

AGENDA

CABINET

MONDAY, 30 JANUARY 2023

4.00 PM

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

Committee Officer: Linda Albon

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Although this is a public meeting, members of the public are encouraged to view the meeting via our YouTube channel: <https://youtu.be/nUyjDGIH5DY>

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

To confirm and sign the minutes of 12 December 2022.
- 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 Fees & Charges for 2023/24 (Pages 7 - 32)

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2023/24.
- 6 Investment Board Update (Pages 33 - 40)

To provide an update to Cabinet of the work of the Investment Board from April 2022 to December 2022

7 Wisbech High Street Update (Pages 41 - 42)

To provide Cabinet with a monthly update regarding ongoing work related to 11 – 12 and 24 High Street, Wisbech

8 Grant Funding Agreement - Future High Street Fund construction works (Pages 43 - 48)

To update Cabinet on the March Future High Street Fund (FHSF) Market place, Riverside and Broad Street workstreams and also seek Cabinet approval to enter into a Grant Funding Agreement with Cambridgeshire County Council allowing the project to proceed with the next step within the delivery phase.

9 UK Shared Prosperity Fund (SPF) (Pages 49 - 96)

To consider and recommend acceptance of Shared Prosperity Funding from the Cambridgeshire & Peterborough Combined Authority for a three-year period commencing in 2022-23 and ending in 2024-25.

10 Draft 6 Month Cabinet Forward Plan (Pages 97 - 98)

For information purposes.

11 Items which the Chairman has under item 3 deemed urgent

CONFIDENTIAL - ITEMS COMPRISING EXEMPT INFORMATION

To exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: "that the public be excluded from the meeting for Items which involve the likely disclosure of exempt information as defined in the paragraphs 3 and 5 of Part I of Schedule 12A of the Local Government Act 1972 (as amended) as indicated."

12 Purchase of a potential development site in March (Confidential) (Pages 99 - 168)

To update Cabinet on the due diligence requested at its meeting on 5 September 2022 and to seek a decision as to what if any further action should be taken in relation to a proposed acquisition.

Friday, 20 January 2023

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

CABINET



MONDAY, 12 DECEMBER 2022 - 2.00 PM

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

CAB42/22 PREVIOUS MINUTES

The minutes of the meeting held on 14 November 2022 were confirmed and signed as an accurate record.

CAB43/22 DRAFT BUSINESS PLAN 2023/24

Members considered the Draft Business Plan 2023/24 report presented by Councillor Tierney.

Councillor Tierney stated that he was pleased to commend what he regarded as a well presented and good report.

Councillor Boden said that as the document will be going out to public consultation there is one point he would like to raise and see reflected in the document and that is the importance of the new transformation process that the Council will be undertaking as to the way in which decisions are made and the way in which this council operates. That is going to be of fundamental importance to the future of the Council and is something that will be initiated in the next financial year, and it is his view that it needs greater prominence in the report than it does currently.

Proposed by Councillor Tierney, seconded by Councillor Mrs French and Cabinet AGREED to approve the Draft Business Plan 2023-24 for public consultation.

CAB44/22 DRAFT BUDGET & MTFS 2023/24

Members considered the Draft Budget and Medium-Term Financial Strategy 2023/24 report presented by Councillor Boden.

Councillor Boden said he wanted to pay particular credit to Mark Saunders, Chief Accountant, as well as other officers, for putting this report together saying that is getting more difficult each year to produce a meaningful and accurate set of figures at this stage of the process.

Councillor Mrs French said she too congratulated officers for an exceptional job, but she also wanted to thank Councillor Boden for over-viewing and scrutinising every penny that goes through the Council.

Proposed by Councillor Boden, seconded by Councillor Benney and Cabinet AGREED that:-

- (i) the draft budget proposals for 2023/24 be approved for consultation;**
- (ii) the revised General Fund Budget and revised Capital Programme for 2022/23 be approved; and**

(iii) the proposed Capital Programme for 2023-2026 be approved.

CAB45/22 TREASURY MANAGEMENT STRATEGY STATEMENT & ANNUAL INVESTMENT STRATEGY MID-YEAR REVIEW 2022/23

Members considered the Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Review 2022/23 report presented by Councillor Boden.

Councillor Tierney said when a council has gone wrong and finances and borrowing are out of control, then people focus on that but when a council is well managed and finances are stable, then we should also recognise the good work done by people who know what they are doing so he paid tribute to officers and Councillor Boden for their sound financial decisions and he thanked all involved in the work behind this report. Councillor Boden thanked Councillor Tierney, stating that the day-to-day operational decisions about where the Council places its funds are made entirely by officers and all credit is due to them. However, what members and officers have done collectively is to ensure the Council maintains as much cash balance as possible and that means we are able to earn that much more in investment income.

Cabinet AGREED to note the report.

CAB46/22 FDC FORMAL RESPONSE TO FENS RESERVOIR CONSULTATION

Members considered the FDC Formal Response to Fens Reservoir Consultation report presented by Councillor Laws.

Councillor Laws said it needs to be registered that Fenland District Council recognises the effort by Anglian Water, acting together with Cambridge Water, to engage and collaborate with the council and other stakeholders in the plans for the Fens Reservoir. This is a project for long-term water security in the region that also impacts on various cross-boundary issues such as transport, flood risk, environment, and community. The Council also recognises the pressure it places to expedite this project. Councillor Laws added that the Council is very keen to engage in working with Anglian Water and Cambridge Water to develop this project in collaboration.

Councillor Mrs French said she fully supports the scheme. She attended a flood meeting just this morning attended by Middle Level and Anglian Water. The chairman of the Navigations Committee pointed out the hundreds of thousands of pounds it has cost Middle Level over the years to pump, so she asked if they would be looking to pump into the reservoir to save such a vast sum of money, and the answer is yes they are working together. Councillor Boden said that was very positive to hear.

Councillor Count said he agreed with the responses made on behalf of this Council and the letter sent but he would like to draw attention to the word 'potential'. Here is a proposal from Anglian Water to build a reservoir for the supply of water to homes. The consultation papers show drawings of people windsurfing, fishing, rowing a boat etc. However, when looking at the detail behind those parts of the consultation, the words 'potential', 'work with partners' and 'could be made to happen' are used. Councillor Count stressed that as we go through this process it is essential that those move from potentials to deliverables. He said it will be a fantastic asset for us all if so, but if it just delivers the core purpose then it will be an eyesore on a very bland landscape. Therefore, we should embrace this opportunity and keep a close eye on converting potentials into reality.

Councillor Tierney said this is fantastic news, of course we need the water but the aspects for leisure are incredible and will be such a boon for the area. However, Councillor Count raises an important point because there is a danger of slippage on some projects like this where early promises are never fulfilled, and we must keep an eye on this. It will be awesome if it delivers as

promised.

Councillor Boden said that the comments made by Councillor Count and Councillor Tierney are highly valid and that we must all be alert to the danger that what has been promised somehow slips away. What has not been mentioned is the effect this will have on jobs and skills; this construction process will probably be the largest in Fenland since the 17th century when the Fens were drained. Some of the skills involved are in short supply so this will involve much training and a lot of planning and will provide many transferable skills that residents will be able to obtain and utilise for the future.

Councillor Laws added that there have been significant discussions around the focus on employing local people, but it is important to note that apprenticeship opportunities will be offered to provide young people with a chance to gain skills. Councillor Boden agreed and added that there will also be massive opportunities in the supply chain to many local businesses for years to come and we must ensure that both Fenland businesses and residents are in the strongest possible position to take the maximum advantage of this once in a generation opportunity.

Proposed by Councillor Boden, seconded by Councillor Benney and Cabinet AGREED that:

- **the Council's formal response to the Fens Reservoir consultation and the draft letter from the Leader of the Council, Portfolio Holder for Planning and Portfolio Holder for Economic Growth be approved and recommended to Council for agreement; and**
- **authority be delegated to the Corporate Director in consultation with the Leader of the Council, Portfolio Holder for Planning and Portfolio Holder for Economic Growth to make any changes that may be required.**

CAB47/22 CARBON REDUCTION AND CLIMATE ADAPTATION

Members considered the Carbon Reduction and Climate Adaptation report and action plan presented by Councillor Tierney.

Proposed by Councillor Tierney, seconded by Councillor Hoy and Cabinet AGREED that:

- **it be recommended to Council that the adoption of the Carbon Reduction and Climate Adaptation report and related action plan be approved;**
- **Appendix A of Part 3, Table 4 of the Constitution is amended so as to also include reference to the Environment Act 2021 and so as to enable officers to fulfil Fenland District Council's obligations under that Act in accordance with their ordinary delegations; and**
- **authority be delegated to portfolio holders to take forward the actions in the plan in line with their portfolio holder responsibilities.**

CAB48/22 LAND TRANSFER - WISBECH & CHATTERIS

Members considered the Land Transfer – Wisbech and Chatteris report presented by Councillor Boden.

Councillor Mrs French said she welcomed this report; we have been talking about this land in Wisbech for years so hopes that when it is transferred, something happens with it.

Proposed by Councillor Boden, seconded by Councillor Hoy and Cabinet AGREED to:

- **approve the land transfer of FDC owned land at The Elms, Chatteris at the value of £200,000 to FFL as determined by the independent red book valuation in Appendix A;**
- **approve the land transfer of FDC owned land at Nene Waterfront, Wisbech at the value of £1 to FFL as determined by the independent red book valuation in Appendix**

B; and

- **instruct the FDC Legal Team to prepare land transfer documents.**

(Councillor Boden, Councillor Tierney, and Councillor Benney declared their membership of the Investment Board but stated they were not predetermined and would keep an open mind).

CAB49/22 WISBECH HIGH STREET UPDATE

Members considered the Wisbech High Street update report presented by Councillor Seaton.

Councillor Hoy said if we do go down the affordable route in respect of 11-12 High Street, then she would be keen for there to be a local lettings policy. Councillor Seaton agreed that would not be a problem and thanked Councillor Hoy.

Councillor Count said that he noted in respect of 24 High Street, it references that the CPCA wants affordable housing; it references separately that there will be a specific lettings policy. He asked if the only difference with the lettings policy is in relation to the fact that this is for affordable tenure and that there are no other differences to be made aware of. Councillor Hoy said that she believed this had been put in at her request because her concern was that if there was not a local lettings policy in place and it was just left as affordable, we could not control who the properties were let to. Given the central location of the property and some of the issues in the town centre perhaps we should be selective about who we let the units to. Councillor Count thanked Councillor Hoy for the clarification and said that makes perfect sense. Councillor Boden added that the reference to affordability is just a matter of percentage of market rental value, which would be a maximum of 80%.

Councillor Tierney stated that he is relaxed about the final use within the specification that Councillor Hoy has already raised but what the people of Wisbech want is to see the buildings looking nice again and that gateway into town looking like it used to.

Proposed by Councillor Seaton, seconded by Councillor Tierney and Cabinet AGREED that:

- **the current position in relation to these two significant projects in Wisbech High Street be noted;**
- **the S151 Officer be authorised to enter into a grant funding agreement with the Combined Authority to accept the grant funding of £210,000 to support 24 High Street's development costs; and**
- **the 6 residential units in High Street would be let with a specific lettings policy for these flats being developed upon build completion and that the policy will conform with the grant funding agreement.**


CAB50/22 DRAFT 6 MONTH CABINET FORWARD PLAN

Councillor Boden presented the Cabinet Forward Plan for information.

2.38 pm

Chairman

Agenda Item 5

Agenda Item No:	5	
Committee:	Cabinet	
Date:	30 January 2023	
Report Title:	Fees and Charges 2023/24	

1 Purpose / Summary

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2023/24.


2 Key issues

- The Panel met on the 16 January 2023 to review the Council's Fees and Charges for 2023/24, in line with the Budget Strategy considered by Cabinet on 12 December 2022.
- The report detailing the proposals considered by the Overview and Scrutiny Panel is attached.
- The fees and charges for 2023/24 considered by the Overview and Scrutiny Panel are at Appendix A of the attached report.
- Following consideration of the attached report, the Overview and Scrutiny Panel recommended to Cabinet that the Fees and Charges set out in Appendix A be included in the final budget proposals for 2023/24.

3 Recommendations

- Members consider the recommendations of the Overview and Scrutiny Panel and approve the Fees and Charges for 2023/24.

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 2023/24.

Agenda Item No:	8	
Committee:	Overview & Scrutiny Panel	
Date:	16 January 2023	
Report Title:	Review of Fees and Charges 2023/24	

1 **Purpose / Summary**

To review the Council's Fees and Charges for 2023/24, in line with the Budget Strategy considered by Cabinet on 12 December 2022.

2 **Key issues**

- At a separate agenda item, the draft Budget report for 2023/24 highlights the significant financial challenges the Council faces over the medium term and the scale of savings required.
- The current and forecast economic climate dictates that the Council's charges have to remain sympathetic to local people's ability to pay, whilst at the same time maximising income to the Council.
- Consumer Price Index (CPI) inflation at September 2022 was 10.1% and currently stands at 10.7% (November 2022), increasing significantly over the last twelve months from a rate of 5.1% (November 2021). Inflation is forecast to remain at current levels 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 2023/24.
- The Council is also experiencing significant inflationary pressures relating to staff costs, energy and fuel costs, contract costs and supplies. Consequently, the majority of charges where we have discretion to amend are proposed to increase by around 10%, ie. generally in line with CPI.
- The proposed fees and charges for 2023/24 are attached at Appendix A.
- The proposals would, at current usage levels, generate further income from fees and charges of an estimated £173,620. No increase in fees and charges had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2023/24.
- The estimated additional income assumes current usage/activity levels are maintained for 2023/24. Any reduction in the level of increases proposed or reduced usage/activity levels will reduce the estimated additional income.
- Consequently, alongside the proposed increases, the emphasis is also on maintaining or increasing usage/activity levels in order to maximise income.

3 Recommendations

- Members are asked to consider the proposals contained in this report and at Appendix A and to recommend to Cabinet the Fees and Charges to be included in the final budget proposals for 2023/24.

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 2023/24.

Report:

1 INTRODUCTION

- 1.1 The Draft Medium Term Financial Strategy and General Fund Budget 2023/24 considered by Cabinet on 12 December 2022 highlighted the significant challenges the Council faces over the medium term. Further details are contained in the draft budget report at a separate agenda item.
- 1.2 When reviewing the current level of fees and charges, officers have been mindful of the following principles:
- (i) The current economic climate and the consequential impact on residents and businesses;
 - (ii) CPI Inflation at September 2022 was 10.1% and currently stands at 10.7% (November 2022), a significant increase over the last twelve months (5.1% in November 2021);
 - (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 Council is also experiencing significant inflationary pressures relating to staff costs, energy and fuel costs, contract costs and materials and equipment costs. Consequently, the majority of charges where we have discretion to amend are proposed to increase by around 10%, ie. generally in line with CPI.
- 1.4 The proposals would, at current usage levels, generate further income from fees and charges of an estimated £173,620. No increase in fees and charges had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2023/24.

2 PROPOSALS

- 2.1 The proposed fees and charges for 2023/24, 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 notified increases received to date for 2023/24 are for Process Authorisation Fees set by DEFRA (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 2023/24.
- 2.5 Taking into account the principles detailed in 1.2 above, all Service Teams have assessed their charges for 2023/24 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 2023/24. With CPI inflation currently at 10.7% and forecast to remain around this level over the coming months, where appropriate the charges have been increased by around 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 (Wisbech & Sutton Bridge - 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. As a result of the previous owners at Port Sutton Bridge ceasing trading at the end of March 2022, there has been a significant impact on the income from ships during 2022/23 to date. The Council understands that the new owner of Port Sutton Bridge is due to commence trading shortly. However, it is unclear at the moment what impact this will have on forecast ship numbers. Consequently due to the significantly reduced income in 2022/23 and the uncertainties around ship numbers for 2023/24, it is proposed that these charges be increased by around 10%.
- The overriding objective when setting charges is to recover the estimated costs of providing this service, taking into account projected ship numbers. There should be 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

Mini-Factories

- Rents have been reviewed in light of current high occupancy rates and market comparisons. For Boleness Road, New Drove, Prospect Way, Longhill and South Fens Business Park, the minimum rent per square foot/metre is proposed to increase by around 40% with a slight reduction in the maximum rent per square foot/metre. For Venture Court the minimum rent is proposed to increase by around 55% with no change in the maximum rent. Actual rents are negotiable within the minimum and maximum charge per square foot/metre.
- The proposed rents would apply to new tenants and following rent reviews for existing tenants. Consequently, any estimate of additional income generated from these changes should be treated with caution.

South Fens Business Centre and The Boathouse

- For South Fens Business Centre, minimum rents per square foot/metre are proposed to reduce by 8.6% with maximum rents increasing by around 5%.
- For The Boathouse, minimum rents per square foot/metre are proposed to remain at current levels with maximum rents increasing by around 10%.
- Actual rents are negotiable within the minimum and maximum charge per square foot/metre. The proposed rents would apply to new tenants and following rent reviews for existing tenants. Consequently, any estimate of additional income generated from these changes should be treated with caution.
- There has been a significant impact on room hire income over the past two years resulting from restrictions imposed during the Covid-19 pandemic. It is proposed to increase these by CPI for 2023/24. The proposed charges are still considered to be competitive.

4 COMMUNITIES, ENVIRONMENT, LEISURE & PLANNING SERVICES

4.1 Environment Charges

- Generally, charges set at the discretion of the Council have been increased by around CPI with the exception of Stray Dogs which have been increased to reflect the significant increase in transport and kennelling costs.
- Process Authorisation Fees set by DEFRA are increasing by around 4.5%. Ship Sanitation Certificates are increased annually in line with the Association of Port Health Authorities recommended charges which have yet to be received.

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 around 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 but also to reflect the increased cost of providing these services, charges are proposed to increase by between 8%-10%.
- The Bulky Household Waste collection charge has been rationalised in recent years 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 increased from 4 to 5 for the minimum £30 fee. For 2023/24 the minimum fee is proposed to increase to £32.50 but with a slight reduction in each item above 5 from the current £7.50 to £6.50.
- 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 2023/24 have already been set (annual subscription if paid by direct debit increased to £39 and if paid by debit card/cash, to increase to £47), the estimated financial impact of the scheme has been included in the draft budget 2023/24.

4.4 Markets and Fairs

- Following two years of no increases in these charges due to the impact of Covid-19, it is proposed that charges increase by around 8%-10%.

4.5 Leisure Services

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

4.6 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 7% 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.

4.7 Homeless Persons Accommodation

- Rent increases of around 7% 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.

4.8 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 2023/24.
- 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 2023/24.
- Ancillary charges are proposed to increase by around CPI but very limited income is generated from these.

4.9 Licensing

- Licensing Fees issued under the Licensing Act 2003 and Gambling Act 2005 are set by government and no increases are proposed for 2023/24. 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. Fees are proposed to increase by around CPI for 2023/24.
- Increases in Hackney Carriage/Private Hire Licences charges for 2022/23 included for the recovery of the cost of new software to enable processes to become more digital with less officer time required in the future. No further increases in these charges are being proposed for 2023/24, partly to help encourage more drivers as there is a significant shortage in the local area. In addition, although there has been some reduction in administration time, the increase in staff costs (pay awards etc) offsets this saving.

5 RESOURCES & CUSTOMER SERVICES

5.1 Land Charges

- Earlier this financial year, the Council worked with HM Land Registry and migrated our local land charges register to their central digital register. This was completed on Tuesday 6 September 2022.
- From that date, Full Residential or Commercial Searches as well as an LLC1 only search became the responsibility of HM Land Registry and consequently we no longer need to set a charge for these searches. (Due to our 10 working day service standard the last date to request these searches from the Council was Friday 19 August 2022).
- This Council will continue to provide replies to CON 29 residential and commercial enquiries as well as additional questions. It is proposed that these charges are increased by around CPI for 2023/24.
- 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 2023/24.

5.2 Electoral Registration

- These fees are set by government and no further increases are planned for 2023/24.

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 £173,620. No increase in fees and charges had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2023/24. The estimated additional income assumes current usage/activity levels are maintained for 2023/24. Any reduction in the level of increases proposed or reduced usage/activity levels will reduce the estimated additional income.
- 6.2 The total estimated fees and charges which will be included in the final budget report for 2023/24, will take into account the agreed level of fees together with estimated usage/activity levels.

2023/24 Fees and Charges - with effect from 1 April 2023

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%
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Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
PORT OF WISBECH AUTHORITY (NENE PORTS) FEES & CHARGES				
1. <u>Harbour and Light Dues</u>				£12,730
a. To Wisbech - per G.T.	0.555 (z)	0.611 (z)	10.1%	
b. To Sutton Bridge - per G.T.	0.465 (z)	0.512 (z)	10.1%	
Oil Spill Prevention Charge - per ship per visit	20.80	22.90	10.1%	
2. <u>Conservancy Dues</u>				£10,570
a. To Wisbech - per G.T.	0.415 (z)	0.457 (z)	10.1%	
b. To Sutton Bridge - per G.T.	0.415 (z)	0.457 (z)	10.1%	
3. <u>Wharfage Dues (Wisbech Only)</u>				£7,780
(i) Steel & Iron products - per tonne	0.558 (z)	0.614 (z)	10.1%	
(ii) Timber (Deals, battens, boards etc) - per cu.m.	0.570 (z)	0.628 (z)	10.1%	
(iii) Timber (Plywood, hardboard etc) - per cu.m.	0.722 (z)	0.795 (z)	10.1%	
(iv) Grain, Animal Feeds - per tonne	0.528 (z)	0.581 (z)	10.1%	
(v) Fertilisers, Sand, Salt - per tonne	0.644 (z)	0.709 (z)	10.1%	
(vi) Aggregates - per tonne	0.644 (z)	0.709 (z)	10.1%	
(vii) Bricks - per tonne	0.558 (z)	0.614 (z)	10.1%	
(viii) Scrap Metal - per tonne	0.893 (z)	0.983 (z)	10.1%	
(ix) ISPS Charge - per ship per visit	37.46 (z)	41.24 (z)	10.1%	
4. <u>Pilotage and Boarding & Landing Dues</u>				£20,200
a For a vessel to Wisbech - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	828.71 (z)	912.41 (z)	10.1%	
(ii) exceeding 1000	0.829 (z)	0.913 (z)	10.1%	
b For a vessel to Sutton Bridge - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	777.61 (z)	856.15 (z)	10.1%	
(ii) exceeding 1000	0.779 (z)	0.858 (z)	10.1%	
<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)				£9,680
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.	146.50 (z) 2,197.00 (z)	161.30 (z) 2,418.90 (z)	10.1% 10.1%	
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	146.50 (z)	161.30 (z)	10.1%	
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	146.50 (z) 410.00 (z)	161.30 (z) 451.40 (z)	10.1% 10.1%	
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	315.00	346.80	10.1%	
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.	442.00	486.65	10.1%	

Description of Charge		2022/23 Charge £	Proposed 2023/24 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)		442.00 (z)	486.65 (z)	10.1%	
Minimum of 4 hours for a stern tow from seaward to Sutton Bridge, plus mobilisation time (see below)		442.00 (z)	486.65 (z)	10.1%	
k Mobilisation/Cancellation fee Time (Charge per Hour)					
Charge for passage to place towing vessel on station, with a Minimum of 1 hour.		191.42 (z)	210.75 (z)	10.1%	
No charge will apply if cancelled 4 hrs before HW					
l Surveying					
Per day or part thereof, hire of equipment		191.30	210.60	10.1%	
Per hour, for processing results		103.05	113.45	10.1%	
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		282.40	310.90	10.1%	
Per hour, minimum 4 hours, small workboat hire Nene Surveyor		318.20	350.35	10.1%	
Per hour, minimum 4 hours, pilot boat hire Nene Pilot, Fenland Pilot		410.00	451.40	10.1%	
Per hour, minimum 4 hours, Fenlander Tug		442.00	486.65	10.1%	
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)		280.60	308.95	10.1%	
o Duty Officer Call Out Charge					
Out of hours (per hour) - 1600 - 0800		103.05	113.45	10.1%	
p Marine Works Superintendence - per hour					
(minimum 1 hour)		103.05	113.45	10.1%	
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		388.86	428.15	10.1%	
No Pilots to be ordered after 4 hours before HW					
r Harbour Master Superintendence - per hour					
(minimum 1 hour)		135.45	149.15	10.1%	
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		183.90	202.50	10.1%	
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		6.55	7.20	9.9%	
Per metre per 7 days		28.40	31.30	10.2%	
Small Commercial Vessels - Resident/Non Resident					
Harbour & Light Dues & Conservancy Charge per vessel per visit.		23.90 (z)	26.30 (z)	10.0%	
Fuel Transfer Charge or Permission to fuel from tanker or across Authority's property.					
Per vessel per bunker and subject to 24 hours notice and Harbour Master's permission.		44.65	49.15	10.1%	
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.		0.95	1.05	10.1%	
An entry shall permit a maximum stay of four days after which further layby berthing dues become payable. Minimum 4 days.					
Harbour & Light Dues, Pilotage, Conservancy, ship's waste, oil spill and ISPS charges as per tariff.					
Wisbech ship berths are NAABSA berths and vessels are subject to being required to move on demand. If dead ship, berthing conditions are strictly by prior agreement with the Harbour Master.					
VAT payable where applicable. All charges fall due on demand and before departure unless account facilities have been applied for and approved in advance.					

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
5. <u>Wisbech Yacht Harbour</u> (All Rates include VAT at standard rate)				£9,100 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	163.00	179.00	9.8%	
Per annum outside or inside hammer-head berths	180.00	198.00	10.0%	
Per annum on commercial linear berths	180.00	198.00	10.0%	
Port of Wisbech Authority Annual Licence	17.00 (z)	19.00 (z)	11.8%	
note				
- Rates apply afloat or for storage ashore but exclude boat lift charges.				
- For vessels arriving mid-term, charges are pro-rata.				
- Rates above apply given payment in full at point of invoice.				
Payment can be staggered but:-				
Two payments plus 5%				
Four payments plus 9%				
Twelve payments plus 13%				
(ii) Sutton Bridge Moorings charges shown net of VAT				
(Rates exclude VAT at standard rate)				
Pontoon Berths - Berthing Rates per annum	150.00	165.00	10.0%	
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)	2.30	2.55	10.9%	
Weekly (7 days)	11.50	12.70	10.4%	
Monthly (28 days) April - October	29.50	32.50	10.2%	
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	25.00	27.50	10.0%	
Full five months	98.00	108.00	10.2%	
Conditions of Use				
This tariff should be read in conjunction with the Wisbech Yacht Harbour Terms and Conditions of Use and the Berthing Licence.				
1 All contracts are subject to availability and all fees payable in advance.				
2 Cancelled contracts will attract a cancellation fee of 15% of the total contract value.				
3 An administration fee of 10% may be applied to all non-contract charges which are invoiced against any vessel which leaves the Yacht Harbour before settlement of an account.				
4 Berthing charges include Port of Wisbech harbour dues, portable water for filling tanks and access to Yacht Harbour facilities. NB Visiting craft are not guaranteed an alongside berth and depending on availability may be required to raft up.				
5 Multi-hulled vessels may be subject to a surcharge of 1.5 times actual rate.				
6 Commercial vessels, (those not designed and/or used for leisure purposes), may be subject to a surcharge of actual costs as a result of charges levied by Local or Statutory authorities.				
7 LOA, (length overall), is the maximum length of any vessel and includes overhangs (push pits, pull pits, bowsprits, davits, etc)				
Administration charge for visiting vessels leaving without paying dues in full	33.00	36.35	10.2%	
Administration charge for each debtor account referred for collection	121.50	133.75	10.1%	
Administration charge for change in billing method after berthing application is accepted	33.00	36.35	10.2%	
c Ancillary Charges				£2,220
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	2022/23 Charge £	Proposed 2023/24 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	19.70	21.70	10.2%	
Minimum Charge	132.00	145.35	10.1%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
Relaunch/Lift onto Trailer				
Per metre.	19.70	21.70	10.2%	
Minimum Charge	132.00	145.35	10.1%	
(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	27.30	30.10	10.3%	
Marine Service waiting charge per hour per person	43.00	47.35	10.1%	
Relaunch/Lift onto Trailer				
Per metre.	27.30	30.10	10.3%	
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	9.70	10.70	10.3%	
Return to water				
Hire of Yacht harbour Cradles (subject to availability)				
per annum / pro rata per cradle	113.50	124.95	10.1%	
Hire of electric pressure washer (subject to availability). Per use.	36.80	40.50	10.1%	
Hire of petrol pressure washer (subject to availability). Per day. Plus Fuel.	79.00	87.00	10.1%	
Hire of petrol pressure washer (subject to availability). Per week. Plus Fuel.	158.00	174.00	10.1%	
(iv) Boom Crane Lifting . Max 3 tonnes.				
Engine lift , per engine, per hour or part.	79.00	87.00	10.1%	
Comercial Engine Lift	POA	POA		
Small boat lift . Per metre each way.	16.80	18.50	10.1%	
Minimum charge each way.	52.00	57.25	10.1%	
(v) Other Services				
Marine Services Labour (min 2 hours)				
For any additional work per hour, including the following:-	51.00	56.15	10.1%	
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 .	56.50	62.20	10.1%	
Over 12m vessel LOA. Single payment.	79.00	87.00	10.1%	
Boat Trailer or Cradle Storage (subject to availability of space). p/a	80.50	88.65	10.1%	
Miscellaneous Storage Ancilliary per sq mtr, per annum, subject to availability and permission	45.00	49.55	10.1%	
Marina pump out . Per use, subject to availability.	16.50	18.20	10.3%	
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.	79.00	87.00	10.1%	
Per additional hour	49.50	54.50	10.1%	
Electricity				
By prepaid card from Harbour Office				
Gate Access Card - Yacht Harbour	15.00	16.50	10.0%	
Fuel Pump Dispensing Key - Yacht Harbour	20.00	22.00	10.0%	
Tradesmen's Licence . Annual working permit. Tradesmen to work in boatyard, yacht harbour or slipway. Subject to insurance and Harbour Master's approval.	125.00	137.65	10.1%	
Slipway				
Haul and launch per metre	47.50	52.30	10.1%	
Shoring up. Time and materials basis.				
Slip rent per day per metre.	4.80	5.30	10.4%	
Crab Marsh Work Shop				
Premium under cover boat storage - (short term per month)	168.00	185.00	10.1%	

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
6. <u>Sewage Disposal</u> Properties not connected to mains sewer Private dwellings Service charge (per annum) Standing charge (per annum) Charges to Roddons as per the Transfer Agreement March Sanitation Point Boat Pump-Out tokens per token Sanitation Point Keys	 < As per AW > 13.50 5.00	 < As per AW > 14.85 5.50	 10.0% 10.0%	
7. <u>Mini Factories</u> Rents negotiable within: Boleness Road/New Drove/Prospect Way/Longhill/SFEP a. the minimum - per square foot and; * b. the maximum - per square foot c. the minimum - per square metre and; * d. the maximum - per square metre Venture Court a. the minimum - per square foot and; * b. the maximum - per square foot c. the minimum - per square metre and; * d. the maximum - per square metre 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	 4.65 (e) 9.20 (e) 49.95 (e) 99.00 (e) 4.65 (e) 9.20 (e) 49.95 (e) 99.00 (e)	 6.50 (e) 8.50 (e) 69.97 (e) 91.49 (e) 7.20 (e) 9.20 (e) 78.58 (e) 99.00 (e)	 39.8% -7.6% 40.1% -7.6% 54.8% 0.0% 57.3% 0.0%	 £4,300 £2,300

Description of Charge		2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
8. <u>South Fens Business Centre, Chatteris</u> charges shown net of VAT					£1,000
a.	the minimum - per square foot and;	19.70	18.00	-8.6%	
* b.	the maximum - per square foot	21.85	23.00	5.3%	
c.	the minimum - per square metre and;	211.95	193.75	-8.6%	
* d.	the maximum - per square metre	235.30	247.57	5.2%	
e.	Catering				Room Hire
	Tea and coffee per head	2.45	2.70	10.1%	e - g
	Orange Juice per jug	3.30	3.60	9.1%	£1,000
** f.	Weekday room charges (Mon-Fri 8.30-1700)				
	<i>External rate - per hour</i>				
	Beech	39.95	44.00	10.1%	
	Oak/Apple	24.70	27.20	10.1%	
	Small Meeting rooms (first hr free)	15.75	17.35	10.2%	
	Large Meeting rooms (first hr free)	20.00	22.00	10.0%	
	<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
	Beech	94.60	104.15	10.1%	
	Oak/Apple	69.35	76.35	10.1%	
	Small Meeting rooms (first hr free)	35.75	39.35	10.1%	
	Large Meeting rooms (first hr free)	48.35	53.25	10.1%	
	<i>External rate - per full day</i>				
	Beech	168.15	185.15	10.1%	
	Oak/Apple	121.90	134.20	10.1%	
	Small Meeting rooms (first hr free)	56.25	61.95	10.1%	
	Large Meeting rooms (first hr free)	79.90	88.00	10.1%	
** g.	Evenings/Weekend room charges				
	<i>External rate - per hour</i>				
	Beech	73.60	81.00	10.1%	
	Oak/Apple	62.00	68.25	10.1%	
	<i>External rate - per half day</i>				
	Beech	195.50	215.25	10.1%	
	Oak/Apple	147.15	162.00	10.1%	
	<i>External rate - per full day</i>				
	Beech	405.70	446.70	10.1%	
	Oak/Apple	333.20	366.85	10.1%	
*	to be applied when market forces dictate				
**	Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
9. The Boathouse, Wisbech charges shown net of VAT				£1,500
a. the minimum - per square foot and;	19.70	19.70	0.0%	
* b. the maximum (suites GF1 to FF38) - per square foot	21.85	24.00	9.8%	
* c. the maximum (suites FF39 & FF40) - per square foot	24.00	24.00	0.0%	
d. the minimum - per square metre and;	211.95	211.95	0.0%	
* e. the maximum - per square metre	235.30	258.33	9.8%	
* f. the maximum (suites FF39 & FF40) - per square metre	258.40	258.33	0.0%	
g. Catering				Room Hire
Tea and coffee per head	2.45	2.70	10.1%	g - i
Orange Juice per jug	3.30	3.60	9.1%	£1,000
** h. Weekday room charges (Mon-Fri 8.30-1700)				
External rate - per hour				
Richard Young Large	39.95	44.00	10.1%	
Lambton/Young 1 or 2	24.70	27.20	10.1%	
The Gallery	22.60	24.90	10.2%	
Meeting rooms	15.75	17.35	10.2%	
External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)				
Richard Young Large	94.60	104.15	10.1%	
Lambton/Young 1 or 2	69.35	76.35	10.1%	
The Gallery	63.00	69.35	10.1%	
Meeting rooms	35.75	39.35	10.1%	
External rate - per full day				
Richard Young Large	168.15	185.15	10.1%	
Lambton/Young 1 or 2	121.90	134.20	10.1%	
The Gallery	111.40	122.65	10.1%	
Meeting rooms	56.25	61.95	10.1%	
** i. Evenings/Weekend room charges				
External rate - per hour				
Richard Young Large	73.60	81.00	10.1%	
Lambton/Young 1 or 2	62.00	68.25	10.1%	
External rate - per half day				
Richard Young Large	195.50	215.25	10.1%	
Lambton/Young 1 or 2	147.15	162.00	10.1%	
External rate - per full day				
Richard Young Large	405.70	446.70	10.1%	
Lambton/Young 1 or 2	333.20	366.85	10.1%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
1. Licences and Certificates				£660
<ul style="list-style-type: none"> a. Unfit Food Certificates <ul style="list-style-type: none"> (i) - per hour inclusive of travelling expenses 85.00 (n) (ii) - minimum charge 45.00 (n) b. Food Hygiene Rating Scheme (FHRS) Re-scoring food businesses upon request (fee set to recover cost) 100.00 c. Export Certificates per hour inclusive of travel 85.00 (n) d. Acupuncture/Cosmetic piercing/Electrolysis/Semi-permanent skin colouring <ul style="list-style-type: none"> (i) - Licence fee 160.00 (n) (ii) - renewal/transfer/variation 45.00 (n) e. Detained Food - Recovery of commercial storage costs f. Copy licence or certificate 	<ul style="list-style-type: none"> 85.00 (n) 45.00 (n) 100.00 85.00 (n) 160.00 (n) 45.00 (n) Cost Recovery 10.50 (n) 	<ul style="list-style-type: none"> 94.00 (n) 50.00 (n) 130.00 94.00 (n) 176.00 (n) 50.00 (n) Cost Recovery 11.50 (n) 	<ul style="list-style-type: none"> 10.6% 11.1% 30.0% 10.6% 10.0% 11.1% 9.5% 	
2. Stray Dogs				£130
<ul style="list-style-type: none"> Return of Stray Dog - includes statutory fee of £25.00 plus kennelling fee - per day or part thereof (Set by contractors -no increase) plus administration fee - per dog 	<ul style="list-style-type: none"> 47.00 (n) 10.00 (n) 15.00 	<ul style="list-style-type: none"> 77.00 (n) 20.00 (n) 16.50 	<ul style="list-style-type: none"> 63.8% 100.0% 10.0% 	
3. Training Courses				
<ul style="list-style-type: none"> a. FDC Refresher, COSHH; Risk Assessment; Manual Handling 40.00 (e) b. FDC regulatory business support pack (hourly rate - coaching plus travel) 85.00 (e) c. Safer Food Better Business Training Pack 25.00 (e) 	<ul style="list-style-type: none"> 40.00 (e) 85.00 (e) 25.00 (e) 	<ul style="list-style-type: none"> 44.00 (e) 95.00 (e) 27.50 (e) 	<ul style="list-style-type: none"> 10.0% 11.8% 10.0% 	
4. Process Authorisation Fees Set by DEFRA				£500
<ul style="list-style-type: none"> a. Application fees <ul style="list-style-type: none"> Standard 1,579.00 (n) Additional fee for operating without a permit 1,137.00 (n) Petrol Vapour Recovery I, Small Waste Oil Burner and Dry Cleaners Reduced Fee Activities 148.00 (n) Petrol Vapour Recovery I and II combined 246.00 (n) Other Reduced Fee Activities 346.00 (n) Reduced fee activities: Additional fee for operating without a permit 68.00 (n) Standard Mobile Plant for the 1st & 2nd applications 1,579.00 (n) for the 3rd to 7th applications 943.00 (n) for the 8th and subsequent applications 477.00 (n) 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 <ul style="list-style-type: none"> Standard Process (Low) £739 (+£99)* (n) Standard process Medium £1111 (+£149)* (n) Standard process High £1672 (+£198)* (n) Reduced fee activities Low/Med/High £76 / £151 / £227 (n) PVR I & II combined £108 / £216 / £326 (n) Other Reduced Fee Activities Low/Med/High £218 / £349 / £524 (n) Standard Mobile Plant 1st & 2nd permits Low/Med/High £618 / £989 / £1484 (n) for the 3rd to 7th permits Low/Med/High £368 / £590 / £884 (n) 8th and subsequent permits Low/Med/High £189 / £302 / £453 (n) Late payment Fee £50 (n) * 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 <ul style="list-style-type: none"> Standard process transfer 162.00 (n) Standard process partial transfer 476.00 (n) New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme) 75.00 (n) Surrender: all Part B activities 0.00 (n) Reduced fee activities: transfer 0.00 (n) Reduced fee activities: partial transfer 45.00 (n) Transfer authorising a reduced fee 47.00 (n) d. Temporary transfer for mobiles <ul style="list-style-type: none"> First transfer 51.00 (n) Repeat following enforcement or warning 51.00 (n) e. Substantial change <ul style="list-style-type: none"> Standard process 1,005.00 (n) Standard process where the substantial change results in a new PPC activity 1,579.00 (n) Reduced fee activities 98.00 (n) 	<ul style="list-style-type: none"> 1,579.00 (n) 1,137.00 (n) 148.00 (n) 246.00 (n) 346.00 (n) 68.00 (n) 1,579.00 (n) 943.00 (n) 477.00 (n) £739 (+£99)* (n) £1111 (+£149)* (n) £1672 (+£198)* (n) £76 / £151 / £227 (n) £108 / £216 / £326 (n) £218 / £349 / £524 (n) £618 / £989 / £1484 (n) £368 / £590 / £884 (n) £189 / £302 / £453 (n) £50 (n) 162.00 (n) 476.00 (n) 75.00 (n) 0.00 (n) 0.00 (n) 45.00 (n) 47.00 (n) 51.00 (n) 51.00 (n) 1,005.00 (n) 1,579.00 (n) 98.00 (n) 	<ul style="list-style-type: none"> 1,650.00 (n) 1,188.00 (n) 155.00 (n) 257.00 (n) 362.00 (n) 71.00 (n) 1,650.00 (n) 985.00 (n) 498.00 (n) £772 (+£104)* (n) £1161 (+£156)* (n) £1747 (+£207)* (n) £79 / £158 / £237 (n) £113 / £226 / £341 (n) £228 / £365 / £548 (n) £626 / £1034 / £1551 (n) £385 / £617 / £924 (n) £198 / £314 / £473 (n) £52 (n) 169.00 (n) 497.00 (n) 78.00 (n) 0.00 (n) 0.00 (n) 53.00 (n) 47.00 (n) 53.00 (n) 53.00 (n) 1,050.00 (n) 1,650.00 (n) 102.00 (n) 	<ul style="list-style-type: none"> 4.5% 4.5% 4.7% 4.5% 4.6% 4.4% 4.5% 4.5% 4.4% 4.5% 4.5% 4.5% 4.4% 4.6% 4.5% 4.5% 4.4% 4.0% 4.3% 4.4% 4.0% 0.0% 0.0% 0.0% 17.8% NEW 3.9% 3.9% 4.5% 4.5% 4.1% 	
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				
<ul style="list-style-type: none"> Per Vessel (Gross Tonnage) <ul style="list-style-type: none"> Up to 1,000 110.00 (n) 1,001 - 3,000 150.00 (n) 3,001 - 10,000 220.00 (n) 10,001 - 20,000 285.00 (n) 20,001 - 30,000 365.00 (n) Over 30,000 425.00 (n) Vessel capacity between 50 & 1,000 persons 425.00 (n) Vessel capacity over 1,000 persons 725.00 (n) Extensions 80.00 (n) * Increases as per the Association of Port Health Authorities Recommended Charges. 	<ul style="list-style-type: none"> 110.00 (n) 150.00 (n) 220.00 (n) 285.00 (n) 365.00 (n) 425.00 (n) 425.00 (n) 725.00 (n) 80.00 (n) 	<ul style="list-style-type: none"> 110.00 (n) 150.00 (n) 220.00 (n) 285.00 (n) 365.00 (n) 425.00 (n) 425.00 (n) 725.00 (n) 80.00 (n) 	<ul style="list-style-type: none"> 0.0% * 0.0% * 0.0% * 0.0% * 0.0% * 0.0% * 0.0% * 0.0% * 0.0% * 	
7. Private Water Supply Regulations 2009 Currently set in line with guidance.				
<ul style="list-style-type: none"> a Risk Assessment (each assessment) - recover costs b Sampling (each visit) - recover costs c Investigation (each investigation) - recover costs d Granting an authorisation (each authorisation) - recover costs e Analysing a sample <ul style="list-style-type: none"> taken under Regulation 10 - recover costs taken during check monitoring - recover costs taken during audit monitoring - recover costs 	<ul style="list-style-type: none"> max £500 (n) max £100 (n) max £100 (n) max £100 (n) max £25 (n) max £100 (n) max £500 (n) 	<ul style="list-style-type: none"> max £500 (n) max £100 (n) max £100 (n) max £100 (n) max £25 (n) max £100 (n) max £500 (n) 	<ul style="list-style-type: none"> 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 	
8. Contaminated Land Enquiries				
Contaminated land enquiries for information beyond the scope of Environmental Information Regulations - 2 hrs officer time		188.00 (n)	NEW	

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
9. Burial Grounds				£25,000
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)	1,004.00 (n)	1,100.00 (n)	9.6%	
(iii) any person (Traditional Area)	1,130.00 (n)	1,240.00 (n)	9.7%	
(iv) for the interment of single casket of cremated remains	284.00 (n)	315.00 (n)	10.9%	
(v) for the interment of additional cremated remains at the same time as (iii) to (v) above	59.00 (n)	65.00 (n)	10.2%	
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	97.00 (n)	105.00 (n)	8.2%	
9 ft. x 4 ft. Adult Plot (Lawn Area)	825.00 (n)	900.00 (n)	9.1%	
9 ft. x 4 ft. Adult Plot (Traditional Area)	1,056.00 (n)	1,160.00 (n)	9.8%	
Cremated remains, size 2ft x 2ft	214.00 (n)	235.00 (n)	9.8%	
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)	39.00 (n)	44.00 (n)	12.8%	
Transfer of Ownership	78.00 (n)	85.00 (n)	9.0%	
h. Choosing Plot for Exclusive Rights of Burial				
Visiting cemetery with cemetery staff to choose plot	69.00	75.00	8.7%	
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	97.00 (n)	105.00 (n)	8.2%	
Single Memorial headstone not exceeding 3 ft. in height - Child Section	150.00 (n)	165.00 (n)	10.0%	
Single Memorial headstone not exceeding 3 ft. in height on single plinth - Adult Lawn Section	213.00 (n)	235.00 (n)	10.3%	
Single Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	320.00 (n)	355.00 (n)	10.9%	
Double Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	384.00 (n)	425.00 (n)	10.7%	
Kerb Set &/or Flatstone Child Plot 6 ft x 3 ft (Traditional Area)	150.00 (n)	165.00 (n)	10.0%	
Kerb Set &/or Flatstone Adults Plot (Single Traditional Area)	352.00 (n)	390.00 (n)	10.8%	
Kerb Set &/or Flatstone Adult Plot (Double Traditional Area)	678.00 (n)	740.00 (n)	9.1%	
Single Vase - Not exceeding 10" in diameter and 8" in height	81.00 (n)	90.00 (n)	11.1%	
Single Tablet - 18" x 18" with or without Vase on any single grave or cremation plot	214.00 (n)	235.00 (n)	9.8%	
Double Tablet - 42" x 18" with or without Vase on any double grave or cremation plot	320.00 (n)	350.00 (n)	9.4%	
Note A vase without any inscription requires no exclusive rights				
l. Burial Information				
Interment information & historical records - up to 5 names/graves	29.00 (n)	32.00 (n)	10.3%	
Interment information & historical records (accompanied) - up to 2 hrs	64.00 (n)	70.00 (n)	9.4%	
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 Internment arrangements required with less than 2 working days	88.00 (n)	95.00 (n)	8.0%	

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
10. Commercial and Chargeable Household Waste (Standard Prices Per Collection)*				£37,580
a. General Waste (Commercial)				
Sacks - per sack or equivalent for 25 to 99 sacks (min 25)	2.25 (n)	2.45 (n)	8.9%	
per sack or equivalent for 100 or more sacks in a single transaction	2.10 (n)	2.30 (n)	9.5%	
Wheeled Bins - 240 litre 20kgs maximum contents weight**	7.45 (n)	8.00 (n)	7.4%	
360 litre 30kgs maximum contents weight**	8.00 (n)	8.70 (n)	8.7%	
660 litre 55kgs maximum contents weight**	11.50 (n)	12.50 (n)	8.7%	
1,100 litre 90kgs maximum contents weight**	16.00 (n)	17.30 (n)	8.1%	
b. Mixed Dry Recycling (Commercial)				
Sacks - (Purple) per sack or equivalent for 25 to 99 sacks (min 25)	1.75 (n)	1.90 (n)	8.6%	
per sack or equivalent for 100 or more sacks in a single transaction	1.65 (n)	1.80 (n)	9.1%	
Wheeled Bins - 240 litre	3.75 (n)	4.05 (n)	8.0%	
360 litre	4.60 (n)	5.00 (n)	8.7%	
660 litre	6.25 (n)	6.75 (n)	8.0%	
1,100 litre	8.25 (n)	8.95 (n)	8.5%	
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)	1.65 (n)	10.0%	
Wheeled Bins 240 litre 20kgs maximum contents weight**	4.95 (n)	5.45 (n)	10.1%	
360 litre 30kgs maximum contents weight**	5.25 (n)	5.80 (n)	10.5%	
660 litre 55kgs maximum contents weight**	7.50 (n)	8.25 (n)	10.0%	
1,100 litre 90kgs maximum contents weight**	10.25 (n)	11.30 (n)	10.2%	
d. Mixed Dry Recycling from Charity Shops and Schools***				
Wheeled Bins 660 or 1100 litre (customer choice)	5.00 (n)	5.50 (n)	10.0%	
e. General Waste (Excess Weight/Side Waste Charge) per part or whole 5kg over 'maximum contents weight'	1.10 (n)	1.20 (n)	9.1%	
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)	12.00 (n)	50.0%	
g. Chargeable Garden Waste Service				
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Annual Direct Debit in advance	38.00 (n)	(price for 2023/24 already set) 39.00 (n)	2.6%	
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Card or Cash	45.00 (n)	47.00 (n)	4.4%	
h. Supplies				
Paper wheeled bin liners (3)	1.85	2.00	8.1%	
Clear or Black Sacks - box of 200	22.00 (n)	24.00 (n)	9.1%	
Sacks (includes delivery) - Clear Food (150 per pack)	20.00 (n)	20.00 (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 and low weight reductions 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				
11. Bulky Household Waste				£5,000
Transportation of up to a maximum of 5 items per visit including fridges (minimum charge)	30.00 (n)	32.50 (n)	8.3%	
(f) Each household item above 5 items including fridges	7.50 (n)	6.50 (n)	-13.3%	
Corporate Director has discretion to waive charge in cases of severe hardship				
12. Domestic Bin Provision				£2,220
Provision of New and Replacement 240Ltr Bins Green, Brown or Blue				
a. Supply of one unit 240 litre	30.00 (n)	33.00 (n)	10.0%	
b. Supply 2 x 240lt wheeled bins on same delivery	50.00 (n)	55.00 (n)	10.0%	
c. Supply 3 x 240lt wheeled bins on same delivery (including to individual new or renovated property)	70.00 (n)	77.00 (n)	10.0%	
d. Supply 1 x 600lt or 1100lt domestic wheeled bin to new multiple occupancy property	212.00 (n)	232.00 (n)	9.4%	
13. Graffiti Removal Service				
Domestic Premises and Charities				
a. Graffiti treatment or removal first occasion per annum (cost of materials)	12.50	15.00	20.0%	
b. Graffiti treatment or removal subsequent occasions (cost of materials & labour)	50.00	60.00	20.0%	
Commercial Premises				
c. Graffiti treatment or removal (per hour)	50.00	60.00	20.0%	
14. 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	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
15. Markets Licensees - Full Charge a. March (per 3m x 3m space) 12.10 (e) b. Chatteris (per 3m x 3m space) 12.10 (e) c. Whittlesey (per 3m x 3m space) 9.20 (e) Discount given for bankers order payments 6.50% Casual Traders Additional seasonal premium will be added to all casual fees (Seasonal Premium 1 Sept to 31 December) a. March (per 3m x 3m space) 16.20 (e) b. Chatteris (per 3m x 3m space) 16.20 (e) c. Whittlesey (per 3m x 3m space) 13.35 (e) Markets - Non Market Days Trading on Chatteris Market Place on Non - Market Days (Tuesdays only) - Licensees (per 3m x 3m space) 9.30 (e) - Casual (per 3m x 3m space) 13.30 (e) 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				£2,000
16. Fairs a. Chatteris - Summer 570 (e) b. March - Statute 2,525 (e) - Spring 1,240 (e) c. Whittlesey - Summer 395 (e) - Autumn 395 (e) - Spring 395 (e) d. Wisbech - Statute 3,650 (e) - Mart 7,800 (e)		620 (e) 2,750 (e) 1,350 (e) 430 (e) 430 (e) 430 (e)	8.8% 8.9% 8.9% 8.9% 8.9% 8.9%	£1,440
17. "Four Seasons Events" Charges for the events in Wisbech, Whittlesey, Chatteris & March are to be agreed in consultation with the partners				
18. 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 sundays & bank holidays 127.00 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 sundays & bank holidays 262.00 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 sundays & bank holidays on application d. Any Commercial Events on application		83.00 138.00 235.00 285.00 on application on application on application	9.2% 8.7% 9.3% 8.8% 	

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
19. 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 2022/23 Breakdown : Rent £76.35; Water £8.55 (direct recharge) per week 2023/24 Breakdown : Rent £81.70; Water £9.15 (direct recharge) per week	52 wks 84.90 (e) 84.90 (e) 84.90 (e) 84.90 (e) 84.90 (e)	52 wks 90.85 (e) 90.85 (e) 90.85 (e) 90.85 (e) 90.85 (e)	7.0% 7.0% 7.0% 7.0% 7.0%	£8,060
20. 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 44 Russell Avenue March 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 8.33 (n) 0.89 (n) 7.13 (n) 0.73 (n) 15.48 (n) 2.28 (n) 207.12 (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 8.91 (n) 0.95 (n) 7.63 (n) 0.78 (n) 16.56 (n) 2.44 (n) 221.62 (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)	7.0% 7.0% 7.0% 7.0% 7.0% 7.0% 7.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	£650
21. 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	54.35 108.50 4.15 9.65 1.45	59.80 119.35 4.60 10.65 1.60	10.0% 10.0% 10.8% 10.4% 10.3%	
22. 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	 Contact the Planning Team for details. Contact the Planning Team for details. 30.00 42.15 14.10 7.10 7.10 0.35 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	 Contact the Planning Team for details. Contact the Planning Team for details. 33.00 46.35 15.50 7.80 7.80 0.40 15.50 15.50 15.50 15.50 15.50 39.40 0.40 0.40 1.40 0.80 38.50 18.65 11.75 15.40 69.50 46.10 46.40 hourly rate x time	 0.0% 0.0% 10.0% 10.0% 9.9% 9.9% 9.9% 14.3% 9.9% 9.9% 9.9% 9.9% 10.1% 14.3% 14.3% 12.0% 14.3% 10.0% 10.0% 9.8% 10.0% 10.0% 10.0% 10.1% 	


Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
23. 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%	

Description of Charge		2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
Application for reinstatement of a licence					
Bingo premises licence		1,200.00 (n)	1,200.00 (n)	0.0%	
Adult gaming centre premises licence		1,200.00 (n)	1,200.00 (n)	0.0%	
Betting premises (track) licence		950.00 (n)	950.00 (n)	0.0%	
Family entertainment centre premises licence		950.00 (n)	950.00 (n)	0.0%	
Betting premises (other) licence		1,200.00 (n)	1,200.00 (n)	0.0%	
Application for provisional statement					
Bingo premises licence		3,500.00 (n)	3,500.00 (n)	0.0%	
Adult gaming centre premises licence		2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (track) licence		2,500.00 (n)	2,500.00 (n)	0.0%	
Family entertainment centre premises licence		2,000.00 (n)	2,000.00 (n)	0.0%	
Betting premises (other) licence		3,000.00 (n)	3,000.00 (n)	0.0%	
d. Sex Establishments					
Initial Application and Annual Renewal		3,200.00 (n)	3,200.00 (n)	0.0%	
Variations to existing licences (10% of application/renewal fee)		320.00 (n)	320.00 (n)	0.0%	
Transfer of existing licence to another person (10% of fee)		320.00 (n)	320.00 (n)	0.0%	
Holders of an existing licence (50% initial fee) for a second licence		1,600.00 (n)	1,600.00 (n)	0.0%	
e. Scrap Metal Dealers - Site Licence		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%	
24. Animal Licencing Fees are set on a cost recovery basis.					£1,000
a. Application fee		61.00 (n)	67.00 (n)	9.8%	
b. Pre Application Advice (per Hour)		45.00 (n)	50.00 (n)	11.1%	
c. Initial Rating or Rerating Inspection Fee					
Pet Shops		112.00 (n)	123.00 (n)	9.8%	
Riding Establishments		112.00 (n)	123.00 (n)	9.8%	
Animal Boarding Establishments					
Up to 10 Animals		67.00 (n)	74.00 (n)	10.4%	
11-30 Animals		90.00 (n)	99.00 (n)	10.0%	
31-60 Animals		112.00 (n)	123.00 (n)	9.8%	
61-99 Animals		135.00 (n)	149.00 (n)	10.4%	
100+ Animals		158.00 (n)	174.00 (n)	10.1%	
Dangerous Wild Animals Act		£149 + vet fees (n)	£164 + vet fees (n)	10.1%	
Dog Breeders		112.00 (n)	123.00 (n)	9.8%	
Exhibiting Animals		67.00 (n)	74.00 (n)	10.4%	
d. Licence Fee 1,2 or 3 Years		194.00 (n)	214.00 (n)	10.3%	
e. Copy of Licence (including change of details not requiring an inspection)		11.00 (n)	12.00 (n)	9.1%	
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					
25. Hackney Carriage/Private Hire Licences					£0
Drivers Licence					
a. Hackney Carriage Licence (new) Cost recovery officer time		123.00 (n)	123.00 (n)	0.0%	
b. Hackney Carriage 3 year Licence (new)		253.00 (n)	253.00 (n)	0.0%	
c. Hackney Carriage Licence (renewal)		97.00 (n)	97.00 (n)	0.0%	
d. Hackney Carriage 3 year Licence (renewal)		227.00 (n)	227.00 (n)	0.0%	
e. Private Hire Licence (new) Cost recovery officer time		123.00 (n)	123.00 (n)	0.0%	
f. Private Hire 3 year Licence (new)		253.00 (n)	253.00 (n)	0.0%	
g. Private Hire Licence (renewal)		97.00 (n)	97.00 (n)	0.0%	
h. Private Hire 3 year Licence (renewal)		227.00 (n)	227.00 (n)	0.0%	
i. Safeguarding/Disability Awareness Training		80.00 (n)	80.00 (n)	0.0%	
j. Driver knowledge tests		61.00 (n)	61.00 (n)	0.0%	
Vehicle Licence					
a. Hackney Carriage Licence (new & renewals) Cost recovery officer time		159.00 (n)	159.00 (n)	0.0%	
b. Private Hire Licence (new & renewals)		141.00 (n)	141.00 (n)	0.0%	
c. Private Hire Licence Special Event		141.00 (n)	141.00 (n)	0.0%	
d. transfer of plate to another vehicle Cost recovery		47.00 (n)	47.00 (n)	0.0%	
e. initial test fee		63.00 (n)	63.00 (n)	0.0%	
f. Re-test fee		40.60 (n)	40.60 (n)	0.0%	
g. 6 Month Vehicle Compliance Fee (older vehicles)		63.00 (n)	63.00 (n)	0.0%	
Private Hire Operators					
a. Initial issue / renewal (up to 3 cars)		92.00 (n)	92.00 (n)	0.0%	
b. 5 year Initial issue / renewal (up to 3 cars)		271.00 (n)	271.00 (n)	0.0%	
c. Initial issue / annual renewal (up to 10 cars)		165.00 (n)	165.00 (n)	0.0%	
d. 5 year Initial issue / annual renewal (up to 10 cars)		432.00 (n)	432.00 (n)	0.0%	
e. Initial issue / annual renewal (up to 20 cars)		234.00 (n)	234.00 (n)	0.0%	
f. 5 year Initial issue / annual renewal (up to 20 cars)		588.00 (n)	588.00 (n)	0.0%	
g. Initial issue / annual renewal (20 + cars)		318.00 (n)	318.00 (n)	0.0%	
h. 5 year Initial issue / annual renewal (20 + cars)		760.00 (n)	760.00 (n)	0.0%	
Others					
a. new / broken / lost vehicle plate Cost recovery		47.00 (n)	47.00 (n)	0.0%	
b. damaged/lost driver's I.D. card Cost recovery		35.00 (n)	35.00 (n)	0.0%	
c. Cancellation of test		39.00 (n)	39.00 (n)	0.0%	
d. Notification of changes (i.e. address etc.) Cost recovery officer time		11.20 (n)	11.20 (n)	0.0%	

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
26. <u>Licensing Act 2003</u>				
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%	
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%	
27. <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.				
28. <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)	65.00 (n)	8.3%	
c. Immigration Visits - Per Hour	72.00	78.00	8.3%	

Description of Charge	2022/23 Charge £	Proposed 2023/24 Charge £	% Increase	Estimated Additional Income £
1. Land Charges				
a. Full Residential Search	Postal Payment up to 19.08.2022 Electronic Payment up to 19.08.2022	198.60 180.60	HM Land Registry HM Land Registry	N/A N/A
b. Full Commercial Search	Postal Payment up to 19.08.2022 Electronic Payment up to 19.08.2022	303.60 276.60	HM Land Registry HM Land Registry	N/A N/A
c. LLC1 Only	Postal Payment up to 19.08.2022 Electronic Payment up to 19.08.2022	33.00 (n) 30.00 (n)	HM Land Registry HM Land Registry	N/A N/A
d. CON29R Residential	Postal Payment Electronic Payment	165.60 150.60	182.40 165.60	10.1% 10.0%
e. CON29R Commercial	Postal Payment Electronic Payment	270.60 246.60	297.60 271.20	10.0% 10.0%
f. CON29O Enquiries (16, 21)		9.60	10.80	12.5%
g. CON29O Enquiries (22)		19.20	21.00	9.4%
h. CON29O Enquiries - additional		14.40	16.20	12.5%
i. Highways Additional Questions		18.00	19.80	10.0%
j. Solicitors Own Questions		18.00	19.80	10.0%
k. Extra Parcel of Land -each		18.00	19.80	10.0%
l. Property History Search (Extra)		30.00	33.00	10.0%
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	12.00	9.1%	
4. Fenland Hall, March				
a. Room Hire - per morning or afternoon session				
(i) Council Chamber	88.30 (e)	97.20 (e)	10.1%	
(ii) Other Rooms	38.90 (e)	42.80 (e)	10.0%	
(iii) Supplement for use - after 6.30pm	38.90 (e)	42.80 (e)	10.0%	
- on Saturdays and Sundays	88.30 (e)	97.20 (e)	10.1%	
- tea/coffee (minimum charge)	12.75	14.00	9.8%	
- tea/coffee (per head)	2.45	2.70	10.2%	
(iv) Hourly Rate for Meeting Room Hire	10.50	11.60	10.5%	
In respect of Parish Councils, Association of Local Councils, and approved charities, free of charge, but supplementary charges apply as appropriate				

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Agenda Item No:	6	
Committee:	Cabinet	
Date:	January 2023	
Report Title:	INVESTMENT BOARD ANNUAL REPORT	

1 Purpose / Summary

- 1.1 To provide an update to Cabinet of the work of the Investment Board from April 2022 to December 2022

2 Key issues

- 2.1 The last annual report on Investment Board activity was presented to and noted by Cabinet on 22nd March 2022.
- 2.2 Work has carried on during the 2022-23 financial year to progress the two identified sites, the Nene Waterfront in Wisbech and the Elms in Chatteris and outline planning permission was submitted in September 2022. Decision is expected by Spring 2023.
- 2.3 Agreements for financing, service level recharges and deed of indemnity between FFL and FDC signed off by the Investment Board in July 2022.
- 2.4 At the Cabinet meeting held on 12th December 2022 it was agreed that the land at Chatteris and Wisbech be transferred to FFL at market value in accordance with a Red Book valuation
- 2.5 Work on the revised Business Plan for FFL will be completed and circulated to the Investment Board by 31st January 2023.
- 2.6 No further investment opportunities have been identified in the period of this report mainly due to the impact of the current economic situation and its affect on borrowing rates.

3 Recommendations

It is recommended that Cabinet note this report from the Investment Board.

Wards Affected	All
Forward Plan Ref	Not applicable
Portfolio Holder(s)	<p>Cllr Chris Boden – Leader, Finance Portfolio Holder and Chairman of the Investment Board</p> <p>Cllr Steve Tierney – Transformation and Comms Portfolio Holder and Investment Board Member</p> <p>Cllr Ian Benney – Economic Growth Portfolio Holder and Investment Board Member</p>
Report Originator(s)	<p>Paul Medd – Chief Executive</p> <p>Peter Catchpole – Corporate Director & Chief Finance Officer</p> <p>Carol Pilson – Monitoring Officer</p> <p>Amy Brown - Head of Legal and Governance and Deputy Monitoring Officer</p>
Contact Officer(s)	<p>Paul Medd – Chief Executive</p> <p>Peter Catchpole – Corporate Director & Chief Finance Officer</p> <p>Carol Pilson – Monitoring Officer</p> <p>Amy Brown - Head of Legal and Governance and Acting Monitoring Officer</p>
Background Paper(s)	<p>Investment Board minutes</p> <p>Commercial and Investment Strategy</p> <p>Cabinet update report 22nd March 2022</p>

Appendix: Annual report

Report of the Investment Board

April 2022 - December 2022



1 What is the Investment Board?

- 1.1 The Investment Board was created on 16th January 2020 to help drive forward the Council's Commercial and Investment Strategy which was approved by Full Council on 9th January 2020. The Investment Board is a sub-committee of Cabinet designed to be more "fleet of foot" in order to be able to respond to opportunities in an agile and commercial manner.

2 Purpose of the Investment Board

- 2.1 The Investment Board is responsible for implementing the Commercial and Investment Strategy including oversight of the Council's companies and partnerships.
- 2.2 The Investment Board will act as a decision-making body in relation to the functions delegated to it and will report to Cabinet in relation to the exercise of those functions.
- 2.3 Support and advice will be provided to the Investment Board by key members of the Corporate Management team.

3 Membership and Operation of the Investment Board

- 3.1 The Investment Board will comprise a maximum of two Cabinet Members (one of whom should be the portfolio holder for finance if that position is not held by the Leader) in addition to the Leader who will determine their appointment annually.
- 3.2 The Investment Board shall meet on a basis agreed by itself with a minimum of 3 meetings per year.
- 3.2 The quorum shall be the Leader in the presence of a minimum of;

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

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

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

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

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

4 Functions of the Investment Board

- 4.1 To determine investment appraisals submitted under Part 2 of the Council's Commercial and Investment Strategy together with the most appropriate means of delivery;
- 4.2 To determine business cases submitted under Part 3 of the Council's Commercial and Investment Strategy by the Council's companies and partnerships;
- 4.3 To determine the amount and terms of any investments, loans and assets required for the delivery of proposals approved in accordance with paragraphs (a) and (b) above from the agreed budget allocation;
- 4.4 To produce a report to Cabinet twice a year summarising its activities in accordance with paragraphs (a) to (c) above.
- 4.5 Approve the business plans of the Council's companies and partnerships;
- 4.6 To monitor performance and financial delivery in line with the approved business plans;
- 4.7 To ensure that those companies and partnerships comply with relevant Council policies, strategies and objectives;
- 4.8 To exercise decisions, where delegated by Cabinet, in relation to a company or partnerships' reserved matters;
- 4.9 To oversee the relationships between the Council and the Council's companies and partnerships in accordance with the Council's objectives.
- 4.10 To prepare and present an annual report to the Overview and Scrutiny Committee;
- 4.11 To determine for each individual company or partnership whether the Investment Board recommends to Cabinet the delegation of any functions to the officers of the Council.
- 4.12 All other matters not falling within the remit of the Investment Board functions set out at 4.1 to 4.11 above will be referred to Cabinet for decision.

5 Background

- 5.1 The Commercial and Investment Strategy was approved by Full Council on 9th January 2020.
- 5.2 At the same meeting Full Council also agreed to establish a Local Authority Trading Company (LATCo) for the purpose of facilitating the delivery of the agreed strategy and noted the proposed intention that the Investment Board will be able to utilise reserves and/or borrow sums up to a combined maximum of £25 million in order to deliver the objectives of the Strategy.

- 5.3 Following on from this approval the creation of the Investment Board and the delegation of functions was approved by Cabinet on 16th January 2020.
- 5.4 The business case for the creation of the LATCo was approved by Cabinet on 9th June 2020 and Fenland Future Ltd (FFL) was incorporated on 10th June 2020.
- 5.5 FFL held its inaugural board meeting on 8th December 2020 and a first draft business plan has been circulated to the Investment Board for discussion and approval. The final business plan will be formally presented to the Investment Board in March 2022.
- 5.6 At a meeting of the Investment Board on 18th September 2020 approval was given to take forward to a detailed business case the development of FDC owned land at the Nene waterfront in Wisbech.
- 5.7 At a meeting of the Investment Board on 12th January 2021 approval was given to take forward to a detailed business case the development of FDC owned land in Chatteris.
- 5.8 At a meeting of the Investment Board on 16th March 2021 approval was given to acquire a commercial property in Wisbech and this was subsequently completed on 26th March 2021.
- 5.9 The last annual report on Investment Board activity was presented to and noted by Cabinet on 22nd March 2022.

6 Work programme and outcomes

- 6.1 The Investment Board sat on the meeting dates detailed below and considered the matters also shown in the table below as part of its work for 2022/23:-

Meeting date	Outcome
11 th July 2022	<p>Appointed a Vice Chair for the municipal year</p> <p>Reviewed and agreed the financing agreement between FDC and FFL</p> <p>Reviewed and agreed the deed of indemnity covering the Directors, Company Secretary, officers and members of FDC acting in their FFL capacity</p> <p>Reviewed and agreed the service level agreement covering FDC cost recharges to FFL</p> <p>Review and approve the FFL Business Plan for 2022-2025</p> <p>Received and noted an update on the two current schemes</p> <p>Received a verbal update on current opportunities noting that nothing further has been progressed so far this year</p>
14 th November 2022	<p>Received and noted an update on the two current schemes</p>

7 Finance background and Update

FDC

- 7.1 As part of the Commercial and Investment Strategy a facility of £25m was granted to the Investment Board to finance capital expenditure to be undertaken in accordance with the aims and objectives of the agreed strategy. At the end of March 2022 £4m of this facility has been utilised to fund the acquisition detailed in 7.2 below and a strategic purchase which offers an opportunity to open up access to a Council owned potential development site. These acquisitions were approved at Investment Board meetings held on 16th March 2021 and 3rd December 2021 respectively.
- 7.2 The Commercial Investment in Wisbech has delivered a rental income of £230k for the year to March 2022 and is up to date for 2022-23. As we used our own funds to acquire this asset there is no external cost of capital and the loss of interest foregone on our funds is minimal at present. This acquisition has enhanced the Councils revenue position and has had a positive impact on the MTFS as presented to Full Council in February 2022.
- There are also potentially Minimum Revenue Provision (MRP) implications to consider that will impact our revenue position and we will work through these for future impact.
- 7.3 No further opportunities have been presented to the Investment Board since 1st April 2022 as the initial due diligence as prescribed in the Commercial and Investment Strategy was not passed.

FFL

- 7.4 Further utilisation of the above mentioned “facility” will be needed when the funding position of Fenland Future Ltd is fully agreed. A full cash flow will be produced as part of the Business Plan required by 31st January 2023 and at that point funding drawdown will be requested following the process as detailed in the financing agreement agreed by the Investment Board in July 2022.
- 7.5 The land transfers of the two sites, The Elms, Chatteris and the Nene Waterfront, Wisbech were approved by Cabinet on 12th December 2022 and the work to conclude the legal transfer will now take place.
- 7.6 Both sites are in for Outline Planning Permission and a decision is expected early in 2023. In the meantime work has progressed on the delivery models needed to develop both sites and work on the tender and appointment of an Employers Agent has commenced.
- 7.7 Work on the Nene Waterfront includes the delivery of a new electricity substation funded through the Brownfields Land Release Fund and the potential delivery of an Extra care facility is actively being explored.
- 7.8 To date Fenland Future Ltd expenditure and commitments are as shown in the table below. These costs sit as a debtor in the Councils accounts as the only funding agreed so far is the £10,000 for set up costs approved by Cabinet on 9th June 2020.

	Total	Nene		Ex Barclays	FFL	Consultancy	Legal	FDC
	FFL Costs	Waterfront	Chatteris	March	Set up Costs	Costs	Costs	Recharges
	£	£	£	£	£	£	£	£
Set up costs	2,925.00				2,925.00			
Total Paid	2,925.00	0.00	0.00	0.00	2,925.00	0.00	0.00	0.00
Set up costs	975.00				975.00			
Architectural Services	29,575.08	14,575.08	15,000.00					
Ecology survey	5,000.00	2,500.00	2,500.00					
Pre Planning consultancy	62,200.00	22,200.00	40,000.00					
Ecology Species Survey	5,000.00		5,000.00					
Topographical Survey	950.00		950.00					
Site clearance work	1,924.75	1,924.75						
Planning Advice	2,215.00		2,215.00					
Site Appraisals	4,000.00	2,250.00	1,750.00					
Highways Consultancy	2,000.00		2,000.00					
Consultancy	34,807.50					34,807.50		
Legal services	1,497.60						1,497.60	
Support Recharges	100,000.00							100,000.00
Total Paid	250,144.93	43,449.83	69,415.00	0.00	975.00	34,807.50	1,497.60	100,000.00
Data Protection Fee	40.00				40.00			
Planning Application Fees	21,728.00	8,778.00	12,950.00					
Planning Consultancy Support	2,500.00	2,500.00						
Electricity Supply	20,798.56	9,888.84	10,909.72					
Site Appraisals/Valuations	37,700.00	19,100.00	17,600.00	1,000.00				
Legal services	11,601.80						11,601.80	
Consultancy	55,400.54					55,400.54		
Architectural Services	16,145.00	7,000.00	9,145.00					
Ecology Species Survey	19,200.00		19,200.00					
Pre Planning consultancy	25,660.00	8,200.00	17,460.00					
Planning Advice	6,760.49		6,760.49					
Support Recharges	93,750.00							93,750.00
Total Paid	311,284.39	55,466.84	94,025.21	1,000.00	40.00	55,400.54	11,601.80	93,750.00
Grand Total Paid to Date	564,354.32	98,916.67	163,440.21	1,000.00	3,940.00	90,208.04	13,099.40	193,750.00

Agenda Item No:	7	
Committee:	CABINET	
Date:	30 January 2023	
Report Title:	Wisbech High Street update	

1. Purpose / Summary

To provide Cabinet with a monthly update regarding ongoing work related to 11 – 12 and 24 High Street, Wisbech.

2. Ongoing work to secure a future for 11- 12 High Street, Wisbech

2.1 As Cabinet has been made aware previously two options are under consideration for the site.

2.2 Option 1

• Development of a façade on the High Street

A façade would ensure that the High Street is brought back to look how the community and visitors expect, albeit with no building behind. Please note that any façade would match the look of the front of the building as designed in the approved planning application.

If it could be shown that this was the only practical approach to securing the High Street's appearance, then it is anticipated that National Lottery Heritage Fund (NLHF) would be sympathetic to supporting this approach and fund 65% of any costs.

2.3 Option 2

Development of 11 -12 to the agreed design by a 3rd sector organisation operating in the housing sector

Officers continue to hold discussions with a 3rd sector organisation with a view to the development of the site to the agreed design to facilitate more affordable housing in Wisbech.

2.4 Partners are currently working on further assessments following the receipt of recently revised cashflow and borrowing cost information for Option 2.

A report to Cabinet with further details regarding each option will follow in February.

3 Progress to develop 24 High Street

3.1 The project to redevelop 24 High Street continues following Cabinet's recommendation and Council's decision to enter into a contract with a preferred bidder to develop the site. A pre contract services agreement is in place with the contractor assessing engineering issues at the site as well as working up a detailed construction phase plan.

4 Recommendations

- 4.1 That Cabinet notes the current position in relation to these two significant projects in Wisbech High Street.

Wards Affected	Medworth Ward	
Forward Plan Reference	KEY21APR22/01	
Portfolio Holders	Cllr Chris Seaton Cllr Ian Benney Cllr Chris Boden	Portfolio Holder for Social Mobility and Heritage Portfolio Holder for Economic Growth Leader of the Council and Portfolio Holder for Finance
Report Originator	Phil Hughes	Head of Service
Contact Officers	Paul Medd Peter Catchpole Amy Brown	Chief Executive Corporate Director and S151 Officer Assistant Director and Deputy monitoring Officer

Agenda Item No:	8	
Committee:	Cabinet	
Date:	30 January 2023	
Report Title:	March Future High Street Fund Project - Grant Funding Agreement with CCC for project delivery	

1 Purpose / Summary

The purpose of this report is to update Cabinet on the March Future High Street Fund (FHSF) Market place, Riverside and Broad Street workstreams and also seek Cabinet approval to enter into a Grant Funding Agreement with Cambridgeshire County Council allowing the project to proceed with the next step within the delivery phase - construction of the riverside and Broad Street elements of the project.

2 Key issues

- 2.1 This project is following a process that started in 2019 with the Growing Fenland report which highlighted community wishes to see;
 - Improvements to the appearance and appeal of the high street
 - Improved traffic flow and reduced congestion through the town centre
 - Improved visibility and use of the riverbank behind the toilet block
- 2.2 Following a Member-led bid development process, that included consultation with March Town Council and the local community, 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.
- 2.3 The Future High Street funded aspect of Broad Street is completing the public realm works only. All road works and the roundabout form part of the March Area Transport Study project - although for effective delivery both projects are being delivered together. The MAT's aspect of the project is funded by CPCA at an addition cost of c.£4.2m
- 2.4 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 (MATS) 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 the bid documents.
- 2.5 The project is progressing on budget and on time;
 - a) March market place refurbishment has commenced.
 - b) The design of Broad Street and the riverside is completed and a tender process has been undertaken to secure a contractor to develop the FHSF and MATS work within Broad Street.
 - c) Cadent Gas and Anglian Water are to start mains gas and mains water utility improvement work within Broad Street and Darthill Road on 13 February.
 - d) The main contractor is expected to start works in Broad Street in mid-May.

3 Recommendations

- 3.1 That Cabinet notes the progress of the project as detailed in the report.

- 3.2 That Cabinet authorises the S151 officer to enter into a Grant Funding Agreement (GFA) with Cambridgeshire County Council (CCC) to allow the Broad Street construction contract to be let. The construction contract will be between CCC and the Contractor, with the GFA allowing FDC to pay CCC from the FHSF fund grant for the contractors works.

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	Head of Service
Contact Officer	Paul Medd	Chief Executive
	Simon Machen	Corporate Growth and Regeneration Advisor
	Jo Blackmore	Head of Corporate Support
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 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. 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.

In addition to updating March Town Council Members who sit within the Steering Group, Council officers have also attended March Town Council regularly to update Town Council Members in person regarding the project.

4.2 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.

Design work was completed in autumn 2022, with a tender package then developed.

The work has been tendered and 2 tenderers have submitted bids. CCC is currently evaluating those bids. The bids are within the budget available and the quality of the bids is very high.

It is worth noting that there will not be any significant north or south bound lane closures (as occurred during the recent water and gas main issues) during the construction phase. The phasing of the works will be such that a lane north and south will be open for the majority of the work. However, there will be significant signage in place throughout the town to allow the community to better plan their trips as increased congestion remains unavoidable.

4.3 Governance requirements for the construction phase of Broad Street and Riverside

The bulk of money to be spent on Riverside and Broad Street will be in the construction phase that will begin in May 2023.

The Combined Authority (CPCA) is working through governance processes regarding the MATS funding for the Broad Street road works. A final business case has been developed and it is anticipated that the funding, already set aside, will be approved as the business case meets CPCA's funding requirements.

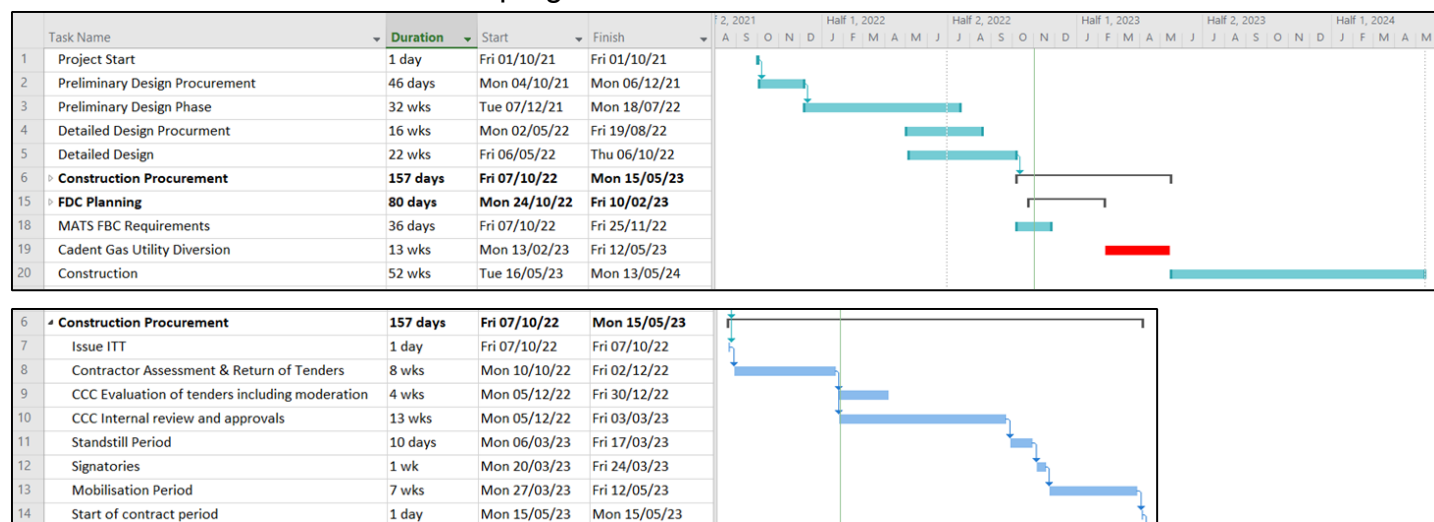
CCC will then enter into mirror Grant Funding Agreements with both the CPCA and FDC. These agreements will allow funding for the Broad Street and Riverside works to flow from CPCA and FDC to CCC in order for CCC to pay the main contractor for the works. The contract for the works in Broad Street will be between CCC and the main contractor. To protect all parties a GFA is required.

Please note that CPCA is funding the MATS road works including the roundabout. FDC is funding the public realm improvement works.

This report asks Cabinet to authorise the S151 officer to enter into a Grant Funding Agreement with Cambridgeshire County Council to allow the Broad Street construction contract to be let. Until such an arrangement is in place, contracts with the main contractor cannot be signed.

It is recommended that FDC should seek to minimise its exposure to risk for any costs overruns which are outside of its control.

4.4 Broad Street and Riverside program

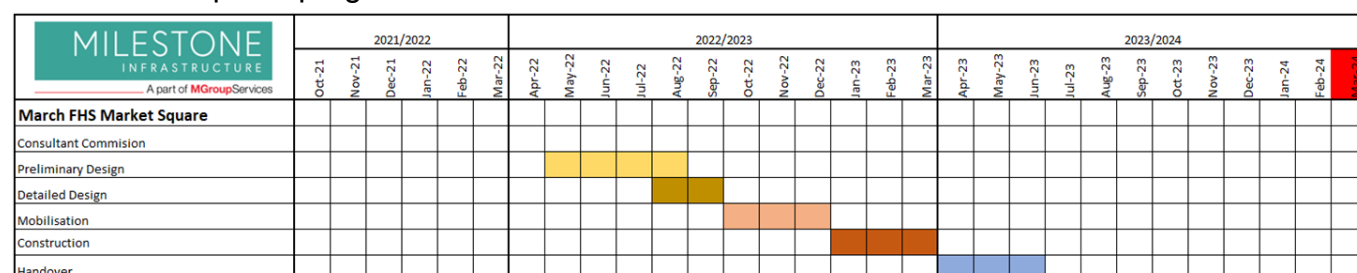


4.5 Market Place Progress

Following the final design works for the market place and subsequent Member Steering Group sign off, construction works have commenced this month. Initially the work was planned for late 2022 but, following consultation with market traders, their preferred timeframe was early 2023 when trade is generally lighter. The works are expected to take between 10 and 12 weeks, completing on 23 March at the latest.

To ensure that the market can continue during this time, the market has been relocated onto City Road car park. Early indications are that this relocation is working well with both traders and local residents happy with this temporary arrangement.

4.6 Market place programme



4.7 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.

FDC's comms team are also continuing to add social media posts regarding the project.

Cadent Gas will carry out a community engagement session at the leisure centre during week beginning 23 January concerning their works commencing on 13 February.

4.8 Public Toilets

It should be noted that replacement public toilets will be developed by FDC outside of this project. These will be situated on Gray's Lane - as decided by the Member Steering Group. Work is underway to design the replacement toilets that will consist of 2 fully accessible public toilets and a [Changing Places](#) facility. If the time gap between the new toilet building works and the demolition of the current toilets is significant, temporary arrangements will be put in place ensuring that toilets remain available in the town.

5 Financial Implications

The project remains on time and on budget. Changes to the original Riverside projects have ensured that the revised and Steering Group approved Broad Street and Riverside packages remain affordable. FDC is in receipt of funding from DLUHC to cover the market place and Broad Street works. Funding was brought forwards to ensure that when FDC signed a GFA allowing the main contractor to be appointed, funds from Government were already in the Council's account.

6 Legal Implications

6.1 The GFA will commit FDC to pay CCC according to a contract between CCC and the main contractor. The works are within budget and the contingency remains intact.


6.2 FDC has all funding required for the project from Government in place.

6.3 Subsidy control:

The main contractor will be appointed via a 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 to manage the projects 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.

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Agenda Item No:	9	
Committee:	Cabinet	
Date:	30th January 2023	
Report Title:	UK Shared Prosperity Fund	

1 Purpose / Summary

1.1 At the Cabinet meeting held on 11th July 2022 Members considered a report titled “UK Shared Prosperity Fund” and agreed to recommend:

- the five proposed Fenland District Shared Prosperity Fund projects to the CPCA for inclusion in the CPCA Local Investment Plan to be submitted to the Department for Levelling Up, Housing and Communities.
- all proposals remain as detailed in the original report with the exception of BUS7 (Investment in Business) for which funding is reduced by £130,935; and
- an additional proposal is that the £130,935 taken from project BUS7 is used as FDC’s contribution of 10.5% of allocated funding to deliver the CPCA area wide skills projects

1.2 The five Fenland Shared Prosperity Fund (SPF) projects submitted by the CPCA to the Department for Levelling Up, Housing and Communities (DLUHC) have now been approved by DLUHC. The total amount of funding for Fenland is £1.299m.

2 Key Issues

2.1 The three-year SPF allocated for Fenland projects will be paid on an annual basis by DLUHC to the CPCA. In accordance with the Draft Funding Agreement the District Council will claim in monthly arrears the funding for each of the five projects from the CPCA.

2.2 As the District Council is accepting SPF funding from the CPCA a decision is required to accept the funding.

3 Recommendations

3.1 Cabinet is requested to consider and recommend acceptance of Shared Prosperity Funding from the Cambridgeshire & Peterborough Combined Authority for a three-year period commencing in 2022-23 and ending in 2024-25.

3.2 To delegate to Officers responsibility for approving and finalising entry into the CPCA’s SPF Grant Funding Agreement; and

3.3 To note that a further report will be presented to Cabinet for approval of the detailed proposals in relation to the procedures and documentation associated with the onward administration of the funding.

Wards Affected	All
Forward Plan Reference	KEY/15DEC22/01
Portfolio Holder(s)	Cllr Ian Benney
Report Originator(s)	Anna Goodall, Assistant Director Simon Jackson, Economic Growth Manager
Contact Officer(s)	Simon Jackson, Economic Growth Manager
Background Papers	UK Shared Prosperity Fund: prospectus - GOV.UK (https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus)

Report:

1 BACKGROUND AND INTENDED OUTCOMES

- 1.1 The following five Fenland Shared Prosperity Fund (SPF) projects were approved by Cabinet at its meeting held on 11th July 2022:
- Investment in Business £908k (BUS7)
 - Amplifying Community Arts and Culture £120k (COM14)
 - Increase in ASB issues across Wisbech £34k (COM 10)
 - Safer Wisbech - Addressing perceptions of low-level crime and ASB in Wisbech £50k (COM13)
- 1.2 The projects were submitted by the CPCA to the Department for Levelling Up, Housing and Communities (DLUHC) have now been approved by DLUHC. The total amount of funding allocated for Fenland is £1.299m.
- 1.3 At its meeting held on 11th July 2022 the Cabinet agreed to recommend £131k of funding be allocated as FDC's contribution to deliver the CPCA area wide skills projects. A further £4k of funding has been allocated to fund an area wide Police & Crime Commissioner (PCC) project focused on fly tipping. The Council will enter into an agreement with the CPCA and PCC regarding the delivery of these projects including expected outcomes.
- 1.4 A 4% administration fee will be shared between the CPCA and the Council (£52k). As FDC will be primarily responsible for the delivery of a significant majority (by number and by value) of the SPF projects, it is expected that the administration fee will be shared between the CPCA and FDC accordingly.

- 1.3 Therefore, the total SPF budget for Fenland only projects is £1,112m

2 REASONS FOR RECOMMENDATIONS

- 2.1 The three-year SPF allocated for Fenland only projects will be paid on an annual basis by DLUHC to the CPCA. In accordance with the Draft Funding Agreement (Appendix One) the District Council will claim in monthly arrears the funding for each of the five projects from the CPCA.
- 2.2 The Grant Funding agreement with the CPCA is currently in draft form with some aspects under negotiation however it is our expectation that these will be satisfactorily resolved.
- 2.3 As the District Council is accepting SPF funding from the CPCA a decision is required to accept the funding and in order to comply with constitutional requirements. Once these arrangements are in place and in order that the onward transmission of the funding is appropriately determined and recorded, separate procedures and documentation will be drawn up and presented to Cabinet for approval at the earliest future opportunity.

4 CONSULTATION

- 4.1 Engagement with partners and evaluation on current projects such as Growth Works and Growth HUB Start & Grow pilot has enabled external views and policies to be incorporated into the SPF projects.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The UKSPF is a specific funding opportunity with no comparable alternative options. Acceptance of the funding provides an opportunity to deliver the outcomes specified in the bid documentation and previously presented to Cabinet for approval. Entry into the CPCA's SPF Grant Funding Agreement is a requirement of receiving the funding and has been subject to appropriate legal oversight to ensure that Fenland District Council's position is adequately protected.

6 IMPLICATIONS

6.1 Legal Implications

- 6.1.1 The proposals set out in this Report reflect the requirement set out at Part 3, Table 5, paragraph 10 of the Fenland District Council's Constitution which provides requires that Cabinet authorises the allocation of external funding awarded to the Council and entry into the associated financial and legal agreements valued at £500,000 and above.

6.1.2 The CPCA's SPF Grant Funding Agreement is a standard document with ongoing negotiation taking place in relation to the fund specific clauses relating to this particular arrangement. Presently it is considered that resolution of these final points will be achieved and the Agreement will be fit for purpose from a legal perspective.

6.1.3 Receipt of the funding having now been confirmed and subject to Cabinet's agreement of the recommendations set out in this Report, it is now appropriate for officers to finalise the associated processes and documentation necessary to ensure that the future administration of the funding is transparent and complies with Fenland District Council's general legal and governance obligations to include procurement and subsidy control.

6.2 Financial Implications

6.2.1 The SPF is external funding that FDC has been successful in securing via the CPCA from Central Government and as such whilst FDC will be responsible for administering the various projects there are no significant implications for the FDC budget. A further report to Cabinet will set out the proposed procedures and documentation required to provide for the appropriate oversight and reporting in relation to the future administration of the funding.

6.2.2 It is currently being assumed that there will be no carry over of the SPF funds allocated for 2022-23 into 2023-24. The CPCA are awaiting a decision on the possibility of carry over from DLUHC. The approval for SPF projects in the CPCA area was only given by DLUHC in December 2022 and at the time of writing this report, the Grant Funding Agreement with CPCA and the Council is still in draft form. All these factors create a risk that some or all of the £133k of SPF funding may not be utilised. All of the Fenland SPF project leads are aware of this risk and are undertaking mitigating actions.

6.2.3 At the Cabinet meeting held on 11th July 2022, it was stated in the Investment in Business project summary that administrative support would be provided to assist North Cambridge Place Development Board in delivering its role within this project. Funding of £150k over the 2.5 year duration of the project to provide a full time role to sit within the Economic Growth Team will be fully funded by the SPF.

6.3 Equality Implications

6.3.1 All individual projects and services have been assessed to ensure equality of access, etc.

6.4 [Any Other Relevant Implications]

6.4.1 [Summarise here any implications related to this item using the checklist attached as guidance].

7 SCHEDULES

Schedule One – Draft Grant Funding Agreement with CPCA

SCHEDULE [NUMBER]
Draft Grant Funding Agreement with CPCA



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Dated:

GRANT FUNDING AGREEMENT
in respect of
the UK Shared Prosperity Fund

and more specifically [insert details of the project]

between

(1)

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

- and -

(2)

XXXXXXX

Contents

Clause	Page
1. Definitions	2
2. Purpose of Grant	6
3. Pre-Condition of Funding	7
4. Payment of Grant	7
5. Mechanics and Payment of Funding	7
6. Final Reconciliation	8
7. Use of Grant	8
8. Accounts and records	9
9. Monitoring and reporting	10
10. Acknowledgment and publicity	11
11. Events of Default	12
12. Intellectual Property Rights	13
13. Confidentiality	13
14. Freedom of information	14
15. Data protection	14
16. Withholding, suspending and repayment of Grant	15
17. Anti-discrimination	16
18. Human rights	16
19. Limitation of liability	17
20. Warranties	17
21. Insurance	18
22. Duration	18
23. Termination	19
24. Assignment	19
25. Waiver	19
26. Notices	19
27. Dispute resolution	19
28. No partnership or agency	20
29. Joint and several liability	20
30. Contracts (Rights of Third Parties) Act 1999	20
31. Governing law	20
33. Entire agreement	21
Schedule 1 The Project	22
Schedule 2 Qualifying Expenditure Plan	23
Schedule 3 Payment Schedule	24
Schedule 4 Claim Form	25
Schedule 5 Breakdown of Grant	30

<u>Schedule 6</u>	<u>Monitoring Form</u>	31
<u>Schedule 7</u>	<u>Project Change Request Form</u>	33
<u>Schedule 8</u>	<u>Variation to Agreement Form</u>	35
<u>Schedule 9</u>	<u>Budget Sheet</u>	39
<u>Schedule 10</u>	<u>Progress Report</u>	41
<u>Schedule 11</u>	<u>Project Closure Report</u>	43

THIS GRANT FUNDING AGREEMENT is made the day of 2023

Between:

CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY having its principal place of business at 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN ("**CPCA**"); and

XXXXXXX, [RELEVANT DETAILS OF LEGAL STRUCTURE], whose principal address is at

XXXXXXXXXXXXXXXXXX ("**Recipient**"),

Each individually a "**Party**" and together the "**Parties**".

Background

(A) The CPCA has bid for and has been successfully approved by the Secretary of State for Levelling Up, Housing and Communities ("DLUHC") for an amount of funding from the UK Prosperity Fund (UKSPF) allocation to help the local authorities within its area to support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives.

- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
- Spread opportunities and improve public services, especially in those places where they are weakest
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost
- Empower local leaders and communities, especially in those places lacking local agency

The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. This aligns with Levelling Up White Paper missions, particularly: 'By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.'

- (B) CPCA will pay sums of grant funding money to the district councils and unitary authority within its area.
- (C) CPCA has agreed to pay the Grant to the Recipient to assist it in carrying out the Project.
- (D) The payment of the grant funding by DLUHC and subsequently by CPCA is conditional on the terms of the MOU between DLUHC and CPCA and the Recipient delivering the Project accordance with the terms and conditions of this Agreement and the Planned Delivery Forecast.
- (E) This Agreement sets out the terms and conditions on which the Grant is made by CPCA to the Recipient.
- (F) These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

Agreed terms

(i) Definitions

- (a) In this Agreement the following terms shall have the following meanings:
 - (i) **Application Form** means the application form submitted by the Recipient to CPCA which is set out at Schedule 1.
 - (ii) **Bribery Act** means the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.
 - (iii) **Budget Sheet** means the budget sheet at Schedule 9.
 - (iv) **Claim Form** means the form at Schedule 4.
 - (v) **Commencement Date** means [START DATE].
 - (vi) **Data Controller**: has the meaning set out under Data Protection Legislation.
 - (vii) **Data Processor**: has the meaning set out under Data Protection Legislation.
 - (viii) **Data Subject**: has the meaning set out in Data Protection Legislation.

- (j) **Data Protection Legislation** means all applicable data protection legislation and privacy legislation in force from time to time in the UK including without limitation the UK GDPR; the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426); any other directly applicable European Union regulation relating to privacy; and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data and the privacy of electronic communications including by not limited to the guidance and codes of practice issued by the Information Commissioner or the relevant regulatory authority and which are applicable to a party.
- (k) **EIRs** means the Environmental Information Regulations 2004 and any subordinate legislation made under it and any guidance and/or codes of practice issued relating to it.
- (ix) **Events of Default** means any of the events described in clause 11.
- (x) **Excluded Expenditure** means Project costs for which the Recipient cannot make a Claim as set out in the Qualifying Expenditure Plan.
- (xi) **FOIA** means the Freedom of Information Act 2000 and any subordinate legislation made under it and any guidance and/or codes of practice issued relating to it.
- (xii) **Grant** means the monies paid to the Recipient in accordance with this Agreement.
- (xiii) **Grant Period** means the period for which the Grant is awarded starting on the Commencement Date and ending on [DATE BY WHICH THE GRANT MUST BE SPENT].
- (xiv) **Intellectual Property Rights** means all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and Know-How however arising for their full term and any renewals and extensions.
- (xv) **Know-How** means information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.

- (xvi) **Market Value** means the price at which a product or service could be sold in a competitive, open market.
- (xvii) **Maximum Sum** means £XXXXX.
- (xviii) **Monitoring** means the requirements to provide information relating to the outcomes and outputs of the Project as described in clause 9 and using the form in Schedule 6.
- (xix) **Monitoring End Date** means XXXXXX.
- (xx) **Personal Data** means shall have the same meaning as set out in the Data Protection Legislation.
- (xxi) **Planned Delivery Forecast** means the planned delivery forecast set out in Schedule 1.
- (xxii) **Progress Report** means the progress report at Schedule 10.
- (xxiii) **Prohibited Act** means:
- offering, giving or agreeing to give to any servant of CPCA any gift or consideration of any kind as an inducement or reward for:
- doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with CPCA; or
- showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with CPCA;
- entering into this Agreement or any other contract with CPCA where a commission has been paid or has been agreed to be paid by the Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to CPCA;
- committing any offence:
- under the Bribery Act;
- under legislation creating offences in respect of fraudulent acts;
- or

at common law in respect of fraudulent acts in relation to this Agreement or any other contract with CPCA; or

defrauding or attempting to defraud or conspiring to defraud CPCA.

- (xxiv) **Project** means the project described in Schedule 1.
- (xxv) **Project Change Request** means any request to CPCA for changes to the Project including, but not limited to, Project outcomes, outputs, and timescales for a change using the form at Schedule 7 which must be completed.
- (xxvi) **Project Closure Report** means the project closure and lessons learnt report using the template at Schedule 11.
- (xxvii) **Project Manager** means the individual who has been nominated to represent CPCA for the purposes of this Agreement.
- (xxviii) **Qualifying Expenditure** means the costs set out in the Qualifying Expenditure Plan which CPCA is satisfied either have been or will be reasonably and properly incurred by the Recipient on the Project and which does not include Excluded Expenditure.
- (xxix) **Qualifying Expenditure Plan** means the plan set out at Schedule 2 to be produced by the Recipient prior to the first Claim and updated annually thereafter and on each occasion as approved by CPCA.
- (xxx) **Regulatory Body** means any UK or EU Government department or agency or any other regulatory body having jurisdiction whether regional, national or local and including, but not limited to, the National Audit Office, UK central Government, the European Commission or any successor such department, agency or regulatory body which, whether under statute, rules, regulations, codes of practice or otherwise, is entitled to regulate, investigate, or influence the matters dealt with in this Agreement or any other affairs of CPCA.
- (xxxi) **Request for Information** has the meaning in the FOIA or the EIRs or any apparent request for information under the FOIA or the EIRs or the Code of Practice on Access to Government Information (Second Edition).
- (xxxii) **Subsidy** has the meaning set out in the definition of 'subsidy' in the TCA, or the Subsidy Control Act 2022, as applicable.
- (xxxiii) **Subsidy Rules** means all laws of the United Kingdom limiting Subsidy, including the European Union (Future Relationship) Act 2020, any relevant

secondary legislation and any other Law which replaces, supersedes, implements, or retains the law embodied in Articles 107 - 109 of the Treaty for the Functioning of the European Union and any relevant primary or secondary legislation in relation to the United Kingdom (whether in whole or part), including the Subsidy Control Act 2022, as a result of the United Kingdom ceasing to be a member state of the European Union.

- (xxxiv) **Tax** means any tax, levy, impost, duty or other charge or withholdings and any charges of a similar nature, together with interest thereon and penalties with respect thereto, if any, and any payments made on or in respect thereof and "Taxation" and "Taxes" shall be construed accordingly.
- (xxxv) **TCA** means the Trade and Cooperation Agreement between the European Union and the European Atomic Energy Community of the one part, and the United Kingdom of Great Britain and Northern Ireland, of the other part, signed on 30 December 2020, including such amendments as are agreed between the parties from time to time.
- (xxxvi) **UK GDPR** means General Data Protection Regulation ((EU) 2016/679).
- (xxxvii) **Working Day** means 9:00am to 5:00pm any day (other than a Saturday or Sunday) on which banks are open in London for normal banking business and excluding public holidays.

(ii) Purpose of Grant

- (a) The Recipient shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of CPCA.
- (b) The Recipient shall not make any significant change to the Project without CPCA's prior written agreement. A Project Change Request Form must be completed as described in Schedule 7 and submitted for formal approval to CPCA's combined authority board or any such authorising body of CPCA. A Variation to Agreement Form as described in Schedule 8 shall also be completed if required by CPCA.
- (c) Where the Recipient intends to apply to a third party for other funding for the Project, it will notify CPCA in advance of its intention to do so and, where such funding is obtained, it will provide CP
- (d) CA with details of the amount and purpose of that funding. The Recipient agrees and accepts that it shall not apply for duplicate funding in respect of any part of the

Project or any related administration costs that CPCA is funding in full under this Agreement.

(iii) Pre-Condition of Funding

- (a) The Recipient will not make any claim and CPCA will not be liable to make available any monies unless CPCA is satisfied that no Event of Default is continuing or would result from the provision of any proposed monies. For the avoidance of doubt, this requirement cannot be waived.

(iv) Payment of Grant

- 4.1 Subject to clause 16, CPCA shall pay the Grant to the Recipient monthly in arrears in accordance with Schedule 3, subject to the necessary funds being available when payment falls due. The Recipient agrees and accepts that payments of the Grant can only be made to the extent that CPCA has available funds.
- 1.2 No Grant shall be paid unless and until CPCA is satisfied that such payment has been used for proper expenditure in the delivery of the Project and the Recipient has complied with its obligations in clause 9.
- (a) The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project. The Recipient shall be liable to cover any overspend costs.
- 4.4 The Recipient may forward spend but shall not be able eligible to claim for that forward spend until the period in which it is applicable.
- 1.5 The Recipient shall not transfer any part of the Grant to bank accounts which are not ordinary business accounts within the clearing bank system, without the prior written consent of CPCA.
- (b) The Recipient shall promptly repay to CPCA any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.

(v) Mechanics and Payment of Funding

- (a) Each claim by the Recipient must:
 - (i) be submitted quarterly in arrears on a Claim Form signed by the Recipient's chief financial officer;
 - (ii) be accompanied by receipts to the value of the claim excluding VAT;

- (iii) relate to Qualifying Expenditure for which the Recipient has not submitted any other Claim or received any other funding;
- (iv) accord with the Qualifying Expenditure Plan or be accompanied by evidence to the satisfaction of CPCA to justify any deviation; and
- (b) CPCA will pay claims from the Recipient in respect of Qualifying Expenditure within 28 Working Days of receipt of a valid claim.

(vi) Final Reconciliation

- (a) The Recipient will provide CPCA with a warranted statement that the monies actually expended were equal or greater than the estimated costs and if less will immediately return of any reduced costs/savings to CPCA.
- (b) If there is any dispute about the reconciliation, the Recipient will upon written request by CPCA provide CPCA and their accountants with open book accounts of the costs of the Project.
- (c) If CPCA reasonably believes the actual costs are materially less than the estimated costs they will notify the Recipient who will negotiate with CPCA in good faith to resolve the issue.
- (d) If the issue is not resolved within 3 months then CPCA may take such further action as it deems necessary including appointing an expert to deal with the matter and the Recipient shall fully cooperate with the expert and their directions.
- (e) Where the information provided pursuant to clause 6.3 shows:
 - (i) that the total cost of the Project was less than the anticipated total cost of the Project and/or
 - (ii) that the total Market Value of the Project is more than the anticipated market value of the Project as set out in the Application Form,

then CPCA shall be entitled to recover Funding paid to the Recipient in accordance with the compensation provisions set out in Clause 4.6 and/or in Schedule 1.

(vii) Use of Grant

- (a) The Grant comes from public funds and the Recipient will not use the Grant in a way which constitutes unlawful Subsidy.
- (b) The Grant shall be used by the Recipient for the delivery of the Project in accordance with the agreed budget set out in Schedule 5. For the avoidance of doubt, the amount of the Grant that the Recipient may spend on any item of

expenditure listed in column 1 of Schedule 5 shall not exceed the corresponding sum of money listed in column 2 without the prior written agreement of CPCA.

- (c) Where the Recipient has obtained funding from a third party in relation to its delivery of the Project (including without limitation funding for associated administration and staffing costs), the amount of such funding shall be included in the budget in Schedule 5 together with a clear description of what that funding shall be used for.
- (d) The Recipient shall not use the Grant to:
 - (i) purchase buildings or land; or
 - (ii) pay for any expenditure commitments of the Recipient entered into before the Commencement Date,unless this has been approved in writing by CPCA.
- (e) The Recipient shall not spend any part of the Grant on the delivery of the Project after the Grant Period. Any money spent after the expiry of the Grant Period shall come from the Recipient's funds.
- (f) Should any part of the Grant remain unspent at the end of the Grant Period, the Recipient shall ensure that any unspent monies are returned to CPCA or, if agreed in writing by CPCA, shall be entitled to retain the unspent monies to use for public sector purpose agreed between the parties.
- (g) Any liabilities arising at the end of the Project including any redundancy liabilities for staff employed by the Recipient to deliver the Project must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from CPCA for this purpose.

7.8 The Recipient shall ensure compliance with its statutory obligations under the public sector equality duty set out at s149 of the Equality Act 2010.

(viii) Accounts and records

- (a) The Grant shall be shown in the Recipient's accounts as a restricted fund and shall not be included under general funds.
- (b) The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.
- (c) The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. CPCA shall have the

right to review, at CPCA's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.

- (d) The Recipient shall provide CPCA with a copy of its annual accounts within six months (or such lesser period as CPCA may reasonably require) of the end of the relevant financial year in respect of each year in which the Grant is paid.
- (e) The Recipient shall comply and facilitate CPCA's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and CPCA.

(ix) Monitoring and reporting

9.1 The Recipient shall closely monitor the delivery and success of the Project throughout the Grant Period to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.

1.2 The Recipient shall provide CPCA with a Budget Report and an operational report on its use of the Grant and delivery of the Project every month. The Recipient shall provide CPCA with each report within first week of the following month to which the report relates. .

- (a) In the event that that Recipient has not supplied the necessary reports to CPCA within the specified timescale or has supplied reports which are not to its satisfaction then CPCA reserves the right to suspend all future funding payments unless and until CPCA is satisfied that progress is being made.
- (b) Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall include the amount of such funding in its financial reports together with details of what that funding has been used for.
- (c) Along with its first quarterly financial report, the Recipient shall provide CPCA with a risk register and insurance review in the format provided by CPCA. The Recipient shall address the health and safety of its staff in the risk register.
- (d) The Recipient shall on request provide CPCA with such further information, explanations and documents as CPCA may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.
- (e) The Recipient shall permit any person authorised by CPCA such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations from them.

- (f) The Recipient shall permit any person authorised by CPCA for the purpose to visit the Recipient once every quarter to monitor the delivery of the Project. Where, in its reasonable opinion, CPCA considers that additional visits are necessary to monitor the Project, it shall be entitled to authorise any person to make such visits on its behalf.
 - (g) The Recipient shall provide CPCA with a Project Closure Report on completion of the Grant Period which shall confirm whether the Project has been successfully and properly completed.
- 9.10 CPCA will monitor the Project for a period of 6 months after completion or until all project outcomes have been achieved.
- (x) Acknowledgment and publicity**
- (a) The Recipient shall acknowledge the Grant in its annual report and accounts, including an acknowledgement of CPCA as the source of the Grant.
 - (b) The Recipient shall not publish any material referring to the Project or CPCA without the prior written agreement of CPCA. The Recipient shall acknowledge the support of CPCA in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements (where appropriate or as requested by CPCA) shall include CPCA's name and logo (or any future name or logo adopted by CPCA) using the templates provided by CPCA from time to time.
 - (c) In using CPCA's name and logo, the Recipient shall comply with all reasonable branding guidelines issued by CPCA from time to time.
 - (d) The Recipient agrees to participate in and co-operate with promotional activities relating to the Project that may be instigated and/or organised by CPCA.
 - (e) CPCA may acknowledge the Recipient's involvement in the Project as appropriate without prior notice.
 - (f) The Recipient shall comply with all reasonable requests from CPCA to facilitate visits, provide reports, statistics, photographs and case studies that will assist CPCA in its promotional and fundraising activities relating to the Project.
- 10.7 The Recipient shall comply with the guidance on the Branding and Communication associated with UKSPF projects in the UKSPF Additional Information ([UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)).

- 10.8 The Recipient agrees to adhere to the guidance and any updates subsequently released by the Secretary of State or HMG on communications linked to UKSPF or wider Levelling Up Funding.

(xi) Events of Default

- (a) An Event of Default occurs where:

- (i) any pre-conditions listed in clause 3.1 are not met (or waived by CPCA);
- (ii) any breach of any representation or warranty (when made or repeated) by the Recipient pursuant to this Agreement;
- (iii) the Project has not been carried out:
 - in compliance with all relevant statutory requirements;
 - in a good and workmanlike manner and in accordance with good industry practice; and/or
- (iii) in accordance with the Application Form including but not limited to the timescales set out therein;
- (iv) the Recipient is Insolvent;
- (v) the Recipient undergoes a Change of Control which either does or (in the reasonable opinion of CPCA) is likely to have a material adverse impact on the Recipient's performance of its obligations under this Agreement and/or delivery of the Project in accordance with this Agreement;
- (vi) the Recipient and/or any contractor does not have sufficient funds or resources available to complete the Project in accordance with this Agreement and/or the relevant works contract;
- (vii) any enforcement action is taken, or other right is enforced in relation to the Recipient, any contractor, and/or the Project; or
- (viii) there is a material breach of this Agreement which, if capable of remedy, has not been remedied within 30 days of CPCA notifying the Recipient of the breach and requesting remedy; and/or
- (ix) the Recipient has committed any default (however described) or any other event entitling CPCA to terminate or demand repayment of any amount advanced to the Recipient under any other agreement.

12 Intellectual Property Rights

- 12.1 CPCA and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either CPCA or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.
- 12.2 Where CPCA has provided the Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo), the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by CPCA.

13. Confidentiality

- (b) Subject to clause 14 (Freedom of Information), each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.
- (c) The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:
- (i) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;
 - (ii) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or
 - (iii) is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

(xii) Freedom of information

- (a) Each party acknowledges that the other party is subject to the requirements of FOIA and the EIRs.
- (b) Each party shall:
 - (i) provide all necessary assistance and cooperation as reasonably requested by the other party to enable the other party to comply with its obligations under the FOIA and EIRs;
 - (ii) transfer to the other party all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 working days of receipt;
 - (iii) provide the other party with a copy of all information belonging to the other party requested in the request for information which is in its possession or control in the form that the other party requires within 5 working days (or such other period as the other party may reasonably specify) of the other party's request for such information; and
 - (iv) not respond directly to a request for information unless authorised in writing to do so by the other party.
- (c) Each party acknowledges that the other party may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Recipient. The other party shall take reasonable steps to notify the first party of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this agreement) the other party shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

(xiii) Data protection

- (a) Both Parties will comply with all applicable requirements of and all their obligations under the Data Protection Legislation which arise in connection with the Agreement and where appropriate, the Recipient will obtain the consent of its beneficiaries to enable to CPCA to receive and provide their Personal Data in connection with the project and for CPCA to contact them.

(xiv) Withholding, suspending and repayment of Grant

- (a) CPCA's intention is that the Grant will be paid to the Recipient in full. However, without prejudice to CPCA's other rights and remedies, CPCA may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:
- (i) the Recipient uses the Grant for purposes other than those for which it has been awarded;
 - (ii) the delivery of the Project does not start within 3 months of the Commencement Date and the Recipient has failed to provide CPCA with a reasonable explanation for the delay;
 - (iii) CPCA considers that the Recipient has not made satisfactory progress with the delivery of the Project;
 - (iv) the Recipient is, in the reasonable opinion of CPCA, delivering the Project in a negligent manner;
 - (v) the Recipient obtains duplicate funding from a third party for the Project in breach of clause 2.3;
 - (vi) the Recipient obtains funding from a third party which, in the reasonable opinion of CPCA, undertakes activities that are likely to bring the reputation of the Project or CPCA into disrepute;
 - (vii) the Recipient provides CPCA with any materially misleading or inaccurate information;
 - (viii) the Recipient commits or committed a Prohibited Act;
 - (ix) any employee or volunteer of the Recipient has:
 - acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or
 - taken any actions which, in the reasonable opinion of CPCA, bring or are likely to bring CPCA's name or reputation into disrepute;
 - (x) the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);

- (xi) the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due;
 - (xii) the Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure; or
 - (xiii) repayment or recovery is required under or by virtue of Subsidy Rules.
- (b) CPCA may retain or set off any sums owed to it by the Recipient which have fallen due and payable against any sums due to the Recipient under this agreement or any other agreement pursuant to which the Recipient provides goods or services to CPCA.
- (c) The Recipient shall make any payments due to CPCA without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.
- (d) Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Agreement it will notify CPCA as soon as possible so that, if possible, and without creating any legal obligation, CPCA will have an opportunity to provide assistance in resolving the problem or to take action to protect CPCA and the Grant monies.
- (xv) Anti-discrimination**
- (a) The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.
- (b) The Recipient shall take all reasonable steps to secure the observance of clause 17.1 by all servants, employees or agents of the Recipient and all suppliers and sub-contractors engaged on the Project.
- (xvi) Human rights**
- (a) The Recipient shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if the Recipient were a public body (as defined in the Human Rights Act 1998).

- (b) The Recipient shall undertake, or refrain from undertaking, such acts as CPCA requests so as to enable CPCA to comply with its obligations under the Human Rights Act 1998.

(xvii) Limitation of liability

- (a) CPCA accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient running the Project, the use of the Grant or from withdrawal of the Grant. The Recipient shall indemnify and hold harmless CPCA, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.
- (b) Subject to clause 19.1, CPCA's liability under this Agreement is limited to the payment of the Grant.

(xviii) Warranties

- (a) The Recipient warrants, undertakes and agrees that:
 - (i) it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);
 - (ii) it has not committed, nor shall it commit, any Prohibited Act;
 - (iii) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify CPCA immediately of any significant departure from such legislation, codes or recommendations;
 - (iv) it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;
 - (v) it has and shall keep in place adequate procedures for dealing with any conflicts of interest;
 - (vi) it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;

- (vii) all financial and other information concerning the Recipient which has been disclosed to CPCA is to the best of its knowledge and belief, true and accurate;
- (viii) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- (ix) it is not aware of anything in its own affairs, which it has not disclosed to CPCA or any of CPCA's advisers, which might reasonably have influenced the decision of CPCA to make the Grant on the terms contained in this Agreement; and
- (x) since the date of its last accounts there has been no material change in its financial position or prospects.

(xix) Insurance

- (a) The Recipient shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss (the **Required Insurances**).
- (b) The Required Insurances referred to above include (but are not limited to):
 - (i) public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project; and
 - (ii) employer's liability insurance with a limit of indemnity of not less than [five] million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project.
- (c) The Recipient shall (on request) supply to CPCA a copy of such insurance policies and evidence that the relevant premiums have been paid.

(xx) Duration

- (a) Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the anniversary of expiry of the Grant Period or for so long as any Grant monies remain unspent by the Recipient, whichever is longer.

- (b) Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

(xxi) Termination

- (a) CPCA may terminate this Agreement and any Grant payments on giving the Recipient two months' written notice should it be required to do so by DLUHC, financial restraints or for any other reason.

(xxii) Assignment

- (a) The Recipient may not, without the prior written consent of CPCA, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

(xxiii) Waiver

- (a) No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

(xxiv) Notices

- (a) All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

(xxv) Dispute resolution

- (a) In the event of any complaint or dispute (which does not relate to CPCA's right to withhold funds or terminate arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Manager or any other individual nominated by CPCA from time to time.

27.2 Should the complaint or dispute remain unresolved within 14 days of the matter first being referred to the Project Manager or other nominated individual, as the case may be, either party may refer the matter to Steve Clark, the Senior Responsible Officer of CPCA and the Director of the relevant department of the

Recipient with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by CPCA and the Recipient.

- 13.3 In the absence of agreement under clause 27.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

(xxvi) No partnership or agency

- (a) This Agreement shall not create any partnership or joint venture between CPCA and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

(xxvii) Joint and several liability

- (a) Where the Recipient is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

(xxviii) Contracts (Rights of Third Parties) Act 1999

- (a) This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

(xxix) Governing law

- 31.1 This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the Courts of England and Wales.

32. Subsidy Rules

- 32.1 The Grant is subject to the Subsidy Rules and the Recipient confirms it has received independent legal advice in this regard including legal advice concerning the terms and effects of this Agreement and in particular on the implications of any determination that any assistance received by the Recipient under this Agreement represents a Subsidy. The Recipient acknowledges and agrees that CPCA accepts no liability and makes no assurance that the funding is compliant with the Subsidy Rules. In the event that the Grant is adjudged to constitute unlawful Subsidy the Recipient agrees to make any necessary repayment and shall indemnify and save

harmless the Funder against all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the Grant or any part of it constituting unlawful Subsidy. This provision of this Clause 32 shall survive termination of this Agreement, however arising for a period of five years from the date of this Agreement.

32.2 In the event the Recipient appoints or instructs a sub-recipient to assist with the delivery of any part of the Project, the Recipient shall:

- (a) assess and address the issue of Subsidy (in the absence of a procurement compliant with UK requirements and the Recipients own internal processes); and
- (b) where the Recipient considers Subsidy to apply, it shall ensure that the Subsidy Rules and the requirements in any applicable exemption are fully complied with and for the avoidance of doubt the Recipient shall refrain from granting any funding that constitutes illegal Subsidy; and
- (c) ensure suitable clawback provisions are included in any agreement between the Recipient and the sub-recipient, to apply in the event any aid is adjudged to be illegal Subsidy and/or amounts to aid which overcompensates the Sub-Recipient for the goods/services obtained.

32.3 In the event that the Recipient alters the Project or any part of the Project, either with or without the prior approval of CPCA, then the Recipient shall:

- (a) consider the potential Subsidy implications of that alteration; and
- (b) take all necessary steps to ensure that any alteration is compliant with the Subsidy Rules; and
- (c) shall notify CPCA of any alterations with Subsidy implications (whether actual or potential) and the nature of such implications as soon as possible upon becoming aware of the Subsidy implications.

33. Entire agreement

33.1 This Agreement (together with all documents attached to or referred to within it) constitutes the entire agreement and understanding between the parties in relation to the Grant and supersedes any previous agreement or understanding between them in relation to such subject matter.

33.2 This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Schedule 1 The Project

Qualifying Expenditure Plan

Payment Schedule

Amount of Grant Payable	Condition for Payments	Date of Payment

Payment Terms

Net thirty (30) days from date of receipt of the Payment Schedule from the ESFA.

Payment Method

Payments to be made by the CPCA to the Recipient under this Agreement shall be paid by direct transfer to the bank account nominated

Claim Form



CPCA CLAIM AND MONITORING FORM

1. CLAIM DETAILS

Project Title			
Month / Quarter / Period that this claim refers to			
Funding Recipient Organisation			
Address			
Postcode			
Email			
Telephone			
Date of Funding Agreement			
Project Start Date			
Project End Date			
Maximum amount of grant / loan approved			
Total expected project cost			
Total grant / loan received to date (current funding agreement)			
Project claim number			
Forecast spend this period			
Actual spend this period			

Actual spend breakdown for current period for which grant / loan is being claimed (or attach spreadsheet)
Forecast spend next period & attach expenditure forecast unless same as per funding agreement.

2. Monitoring

Milestones planned for this period	Milestones achieved this period

If necessary, explain below why any planned milestones were not achieved in this period.

--

3. Highlight Report

Have there been, or are there likely to be, any changes in the nature, scale or timing of the project?	
Are the project costs likely to vary? If so, in what way? Please indicate how you are planning to bring the project back within budget.	
Products / activities planned for next period:	
Major Issues Update or changed or newly identified risks:	

4. Declaration

I believe the above information to be accurate. I claim a grant/loan* drawdown of £xxx and certify that this amount is not more than is payable in accordance with the provisions of the funding agreement. *delete which is not applicable	
Name	
Signature	
Date	
Position	
Telephone	
Email	

5. - TO BE COMPLETED BY CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY:

Highlight report(s) completed.	<input type="checkbox"/>
Changes to project satisfactorily explained (where necessary).	<input type="checkbox"/>
Have all sections of the claim form been completed?	<input type="checkbox"/>
CPCA Office to confirm which programme/grant applies to this project:	
To be completed by CPCA Project Manager: I certify that where grant/loan has been claimed that the project is progressing to my satisfaction and to agreed timescales/has been completed satisfactorily, and this claim is in order for payment.	
Signed:	
Name in block letters:	
Date:	

To be completed by CPCA Finance: I certify that the costs of this claim are fair and the supporting documentation is sufficient to evidence the grant/loan amount being claimed.	
Signed:	
Name in block letters:	
Date:	

To be completed by S151 or authorised representative: As, or on behalf of, the Chief Financial Officer for the Cambridgeshire and Peterborough Combined Authority, based on the assurances provided above, I certify that the project is progressing to my satisfaction/has been completed satisfactorily, and this claim is in order for payment.	
Signed:	
Name in block letters:	
Date:	

To be completed by CEO or Monitoring Officer where needed:

Per the assurance provided by the Section 151 officer's authorised representative I approve this claim for payment.

Signed:

Name in block letters:

Date:

Breakdown of Grant

Item of Expenditure	Budget (in UK Sterling)

Monitoring Form



Project details			
Project Name			
Funding Recipient Organisation			
Project Manager		Director	
Start Date		Planned End Date	

Section 2: Monitoring information								
Project update								
Use the space below to provide a descriptive overview on project progress to date.								
Review of original business case								
Provide update on project and how performed against Business Case, highlighting and explaining any issues/delays								
Objectives								
List the original approved objectives for this project and how they have performed and been monitored								
Outcomes delivered and future predictions								
Please indicate the expected outcomes delivered / due to be delivered through this project and timescales of future delivery.								
Project Outcomes	YYYY	YYYY	YYYY	YYYY	YYYY	YYYY	YYYY	YYYY
<i>Apprenticeships</i>								
<i>Areas of new or improved learning/training floorspace</i>								
<i>GVA</i>								
<i>Housing Units Facilitated</i>								

<i>Jobs Safeguarded (fte)</i>								
<i>New Commercial Floorspace (m2)</i>								
<i>New Jobs Created (fte)</i>								
<i>New Transport Infrastructure (km</i>								
<i>Temporary Jobs (eg. Construction) (fte)</i>								
<i>Other</i>								

Issues

If necessary, explain below why any planned outcomes were not achieved and any further predicted issues.

Milestones

Provide an update on milestones associated with this project:

Section 3: Communications and PR

Is there any photographic evidence/supporting information for this project, which we can use for the website/Combined Authority communication?

Project Change Request Form



Project Change Request Form

This document should be used to seek approval to change one or more of the agreed parameters of the project e.g. budget, deadlines.

It can also be used for changes that have already happened.

The Change Request will be considered in line with the agreed parameters and delegations and may need to be referred to the Combined Authority Board, depending on the level of change being requested. Change should not be implemented until Project Board/CPCA approval is obtained and, if necessary, the Variation to Agreement in Schedule 8 is completed.

Details of change request		
Project Name		
Project Manager	Project Director	Date of change request
Details of change requested and impact to project		
Reason for change		
Other options considered		
Costs/impacts of implementing the change		

Risk of implementing the change and reviewers considering the change

Reviewers – Please include the name of the person and job title with a signature (this can be electronic)
e.g. Finance Manager, Project/Programme Manager etc

Name and Job Title	Signature

Decisions/approval for change**CPCA Director decision**

Name of Director:	
Decision:	
Signature:	
Date of Decision:	

CPCA Programme Board decision (if applicable)

Decision:	
Date of Decision:	

CPCA Board decision (If applicable)

Decision:	
Date of Decision:	

Please save evidence of approvals into the project folder on SharePoint

Variation to Agreement Form

Agreement Title:	Grant Funding Agreement in respect of [insert details]
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Variation No:		Date	
----------------------	--	-------------	--

BETWEEN:

Cambridgeshire and Peterborough Combined Authority and XXXX

The Agreement is varied as follows:

[INSERT DETAILS OF VARIATION]

Start Date:

Extension of Time/Proposed Completion Date:

Costs:

The Agreement including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

SIGNED:

Signed:

for and on behalf of **Cambridgeshire and Peterborough Combined Authority**

Name:

Position: ..

Date:

Signed:

for and on behalf of **XXXX**

Name:

Position: ..

Date:

IN WITNESS whereof the parties hereto have executed this agreement as a Deed (but it remains undelivered until the day and year first above written)

THE COMMON SEAL of CAMBRIDGESHIRE)
and PETERBOROUGH COMBINED)
AUTHORITY was hereunto affixed in)
the presence of:)

Title:	Signature
Name IN CAPITALS	

Title:	Signature
Name IN CAPITALS	

Authorised Signatories

EXECUTED AS A DEED by
XXXX
acting by:

DIRECTOR	Signature
Name IN CAPITALS	

-or-

SIGNED:

Signed:

for and on behalf of **Cambridgeshire and Peterborough Combined Authority**

Name:

Position: ..

Date:

Signed:

for and on behalf of **XXXX**

Name:

Position: ..

Date:

Budget Sheet

Progress Report

Project Closure Report

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DRAFT 6 MONTH CABINET FORWARD PLAN – Updated 20 January 2023



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

CABINET

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
20 Feb 2023	<ol style="list-style-type: none"> 1. Business Plan 2023/24 2. Budget & Mid Term Financial Strategy 2023/24 3. 24 High Street, Wisbech - Update 4. Allocation of DEFRA Grant for Air Quality Monitoring 5. Procurement of Cleaning Services 6. Inward Investment from Central Government to support Gypsy & Traveller Site improvements (TBC) 7. Freedom Leisure – Energy Crisis Support 8. Fenland Transport Strategy 9. Public Spaces Protection Order for Wisbech 10. Approval for the Anglian Revenues Partnership (ARP) entering into a Section 113 Agreement with Broadland District Council and South Norfolk Council and for ARP to provide Fraud Services 11. Approval for the Anglian Revenues Partnership (ARP) entering into a Section 113 agreement with Lincolnshire County Council (to include Boston Borough Council, City of Lincoln Council, East Lindsey District Council, West Lindsey District Council, South Kesteven District Council, North Kesteven District Council and South Holland District Council) for ARP to provide Single Person Discount Fraud Services. 12. Whittlesey – Growing Fenland Market Town Funding from CPCA 13. Cabinet Draft Forward Plan 14. Structural Concrete Repairs, Waterproofing, Surfacing and Expansion Joint Replacement Works – Wisbech Suspended Quay (confidential annexe) 15. Wisbech High Street Update (confidential) 	<p>Cllr Boden Cllr Boden Cllr Seaton / Cllr Hoy / Cllr Tierney Cllr Clark / Cllr Tierney Cllr Benney Cllr Hoy</p> <p>Cllr Clark Cllr Seaton Cllr Count Cllr French</p> <p>Cllr French</p> <p>Cllr Boden</p> <p>Cllr Boden Cllr Boden / Cllr Benney</p> <p>Cllr Seaton /</p>

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
		Cllr Hoy / Cllr Tierney
16 Mar 2023	1. Award of Gas Supply Contract 2. 24 High Street, Wisbech - Update (TBC) 3. Investment Board Update 4. Procurement of Sewage Effluent Removal Service 5. Wisbech Park – pavilion construction contract 6. Review of Commercial & Investment Strategy 7. Cabinet Draft Forward Plan 8. Wisbech High Street Update (confidential) (TBC)	Cllr Benney Cllr Seaton / Cllr Hoy / Cllr Tierney Cllr Boden / Cllr Benney / Cllr Tierney Cllr Benney Cllr Murphy / Cllr Hoy / Cllr Tierney Cllr Boden / Cllr Benney / Cllr Tierney Cllr Boden Cllr Seaton / Cllr Hoy / Cllr Tierney
17 Apr 2023 (Reserve date)	1. Cabinet Draft Forward Plan 2. Wisbech High Street Update (confidential) (TBC)	Cllr Boden Cllr Seaton / Cllr Hoy / Cllr Tierney
TBC May 2023	1. Cabinet Draft Forward Plan	Cllr Boden
TBC Jun 2023	1. Appointments to Outside Bodies 2. Accommodation Review 3. Cabinet Draft Forward Plan	Cllr Boden Cllr Boden Cllr Boden
TBC Jul 2023	1. Cabinet Draft Forward Plan	Cllr Boden
TBC Aug 2023	1. Cabinet Draft Forward Plan	Cllr Boden

TBC = To be confirmed

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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