 (n) | 112.00 (n) | 4.7% | |
| 61-99 Animals | 129.00 (n) | 135.00 (n) | 4.7% | |
| 100+ Animals | 150.00 (n) | 158.00 (n) | 5.3% | |
| Dangerous Wild Animals Act | £142 + vet fees (n) | £149 + vet fees (n) | 4.9% | |
| Dog Breeders | 107.00 (n) | 112.00 (n) | 4.7% | |
| Exhibiting Animals | 64.00 (n) | 67.00 (n) | 4.7% | |
| Riding Establishments | 107.00 (n) | 112.00 (n) | 4.7% | |
| d. Licence Fee 1,2 or 3 Years | 185.00 (n) | 194.00 (n) | 4.9% | |
| e. Copy of Licence (including change of details not requiring an inspection) | 10.50 (n) | 11.00 (n) | 4.8% | |
| 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 | | | | |
| 24. Hackney Carriage/Private Hire Licences | | | | £3,300 |
| Drivers Licence | | | | |
| a. Hackney Carriage Licence (new) Cost recovery officer time | 114.00 (n) | 123.00 (n) | 7.9% | |
| b. Hackney Carriage 3 year Licence (new) | 234.00 (n) | 253.00 (n) | 8.1% | |
| c. Hackney Carriage Licence (renewal) | 89.00 (n) | 97.00 (n) | 9.0% | |
| d. Hackney Carriage 3 year Licence (renewal) | 209.00 (n) | 227.00 (n) | 8.6% | |
| e. Private Hire Licence (new) Cost recovery officer time | 114.00 (n) | 123.00 (n) | 7.9% | |
| f. Private Hire 3 year Licence (new) | 234.00 (n) | 253.00 (n) | 8.1% | |
| g. Private Hire Licence (renewal) | 89.00 (n) | 97.00 (n) | 9.0% | |
| h. Private Hire 3 year Licence (renewal) | 209.00 (n) | 227.00 (n) | 8.6% | |
| i. Safeguarding/Disability Awareness Training | 60.00 (n) | 61.00 (n) | 1.7% | |
| j. Driver knowledge tests | 80.00 (n) | 80.00 (n) | 0.0% | |
| k. DBS Fee | 55.00 (n) | 50.00 (n) | -9.1% | |
| Vehicle Licence | | | | |
| a. Hackney Carriage Licence (new & renewals) Cost recovery officer time | 150.00 (n) | 159.00 (n) | 6.0% | |
| b. Private Hire Licence (new & renewals) | 132.00 (n) | 141.00 (n) | 6.8% | |
| c. Private Hire Licence Special Event | 132.00 (n) | 141.00 (n) | 6.8% | |
| d. transfer of plate to another vehicle Cost recovery | 46.00 (n) | 47.00 (n) | 2.2% | |
| e. initial test fee | 62.00 (n) | 63.00 (n) | 1.6% | |
| f. Re-test fee | 40.00 (n) | 40.60 (n) | 1.5% | |
| g. 6 Month Vehicle Compliance Fee (older vehicles) | 62.00 (n) | 62.90 (n) | 1.5% | |
| Private Hire Operators | | | | |
| a. Initial issue / renewal (up to 3 cars) | 84.00 (n) | 92.00 (n) | 9.5% | |
| b. 5 year Initial issue / renewal (up to 3 cars) | 252.00 (n) | 271.00 (n) | 7.5% | |
| c. Initial issue / annual renewal (up to 10 cars) | 156.00 (n) | 165.00 (n) | 5.8% | |
| d. 5 year Initial issue / annual renewal (up to 10 cars) | 411.00 (n) | 432.00 (n) | 5.1% | |
| e. Initial issue / annual renewal (up to 20 cars) | 224.00 (n) | 234.00 (n) | 4.5% | |
| f. 5 year Initial issue / annual renewal (up to 20 cars) | 565.00 (n) | 588.00 (n) | 4.1% | |
| g. Initial issue / annual renewal (20 + cars) | 306.00 (n) | 318.00 (n) | 3.9% | |
| h. 5 year Initial issue / annual renewal (20 + cars) | 734.00 (n) | 760.00 (n) | 3.5% | |
| Others | | | | |
| a. new / broken / lost vehicle plate Cost recovery | 46.00 (n) | 47.00 (n) | 2.2% | |
| b. damaged/lost driver's I.D. card Cost recovery | 34.00 (n) | 35.00 (n) | 2.9% | |
| c. Cancellation of test | 38.00 (n) | 39.00 (n) | 2.6% | |
| d. Notification of changes (i.e. address etc.) Cost recovery officer time | 11.00 (n) | 11.20 (n) | 1.8% | |
| 25. 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 Licences 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% | |

| Description of Charge | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|------------------------|------------------------------------|---------------|--|
| 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% | |
| 26. <u>Street Trading</u> | | | | |
| 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. | | | | |
| 27. <u>Houses in Multiple Occupation</u> | | | | |
| 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 | 2021/22 Charge £ | Proposed 2022/23 Charge £ | % Increase | Estimated Additional Income £ |
|--|------------------------|------------------------------------|---------------|--|
| 1. Land Charges | | | | |
| a. Full Residential Search | | | | |
| Postal Payment | 198.60 | 198.60 | 0.0% | |
| Electronic Payment | 180.60 | 180.60 | 0.0% | |
| b. Full Commercial Search | | | | |
| Postal Payment | 303.60 | 303.60 | 0.0% | |
| Electronic Payment | 276.60 | 276.60 | 0.0% | |
| c. LLC1 Only | | | | |
| Postal Payment | 33.00 (n) | 33.00 (n) | 0.0% | |
| Electronic Payment | 30.00 (n) | 30.00 (n) | 0.0% | |
| d. CON29R Residential | | | | |
| Postal Payment | 165.60 | 165.60 | 0.0% | |
| Electronic Payment | 150.60 | 150.60 | 0.0% | |
| e. CON29R Commercial | | | | |
| Postal Payment | 270.60 | 270.60 | 0.0% | |
| Electronic Payment | 246.60 | 246.60 | 0.0% | |
| f. CON29O Enquiries (16, 21) | 9.60 | 9.60 | 0.0% | |
| g. CON29O Enquiries (22) | 19.20 | 19.20 | 0.0% | |
| h. CON29O Enquiries - additional | 14.40 | 14.40 | 0.0% | |
| i. Highways Additional Questions | 18.00 | 18.00 | 0.0% | |
| j. Solicitors Own Questions | 18.00 | 18.00 | 0.0% | |
| k. Extra Parcel of Land -each | 18.00 | 18.00 | 0.0% | |
| l. Property History Search (Extra) | 30.00 | 30.00 | 0.0% | |
| m. 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. Monthly notices of alterations of 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% | |
| e. 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. Fenland Hall, March | | | | |
| a. Room Hire - per morning or afternoon session | | | | |
| (i) Council Chamber | 84.00 (e) | 88.30 (e) | 5.1% | |
| (ii) Other Rooms | 37.00 (e) | 38.90 (e) | 5.1% | |
| (iii) Supplement for use - after 6.30pm | 37.00 (e) | 38.90 (e) | 5.1% | |
| - on Saturdays and Sundays | 84.00 (e) | 88.30 (e) | 5.1% | |
| - tea/coffee (minimum charge) | 12.00 | 12.75 | 6.3% | |
| - tea/coffee (per head) | 2.30 | 2.45 | 6.5% | |
| (iv) Hourly Rate for Meeting Room Hire | 10.00 | 10.50 | 5.0% | |
| In respect of Parish Councils, Association of Local Councils, and approved charities, free of charge, but supplementary charges apply as appropriate | | | | |

| | | |
|-----------------|--------------------------------------|--|
| Agenda Item No: | 9 |  |
| Committee: | Cabinet | |
| Date: | 20 January 2022 | |
| Report Title: | Council Tax Support – 2022-23 Scheme | |

Cover sheet:

1 Purpose / Summary

To consider the outcome of the consultation process on potential changes to the Council Tax Support Scheme for 2022-23 and to recommend to Council the final scheme for implementation with effect from 1 April 2022.

2 Key issues

- Cabinet at its meeting on 30 September 2021 decided to carry out a consultation exercise on the following four changes to the current scheme (as detailed in Section 4 of the report):
 - to reduce the capital threshold to £10,000 and abolish tariff income;
 - to introduce a fixed rate deduction of £7.40 for non-passported non-dependents;
 - to streamline the claim process and
 - to increase the tolerance for Universal Credit data re-assessments.
- A consultation exercise was carried out for a 6 week period from 25 October to 5 December 2021.
- The results of the consultation exercise are summarised in Appendix A with the detailed responses in Appendix B. The majority of the 13 responses received agreed with the proposed changes.
- A Customer Impact Assessment (CIA) will be required if Cabinet recommends any changes to the contribution rate for 2022-23. This is detailed at Appendix C.

3 Recommendations

- It is recommended that members consider the attached report and consultation responses and recommend to Council that the proposed changes detailed in Section 4 of this report, be implemented in the Council Tax Support Scheme for 2022-23.

| | |
|-----------------------------|--|
| Wards Affected | All |
| Portfolio Holder(s) | Cllr Chris Boden, Leader & Portfolio Holder, Finance Cllr Mrs Jan French, Deputy Leader |
| Report Originator(s) | Sam Anthony, Head of HR & OD Mark Saunders, Chief Accountant |
| Contact Officer(s) | Peter Catchpole, Corporate Director and Chief Finance Officer Sam Anthony, Head of HR & OD Mark Saunders, Chief Accountant |
| Background Paper(s) | None |

Report:

1 Introduction

- 1.1 Before April 2013, Council Tax Benefit (CTB) was a nationally controlled scheme administered by District and Unitary Councils that give reductions from Council Tax to people on low incomes according to set criteria specified by regulations. The maximum reduction was 100% of a person's Council Tax bill.
- 1.2 The costs of CTB were fully reimbursed to the Council by the DWP, so that if demand rose or fell, the Council did not bear the costs of these changes.
- 1.3 CTB was localised and replaced by CTS in April 2013. At the same time, Government funding was reduced and CTS was localised, coming under the control of District and Unitary Councils. Whilst pensioners were protected and regulations specified that they must still receive up to 100% CTS, this protection did not apply to working age people.
- 1.4 Unlike CTB, the costs of CTS are borne by Councils. Funding is given by the Government within the overall finance settlement, but this has reduced significantly over the years so that Councils bear the costs of an increase in demand but gain from reduced demand.
- 1.5 The implementation of CTS left Fenland with a funding gap, that potentially saw working age customers only being entitled to 80% CTS. However, Members considered the options available to help increase CTS and were able to implement a scheme in 2013-14 that saw working age customers be entitled to up to 91.5% of CTS; in two ways.
- 1.6 Members primarily met the funding shortfall by revising Council Tax exemptions on empty properties, permitted by regulations that changed in 2013. This meant that the Council would no longer give a Council Tax reduction for most empty domestic properties.
- 1.7 The funding shortfall was further closed by a one-off transitional Government grant that applied in 2013-14 only.
- 1.8 In 2014-15 this grant was not available. With demand for CTS not growing as much as was predicted for 2013-14, Members were able to revise the CTS scheme to feature a reduction of 14% CTS for working age customers.
- 1.9 Councils are required to review the operation of their CTS schemes annually. They are required to make any revisions no later than 28 February in the financial year preceding that for which the scheme will be revised (i.e. 28 February 2022 for the scheme relating to the 2022-23 financial year).
- 1.10 Further annual reviews determined that the CTS reduction remained at 14% since 2015-16, with further links to Welfare Reform and Universal Credit introduced for 2018-19. That scheme was retained for 2019-20.
- 1.11 For 2020-21 the only change was to introduce a fluctuating earnings rule to the treatment of Universal Credit (UC). A weekly tolerance level of £15 (£65 monthly) was introduced to minimise the number of reassessments imposed by monthly changes in a customer's UC payment. This was intended to reduce customer reassessments by a third and continues to work well.

- 1.12 For 2021-22 the only change was to increase the percentage for the minimum contribution rate from a baseline of 14% to 20%. It is too early to report the impact this has had on collection and recovery and it will take several months before we start to understand this. Many customers still have arrears from last year following the impact of COVID-19 and the suspension in recovery action throughout the year which could impact on their ability to pay this year.
- 1.13 We are now reviewing our CTS scheme for the 2022-23 financial year.

2 The 2021 review (for CTS scheme for 2022-23)

- 2.1 Councils are required to review operation of their CTS schemes each year. Where a change is proposed, we are required to undertake customer consultation; the results of which assist in the final decision made by the Council regarding the CTS scheme next year.
- 2.2 Members will be aware that this Council is one of five partners forming the Anglia Revenues Partnership (ARP). The other four Councils are Breckland, East Cambridgeshire, West Suffolk (formerly Forest Heath and St. Edmundsbury) and East Suffolk (formerly Waveney and Suffolk Coastal). These Councils have maintained the contribution rate in their schemes at 8.5% since 2013. They are not proposing any changes to this rate for 2022-23.
- 2.3 Currently, apart from a different contribution rate, all other aspects of the CTS scheme are consistent across all of the ARP partners. This aids the efficient administration of the schemes across the partnership. This does not however preclude any of the partners amending their scheme independently of the others.
- 2.4 All partner authorities are currently considering the options to change the scheme for 2022-23 as detailed in Section 4 below.
- 2.5 Since 2018 the scheme has been harmonised to DWP welfare reforms introduced for Housing Benefit and CTS for Pensioners and introduced closer links to Universal Credit data share to claims, most notably removing the default stipulation for customers to make a separate claim to the Council. This has been of particular help to all the new customers impacted by Covid-19 needing to make a Universal Credit claim but not needing to make a further claim to the Council for Council Tax Support.
- 2.6 Since April 2020 we have strengthened our use of DWP Universal Credit data share links to further assist customers.
- 2.7 Both these initiatives continue to work well for customers, with other Councils either now introducing these changes or looking to do so.
- 2.8 Customer consultation is central to the review of the CTS scheme for 2022-23 and following Cabinet's decision on 30 September 2021, a consultation exercise on the four proposals was undertaken. This took the form of a web-based consultation and was widely publicised on the Council's website and with stakeholders.
- 2.9 Consultation was open for 6 weeks, from 25 October 2021 to 5 December 2021.

- 2.10 We received 13 responses, which although low, is consistent with the normal response rate to public consultation exercises.
- 2.11 The results of the consultation exercise are summarised at Appendix A, with detailed responses at Appendix B. The majority of respondents agreed with the proposed changes.
- 2.12 The majority of respondents (69%) agreed with the Council lowering the capital threshold to £10,000 and removal of a capital tariff with those customers with savings over £6,000. With regards the proposal for a fixed non-dependent deduction 61% agreed, 54% thought the figure of £7.40 was the right amount for this deduction. Most survey respondents also agreed with the simplification of the claims process (69%). The final proposal to increase the tolerance rule had the agreement of 92% of those who responded, the remaining 8% did not know.
- 2.13 The survey also asked for any other thoughts or comments on the proposals. One respondent was concerned that the smallest change may have a significant impact on those receiving benefits. Another comment supported any change that helps ease the financial burden for those on the lowest incomes. The last comment suggested the council should consider supporting those with mental or physical disabilities and customers with a terminal illness.

3 The impact of CTS to date

- 3.1 CTS with its associated gap between Council Tax payable and the maximum help working age people can receive has been in operation now for eight full years and we are in the ninth year of operation.
- 3.2 The table below shows how the amount of CTS awarded and numbers of customers claiming it have changed since CTS was introduced in 2013:-

| CTS cases and amount awarded | | | |
|------------------------------|----------------|--------------------|------------------|
| Date | CTS awarded | Working age claims | Pensioner claims |
| 31/3/13 (CTB) | £8.16m | 4,682 | 4,727 |
| 31/3/14 | £7.89m | 4,755 | 4,667 |
| 31/3/15 | £7.45m | 4,620 | 4,431 |
| 31/3/16 | £7.21m | 4,450 | 4,202 |
| 31/3/17 | £7.02m | 4,228 | 3,998 |
| 31/3/18 | £6.91m | 4,189 | 3,827 |
| 31/3/19 | £6.98m | 4,227 | 3,629 |
| 31/3/20 | £7.39m | 4,244 | 3,472 |
| 31/3/21 | £8.65m | 4,823 | 3,334 |
| Covid-19 Hardship Fund | <u>-£0.87m</u> | | |
| Net Cost of CTS | 7.78m | | |
| Change 2013 to 2021 | - £0.38m | 141 | - 1,393 |
| | -4.66% | 3.01% | -29.47% |

- 3.3 The annual amount of CTS awarded since 2013 to the end of March 2021 has reduced as a result of both the increase in contribution rate to 14% in 2014-15 and a significant reduction in Pensioner claims. There was, however a significant increase in the number of working age claims during 2020-21 due to the impact of Covid-19.

CTS Current Position

- 3.4 Since March 2021, we have seen a reduction of 10.82% in the number of working age CTS claims as at the end of December 2021.
- 3.5 Figures for the amount of CTS awarded and numbers of customers claiming it at the end of December 2021 compared with March 2021 are detailed in the table below:

| CTS cases and amount awarded: March – December 2021 | | | |
|---|-------------------|--------------------|------------------|
| Date | CTS awarded | Working age claims | Pensioner claims |
| 31/03/21 | £7.78m | 4,823 | 3,334 |
| 31/12/21 | £7.37m | 4,301 | 3,269 |
| Change March to December 2021 | -£0.41m -5.27% | -522 -10.82% | -65 -1.95% |

- 3.6 Total CTS awarded has reduced over the first nine months of 2021-22 due to a reduction in working age claims and the increase in contribution rate to 20%.
- 3.7 Although the Government's Coronavirus Job Retention Scheme ceased on 30 September 2021, there has not, as yet, been corresponding increases in CTS claims.
- 3.8 Whilst the potential remains for caseloads to increase due to continued uncertainties over the future economic impact of Covid-19, it is encouraging that caseloads have returned to near pre-pandemic levels.

Government Funding 2021-22

- 3.9 For 2021-22, the government has provided a one-off grant to authorities in recognition of the anticipated additional cost of providing CTS, at a time when more households are likely to be facing financial difficulties as a result of the pandemic. The grant is for local authorities to keep and the funding is unringfenced. This Council's grant is £194,254 and the major preceptors (County, Police and Fire) have received their grants directly.

4 **Proposals for changes to CTS for 2022-23 approved for consultation - improving the customer journey**

Proposal 1 - Reduce the capital threshold from £16,000 to £10,000 and remove the requirement to pay a tariff on savings over £6,000.

- 4.1 This option would result in:
- A simplified scheme reducing the burden on customer and evidence requirements;
 - Reduced number of claim adjustments as there would be no requirement to notify changes in capital of £250 or more;
 - More streamlined customer experience and reduced processing times for universal credit claims as tariff income details are not provided in DWP claim records;
 - Targeting help to those most in need as those with less capital will receive increased awards and those who no longer qualify will have more than £10,000 capital.
- 4.2 A by-product of implementing this change would be that our options to automate and provide decisions to customers in one day would be extended to those with Capital over £6,000 as the need to manually calculate tariff income would be removed.
- 4.3 This option focuses on improved customer journey and although indicating some savings it is likely to be relatively cost neutral to the Collection Fund as detailed in the table below:

| Option | Saving | Gains | Reductions |
|---|--------|-------|------------|
| Capital upper threshold £10,000 with no tariff income | £7,492 | 11 | 11 |

NB: The capital threshold is the amount of capital (for example, savings) that a customer can own and still receive a reduction on their council tax. This proposal is intended both to ensure support is focused on those customers who most need it and to remove the need for customers to provide evidence (where there is an over £250 change to their capital) of their capital for 'tariff income' to be calculated. ('Tariff income' is a measure that the Government uses for all benefits to calculate how much income a customer could theoretically earn from their capital, even if they don't earn it).

Proposal 2 – Introduce a fixed rate non-dependant deduction

- 4.4 It is proposed to set a fixed deduction of £7.40 on the amount of Council Tax reduction a customer on 'non-passported benefits' (see definition below) is entitled to if they live with non-dependent adult family members or friends. At the moment, the amount of deduction has to be calculated individually and can cause problems when the non-dependent family members or friends refuse to, or forget to, let the customer know about changes in their circumstances.

- 4.5 Non-passported benefits is a DWP term. 'Passported' means people in receipt of DWP prescribed benefits; the income-based elements of Income Support, Jobseekers Allowance and Employment Support Allowance for whom a council does not have to undertake a separate means-tested exercise and evidence gather to determine Council Tax Support or Housing Benefit. 'Non-passported' means a council must undertake that separate exercise, usually because people have earnings/income exceeding those benefit thresholds. 'Passported' customers automatically receive full Council Tax Support up to the non contribution rate or full Housing Benefit whilst non-passported customers will have to make some contribution towards both cohorts must pay the minimum of 20% as required within Fenland District Council's Scheme.
- 4.6 This option would result in:
- A simplified scheme reducing burden on customer and evidence requirements.
 - Reduced number of claim adjustments as there would be no requirement to notify changes in non-dependant income. This is something the customer is not always aware of or able to obtain verification of themselves.
 - The functionality to verify and receive automatic income updates from DWP and HMRC does not extend to non-dependants meaning verification is always a manual process and the onus is solely on the customer to identify and report changes for their adult household members.
 - More streamlined customer experience and reduced processing times for Universal Credit claims as DWP do not gather details of non-dependant's income and the responsibility on the Local Authority to obtain this missing information delays claim processing.
 - Harmonisation with Universal Credit where there is already a flat-rate non-dependent deduction
 - Delays in and failure to provide non-dependant income details results in incorrect CTRS awards, payment failure and Council Tax arrears.
- 4.7 A by-product of implementing this change would be that our options to automate and provide decisions to customers in one day would be extended to those with non-dependants as the need to request follow up details would be removed.
- 4.8 Any customers who are entitled to a severe disability premium within their Council Tax Support assessment will continue to be exempt from non-dependant deductions.
- 4.9 This option focusses on an improved customer journey and reduction in administration resource and although indicating some savings the proposed deduction rates have been modelled to provide a relatively cost neutral option as detailed in the table below:

| Option | Saving | Gains | Reductions |
|---|--------|-------|------------|
| Fixed non-dep deduction to £7.40 for those not passported | £4,324 | 99 | 58 |

Proposal 3 – Streamlining the claim process

- 4.10 Currently anyone who claims Universal Credit (UC) is signposted to the Local Authority to make a separate application for CTRS. However, our scheme allows us to treat the DWP notification of UC outcome as a claim in its own right and the Local Authority, therefore, often receive duplicate claims.
- 4.11 Making the claim process more streamlined by restricting use of our direct claim route to those already in receipt of UC or a legacy benefit and signposting everyone else to make a claim for UC if they haven't already done so, thereby, not accepting a duplicate direct claim with the LA would have the following impact:
- More streamlined customer journey by preventing duplication of claims.
 - Reduce burden on customer to provide evidence through making a non-UC claim.
 - Removes requirement for both DWP and Local Authority to verify income details.
 - Maximises income by signposting customers to claim Universal Credit.
 - Makes full use of DWP data share functionality.
 - Reduces administration resource requirements.
- 4.12 A by-product of implementing this change would be that our opportunity to automate DWP first payment files would increase if more claims came through this verified route in the first instance rather than via our online claim form.
- 4.13 Reporting has indicated that for this financial year to date only 3 customers have applied directly to the Local Authority without being in receipt of a legacy benefit or UC or making a fresh claim for UC at the same time. Implementing this change would signpost all 3 to claim directly with the DWP, resulting in 2 of them being entitled to UC and CTRS and 1 not being entitled to UC but still being entitled to CTRS. Therefore, 66% of the few people we would signpost to claim UC as they haven't already done so, would be better off as a result and we would no longer receive duplicate claims for those who have already claimed UC.
- 4.14 This option focusses on improved customer journey and reduction in administration resource and there are no financial implications.

Proposal 4 – increase tolerance for Universal Credit data re-assessments

- 4.15 In April 2020 a tolerance of £65 per month was introduced which meant that income changes of less than £15 per week were no longer re-assessed for UC customers.
- 4.16 Universal Credit (UC) is designed to be paid monthly, calculated on the customer's circumstances, including Real Time Information (RTI) earnings data from HM Revenue and Customs. Given customers' circumstances, especially earnings, fluctuate, this leads to monthly revised UC awards sent to the Council by the DWP.

- 4.17 Due to the tolerance rule, customers have seen a reduction by one third in Council Tax adjustment notifications, and a reduction in direct debit amendments and the need to request a refund. This has provided greater certainty to customers to enable them to manage their payments and household budgets.
- 4.18 The introduction of a fluctuating earnings rules last year has been particularly beneficial given the significant increase in the COVID-19 workload for Anglia Revenues Partnership, which peaked at a 500 per cent increase compared to the same point last year, before reducing to 200 per cent and now starting to return to normal levels.
- 4.19 By increasing the tolerance rule from £65 per month to £100 per month a further 16% of re-assessments would be avoided, providing customers with more consistent payments, fewer adjustments and improved financial certainty. By retaining the discretion to review exceptional cases we will be able to override the rule in the case of a single beneficial change being reported. However, we are yet to see a case where discretion has been needed with the current £65 tolerance as most cases have monthly fluctuations reported which evens out any impact of applying the tolerance over the course of a year.

5 Customer Impact

- 5.1 The Equality Act 2010 reminded all public authorities of their duty to have 'due regard' to the need to:
- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act,
 - Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - Foster good relations between people who share a protected characteristic and people who do not share it.
- 5.2 Authorities must consider the needs of "protected groups" when making policy decisions, and undertake a Customer Impact Assessment (CIA) to understand the effect of such decisions upon such groups. In doing this, we are required to take the appropriate actions when making changes that may impact negatively on these groups.
- 5.3 A CIA will be required as part of the Council report approving the final CTS scheme for 2022-23 at their meeting on 24 February 2022. This is detailed at Appendix C.

6 Next steps

- 6.1 The recommendations from this meeting will be presented to Council at their meeting on 24 February 2022 who will approve the final scheme for implementation from 1 April 2022.

| | Proposal 1 Capital changes Proposal 1 Fenland District Council is proposing to lower the 'capital threshold' for Local Council Tax Reduction from £16,000 to £10,000 and remove the requirement to pay a tariff on savings over £6000. | Proposal 2 Fixed deduction. Proposal 2 Fenland District Council is proposing to set a fixed deduction on the amount of Council Tax reduction a customer is entitled to if they live with non-dependent adult family members or friends. | Proposal 2 Is £7.40 the right amount for the deduction? Based on data about average deductions for current claimants, the council is proposing a fixed rate deduction of £7.40 for claimants whose are not in receipt of Income Support, Jobseekers Allowance (Income based), Employment Support Allowance (Income Related). Do you agree that this is the right amount? | Proposal 2 Too high or too low If you answered no to Q3, do you believe this amount is too high or too low? | Proposal 3 Simplification of application process Proposal 3 Fenland District Council is proposing to simplify the application process for LCTRS by requiring all customers to apply to DWP rather than direct to the local authority. Whereas previously, customers submitted separate claims for LCTRS, the proposals would mean customers would in future only need to apply for benefits through DWP, who will automatically notify ARP if someone is eligible for LCTRS. Do you agree with this proposal | Proposal 4 Increase to the amount used for the tolerance rule. Proposal 4The council is proposing to adjust the current rule whereby customers' income can vary up to £65 a month (£15 a week) before a reassessment is required, to £100 a month. |
|-------------------|--|---|--|---|--|--|
| Strongly agree | 23.08% | 7.69% | | | 38.46% | 30.77% |
| Agree | 46.15% | 53.85% | 53.85% | Too High 50% | 30.77% | 61.54% |
| Don't know | 0.00 % | 30.77% | | | 15.38% | 7.69% |
| Disagree | 15.38% | 7.69% | 46.15% | Too Low 50% | 15.38% | 0.00% |
| Strongly disagree | 15.38% | 0.00% | | | 0.00% | 0.00% |

13 responses.

Appendix B: Responses to consultation on proposed changes to Fenland District Council Local Council Tax Reduction Scheme 2022-23

| | Question | Consultees' responses | Fenland District Council response |
|---|--|---|--|
| 1 | Proposal 1. Do you agree with the proposal to lower the 'capital threshold' for Local Council Tax Reduction from £16,000 to £10,000, and remove the requirement to pay a tariff on savings over £6,000. | <p>Agree 9 Don't know 0 Disagree 4</p> <p>If someone has this much in savings then they're not in most need. There are those with a higher priority for support.</p> <p>Should be in line with income tax personal allowance and then incremental steps up to £16000.00</p> <p>I think if someone has over that amount in savings they have enough so survive.</p> <p>This would result in more of the poorest people having to pay more council tax</p> <p>It seems much fairer as those with little or no savings should be prioritised over those who are lucky to have a relatively larger amount of savings</p> <p>Penalises those who have saved vs those who haven't. What affect would this have? Where are the statistics on affected number of people vs savings made by the council?</p> | <p>There will be some customers who will receive more Council Tax Reduction Support and some customers who will receive less but this is not proposed as a cost saving measure.</p> <p>The change is aimed to target help to those most in need as those with less capital will receive increased awards and those who no longer qualify will have more than £10,000 capital.</p> <p>As with all means tested schemes there is a level where customers' savings or income results preclude assistance.</p> <p>If customers savings decrease below this level £10,000 a customer may make a further claim for LCTRS assistance.</p> |

| | Question | Consultees' responses | Fenland District Council response |
|-----|---|--|--|
| 2 | Proposal 2. Do you agree with the proposal to set a fixed deduction for customers with non-dependent adult friends or family members in the same household? | <p>Agree 8 Don't know 4 Disagree 1</p> <p>Will this mean people who get PIP enhanced care element or mobility will no longer be entitled to the non dependent deduction being ignored?</p> <p>Peoples circumstances are unique</p> | <p>The proposal is to retain a nil deduction for non-dependents in receipt of passported benefits (or UC with no earnings) but introduces a fixed rate deduction of £7.40 for other non-dependents.</p> <p>We would also retain the existing protections for customers in receipt of disability benefits meaning they would be exempt from any deductions (regardless of their non-dependent's circumstances):</p> <p>Deductions are not made if you or your partner:</p> <ul style="list-style-type: none"> • are receiving attendance allowance • are registered as blind • are receiving <u>Disability Living Allowance</u> (the care component) • are receiving the <u>Personal Independence Payment</u> (the daily living component). |
| 3-4 | Based on data about average deductions for current claimants, the council is proposing a fixed rate deduction of £7.40 for claimants whose benefits are not 'passported'. | <p>Agree 7 Don't know 0 Disagree 6</p> <p>In times where cuts are being made and costs are going up (especially gas and electricity) this could tip people in to deep poverty.</p> | <p>There are currently deductions of non-dependents and these can often change leading uncertainty of CTS entitlement and revised Council Tax Bills.</p> |

| | Question | Consultees' responses | Fenland District Council response |
|---|--|--|--|
| | Do you agree that this is the right amount? | <p>is this per week or per month. What if the non-dep is only working part-time, on zero hours contract and not guaranteed an income.</p> <p>What if you get income related universal credit?</p> <p>I actually don't know -there is no point of reference for anyone to know whether this is the right amount and surely the deduction amount should depend upon income</p> <p>More support for low income people</p> | <p>The nil deduction will apply to those on passported benefits including those on UC with no earnings.</p> <p>A fixed deduction reduces the burden on customer to continually provide and evidence and updated wage information.</p> <p>It is anticipated that there will be less claim adjustments as there would be no requirement to notify changes in non-dependant income. This is something the customer is not always aware of or able to obtain verification of themselves.</p> |
| 5 | Proposal 3. Do you agree with the proposal to simplify the application process for LCTRS by requiring all customers to apply to the Department for Work and Pensions (DWP) rather than direct to the local authority. Whereas previously, customers submitted separate claims for LCTRS, the proposals would mean customers would in-future only need to apply for benefits | <p>Agree 9 Don't know 2 Disagree 2</p> <p>how will you ensure those that do not want to claim other benefits will be able to access support -not everyone wants to claim with DWP.</p> <p>Not sure how this will work.</p> <p>What if this goes wrong? What safeguards will be in place for those who slip through the net when the automatic system doesn't</p> | <p>We already receive data for new UC claimants directly from DWP and treat this as a new claim in its own right (removing the need for a duplicate claim via the LA). This change is to help reduce the number of duplicate claims still received.</p> <p>The council will make all decisions in relation to Council Tax Reduction Support entitlement, it is just that the income information will be provided by the DWP. Customers will still have reconsideration and appeal rights regarding all</p> |

| | Question | Consultees' responses | Fenland District Council response |
|---|--|---|--|
| | through DWP, who will automatically notify ARP if someone is eligible for the LCTRS. | work 100% correctly (as most systems are not perfect) | <p>Fenland District Council Tax Reduction Support assessments.</p> <p>This change will mean that we only accept new claims via our website from those in receipt of legacy benefits or war pensions. Anyone else will be signposted to claim UC in the first instance or advised that they do not need to complete a form if they have claimed UC already and are waiting its outcome.</p> <p>The numbers we will be signposting are minimal with modelling showing we would only signpost around 4 customers per quarter and 3 of these would have qualified for UC so we would be helping maximise their income.</p> <p>Anyone already in receipt of UC or who has previously made an unsuccessful claim for UC will be able to make a quick and easy re-claim via a short declaration form on our website. We will still provide customer assistance with eligibility questions etc.</p> <p>If a customer decides not to claim Universal Credit a claim for Council Tax Reduction Support may still be submitted.</p> |
| 6 | Proposal 4. Do you agree with the proposal to increase the threshold for income changes | <p>Agree 12 Don't know 1 Disagree 0</p> <p>I don't understand this one.</p> | By increasing the figure from £65 per month to £100 per month would further reduce the need |

| | Question | Consultees' responses | Fenland District Council response |
|---|---|---|---|
| | that affect Local Council Tax Reduction from £65 to £100? | | <p>for re-assessments from a third to a half. This should result in customers having stable payment arrangements, fewer adjustments and improved financial certainty.</p> <p>The Council are not trying to reduce Council Tax Support entitlement. The discretion to review exceptional cases we will be able to override the rule in the case of a single beneficial change being reported. However, most cases have monthly fluctuations reported even out any impact of applying the tolerance over the course of a year</p> <p>There are likely to be less overpayments of Council Tax Reduction Support as there should be fewer assessments required because the increase of the threshold.</p> |
| 7 | Anything else about the proposals. | I'm very lucky that I don't need to claim support so my views are not based on my own experiences. However, I work in Social Housing and I see first hand the impact of a small weekly increase can have on those who are on minimal benefits. It might only be a few pound a week here, but it's also other things that are 'only a few pounds more' before you know it we will be having more and more people depending on food banks etc | <p>These proposals are not about implementing savings or effecting other services delivered by the council. These proposals aim to simplify and improve service provision, reduce duplication of information, and lessen the requirement to provide information to the council.</p> <p>.</p> <p>Deductions will not made for a non-dependent if a customer or their partner is in receipt of</p> |

| | Question | Consultees' responses | Fenland District Council response |
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| | | <p>I am all for anything which helps ease the financial burden for those of us on the lowest incomes even just a little</p> <p>Please consider supporting further those uniquely in need such as those with mental or physical disabilities, terminal illness.</p> | <p>Personal Independence Payment (PIP) daily living component.</p> |

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| <p>Name and brief description of policy being analysed</p> <p><u>Council Tax Support</u> Proposed changes to Fenland District Council's Council Tax Support Scheme 2022-23</p> |
| <p>Information used for customer analysis</p> <p>Changes to Fenland District Council's Local Council Tax Reduction Scheme 2022-23. The four proposed changes are as follows:</p> <p>Proposal 1 It is proposed to lower the 'capital threshold' for Local Council Tax Reduction from £16,000 to £10,000 and remove the requirement to pay a tariff on savings over £6000.</p> <p>Proposal 2 It is proposed to set a fixed deduction of £7.40 on the amount of Council Tax reduction a customer on 'non-passported benefits' (see definition below) is entitled to if they live with non-dependent adult family members or friends. At the moment, the amount of deduction has to be calculated individually and can cause problems when the non-dependent family members or friends refuse to, or forget to, let the customer know about changes in their circumstances.</p> <p>Proposal 3 Fenland District Council is proposing to simplify the application process for LCTRS by requiring all customers to apply to DWP rather than direct to the local authority. Whereas previously, customers submitted separate claims for LCTRS, the proposals would mean customers would in future only need to apply for benefits through DWP, who will automatically notify ARP if someone is eligible for LCTRS.</p> <p>Proposal 4 The council is proposing to adjust the current rule whereby customers' income can vary up to £65 a month (£15 a week) before a reassessment is required, to £100 a month. Since the £65 threshold was introduced in 2020, ARP have seen a significant reduction in adjustment notifications, direct debit amendments and refunds. It has also given customers greater certainty to enable them to manage their payments and household budgets.</p> <p>The majority of the service we provide is governed by legislation and regulations. All of the policies and procedures we work to are reviewed regularly to ensure these are fair and we welcome feedback from customers and take appropriate action where necessary through our 3c's department.</p> |

| | Could particularly benefit | Neutral | May adversely impact | Explanations | Is action possible or required? | Details of actions or explanations if actions are not possible Please note details of any actions to be placed in your Service Plan |
|-------------|----------------------------|-------------------------------------|----------------------|--|---------------------------------|--|
| Race | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability</p> <p>There is no impact in relation to race of a person. Council Tax Support is a means tested benefit, race is not a factor of the scheme.</p> <p>No mitigation required</p> | N | |
| Sex | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability. There is no impact in relation to the sex of person.</p> <p>No mitigation required.</p> | N | |

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|----------------------------|--|-------------------------------------|--|---|---|--|
| Gender reassignment | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability irrespective of a person's gender reassignment.</p> <p>No mitigation is required.</p> | N | |
| Disability | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability irrespective of disability. Existing protections for customers entitled to a severe disability premium would be retained meaning there would continue to be an exemption from non-dependant deductions.</p> <p>No mitigation is required</p> | N | |
| Age | | <input checked="" type="checkbox"/> | | <p>The Fenland Council Tax Support Scheme is based in the national default scheme which was previously the Council Tax Benefit Scheme. The proposed changes may affect working age customers dependent on capital, household circumstances or Council Tax liability, not on the basis on age.</p> <p>Customers of pensionable age (this is defined by legislation and will change over time as the state retirement age</p> | N | |

| | | | | | | |
|---------------------------|--|-------------------------------------|--|--|---|--|
| | | | | <p>changes upwards) will not be affected by these changes as the Government has specified that they must be protected.</p> <p>All information being published about the changes make reference to the changes only affecting working age customers. Households with children and young adults at school will continue to be supported by Child Benefit and maintenance being ignored in calculation Council Tax Support assessments.</p> | | |
| Sexual orientation | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability.</p> <p>There is no impact in relation to sexual orientation of a person.</p> <p>No mitigation required.</p> | N | |
| Religion or belief | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability. There is no impact in relation to religion or belief of a person.</p> <p>No mitigation required.</p> | N | |

| | | | | | | |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--|---|--|
| Pregnancy & maternity | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability.</p> <p>There is no impact in relation to pregnancy and maternity. Applicable amounts and premiums remain unchanged.</p> <p>No mitigation required.</p> | N | |
| Marriage & civil partnership | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability irrespective of marital or civil partnership status.</p> <p>No mitigation is required</p> | N | |
| Human Rights | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability.</p> <p>There is no impact in relation to Human Rights of a person.</p> <p>No mitigation required.</p> | N | |
| Socio Economic | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability.</p> <p>These proposed charges will result in some customers receiving more Council Tax Support and some</p> | N | |

| | | | | | | |
|---|--|-------------------------------------|--|--|---|--|
| | | | | <p>receiving less.</p> <p>The proposed changes aim to target assistance to those customers who have under £10,000 capital and reduce the evidence requirement burden for customers. In addition, the proposed changes aim to provide stable payment arrangements and provide financial certainty by applying a standard rate nondependent deduction and increasing the amount used within the Universal Credit tolerance rule.</p> <p>Mitigation.</p> <p>To continue with the discretion to review exceptional cases to override the Universal Credit tolerance rule in the case of a single beneficial change being reported.</p> | | |
| Multiple/ Cross Cutting | | <input checked="" type="checkbox"/> | | <p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability.</p> <p>These changes will only impact customers in receipt of or claiming Council Tax Support Reduction</p> | N | |
| Outcome(s) of customer analysis | | | | | | |
| a) Will the policy/ procedure impact on the whole population of Fenland and/ or identified groups within the population; negative <input checked="" type="checkbox"/> neutral <input type="checkbox"/> positive <input checked="" type="checkbox"/> | | | | | | |

| | |
|---|--|
| No major change needed <input checked="" type="checkbox"/> Adjust the policy <input type="checkbox"/> Adverse impact but continue <input type="checkbox"/> Stop and remove / reconsider policy <input type="checkbox"/> | |
| Arrangements for future monitoring: We are always welcoming customers feedback and act upon them when necessary. | |
| Details of any data/ Research used (both FDC & Partners): A consultation survey on the proposals was conducted by Fenland District Council Consultation for 6 weeks, from 25 th October 2021 to 5 th December 2021. | |
| Completed by: Name: Sam Anthony and Andrew Rose Position: Head of HR & OD and Operations Manager, Anglia Revenues Partnership | |
| Approved by Peter Catchpole: Corporate Director | Date published: This should be the date the analysis was published on the website |

DRAFT 6 MONTH CABINET FORWARD PLAN – Updated 12 January 2022



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

CABINET

| CABINET DATE | ITEMS | LEAD PORTFOLIO HOLDER |
|-----------------|--|---|
| Thu 3 Feb 2022 | <ol style="list-style-type: none"> 1. Authorisation of External Funding in relation to energy efficiency 2. Local Plan Update 3. Cabinet Draft Forward Plan 4. Wisbech High Street Project Review (confidential) | <p>Cllr Hoy</p> <p>Cllr Boden / Cllr Laws Cllr Boden Cllr Boden / Cllr Seaton / Cllr Hoy / Cllr Tierney</p> |
| Thu 24 Feb 2022 | <ol style="list-style-type: none"> 1. Business Plan 2022/23 2. Budget 2022/23 and Mid Term Financial Strategy 3. Economic Growth Strategy 2022-25 4. Cabinet Draft Forward Plan | <p>Cllr Boden Cllr Boden</p> <p>Cllr Benney Cllr Boden</p> |
| Tue 22 Mar 2022 | <ol style="list-style-type: none"> 1. Update on Progress with Wisbech Levelling Up Fund Regeneration Project 2. Fenland Transport Strategy 3. Cabinet Draft Forward Plan | <p>Cllr Boden / Cllr Hoy / Cllr Tierney / Cllr Lynn Cllr Seaton Cllr Boden</p> |
| Thu 12 May 2022 | <ol style="list-style-type: none"> 1. Draft Local Plan 2. Wisbech Levelling Up Fund Regeneration Bid 3. Cabinet Draft Forward Plan | <p>Cllr Boden / Cllr Laws Cllr Boden / Cllr Hoy / Cllr Tierney / Cllr Lynn Cllr Boden</p> |
| TBC Jun 2022 | <ol style="list-style-type: none"> 1. Appointments to Outside Bodies 2. Cabinet Draft Forward Plan | <p>Cllr Boden Cllr Boden</p> |

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