

AGENDA

CABINET

MONDAY, 22 JANUARY 2024

4.00 PM

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

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

- 1 To receive apologies for absence
- 2 Previous Minutes (Pages 3 - 8)

To confirm and sign the public minutes of 18 December 2023.
- 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 and Charges 2024/25 (Pages 9 - 38)

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2024/25.

- 6 Procurement of Contact Centre System (Pages 39 - 44)

The Council's current contact centre software contract expires September 2024. A replacement system needs to be in place by no later than August 2024 to enable

seamless delivery and to ensure business continuity.

7 Wisbech High Street Update (Pages 45 - 66)

To receive an update regarding ongoing work related to 24 High Street, Wisbech and 11-12 High Street.

8 Draft 6 Month Cabinet Forward Plan (Pages 67 - 68)

For information purposes.

9 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."

10 Previous Minutes (confidential) (Pages 69 - 70)

To confirm and sign the confidential minutes of the meeting held 18 December 2023.

Friday, 12 January 2024

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

CABINET



MONDAY, 18 DECEMBER 2023 - 2.00 PM

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

APOLOGIES: Councillor Mrs D Laws

CAB37/23 PREVIOUS MINUTES

The public minutes of the meeting held 20 November 2023 were approved and signed.

CAB38/23 DRAFT BUSINESS PLAN 2024/25

Members considered the Draft Business Plan 2024/25 report presented by Councillor Tierney.

Councillor Boden said he was grateful for the work put into the plan by officers and Councillor Tierney; the format continues to improve, and language made simpler for residents each year. Councillor Tierney also commended officers, saying there was little need for his involvement.

Councillor Miscandlon commented that having been involved in Overview and Scrutiny and the work of the Task and Finish Group during the previous administration, he is pleased to see that the new committee continued the work of the group and has finished what was started as the results are now paying dividends. Councillor Boden said the value of Overview and Scrutiny is underrated by the public as it is largely invisible, but it is important they continue to do their job effectively, question and challenge the Cabinet and look at performance indicators that are relevant and appropriate to keep an eye on the performance of this Council.

Proposed by Councillor Boden, seconded by Councillor Tierney and AGREED to consider the recommendations of the Task and Finish Group outlined in Appendix 1 of the report and include in the Draft Business Plan 2024-25, and to approve the Draft Business Plan 2024-25 for public consultation.

CAB39/23 REVISED GENERAL FUND BUDGET AND CAPITAL PROGRAMME 2023/24, DRAFT GENERAL FUND BUDGET ESTIMATES 2024/25 AND DRAFT MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2024/25 TO 2028/29 AND CAPITAL PROGRAMME 2024-2027

Members considered the Revised General Fund Budget and Capital Programme 2023/24, the Draft General Fund Budget Estimates for 2024/25, the Draft Medium Term Financial Strategy for 2024/25 to 2028/29 and the Capital Programme for 2024/27 report presented by Councillor Boden.

Councillor Boden said he continued to commend the work of the Finance Team for producing the figures in a careful, cautious, and consistent way for consideration by Cabinet; 2024/25 will not be as difficult for Fenland District Council as it will be for others who have either had to issue, or are close to issuing, Section 114 notices. Councillor Boden added there are significant challenges ahead, and he quoted the statement within the report made by the S151 officer, stating that he fully endorsed these comments; there will be some very difficult decisions to make at the appropriate time, but the Council needs to ensure it places as small a burden as it reasonably can

upon the residents of Fenland. Councillor Boden further stated that the Council has a good record of keeping its council tax down compared to many other local authorities around the country but that will only continue as long as it can meet the challenges mentioned by the S151 officer; being realistic it will not be able to continue long term but so long as the Council can manage to provide good value for money services and continues to look at ways of ensuring it operates in an efficient and effective manner, then council tax increases can be kept down or avoided.

Councillor Hoy said she does not know if this is correct, but it has been claimed that Huntingdonshire has a 40% lower precept than FDC. Quoting the council tax figures she believed neighbouring local authorities charge for their Band D properties, Councillor Hoy noted Fenland charges the highest figure in Cambridgeshire and she would be interested to know why if this is true. Councillor Boden explained that even if the figures quoted are correct, it is misleading to compare the Band D figures for each council. It does not represent the average household in each area as this differs depending on how many households are in bands A to H in each area, and Fenland's average of Band D homes is lower than any other council in Cambridgeshire. Over the last six years, East Cambridgeshire has not raised council tax whilst Fenland has reduced its council tax by 2% but other district councils within the county have raised theirs sometimes by significant amounts. Cambridgeshire County Council has a policy of increasing the council tax by as much as it can every year. In respect of individual districts, comparing Band D figures is arithmetically correct but extremely misleading and does not express the average cost per household within the various areas. Councillor Boden pointed out that what also must be taken into consideration is that Fenland District Council also has a far greater liability for internal drainage board payments than the other five district councils in Cambridgeshire and so a significant proportion of budget is taken up with that. It is complicated but not surprising that Fenland's Band D council tax charge is higher than others; if it was the same then the average payment would be massively less than the other areas. Councillor Hoy said that was a helpful answer which makes a lot of sense but from a communications perspective, this sort of information needs to be relayed. Councillor Boden agreed there should be some form of communication strategy to prevent misleading information being given to the public.

Councillor Mrs French congratulated officers and Councillor Boden saying it is very difficult to come up with figures, but she questioned the West End Park mooring figure of £155,000. The mooring has been out of action for over four and a half years, and she has repeatedly chased this but is amazed at that figure when it was originally around £45,000. Councillor Boden thanked Councillor Mrs French for bringing this item to his attention and said that officers would investigate this and advise before the next meeting, but they will need to look at the whole Capital Programme to see what is and what is not appropriate. However, it has been found that the capital costs involved in projects are now greater than estimated several years ago which will make for some very difficult decisions to be made. Councillor Mrs French said that the original cost was given at the beginning of this year not four or five years ago hence her query. Councillor Boden responded hence it is important not to assume the figures given will be the figures seen on the capital programme, but he is grateful for her comments.

Proposed by Councillor Boden, seconded by Councillor Hoy and AGREED that:

- (i) The draft budget proposals for 2024/25 outlined in the report be approved for consultation.**
- (ii) The revised General Fund Budget and revised Capital Programme for 2023/24 be approved, and**
- (iii) The proposed Capital Programme for 2024-2027 be approved.**

CAB40/23 OPEN SPACES - PLAY AREAS CAPITAL INVESTMENT

Members considered the Open Spaces, Play Areas Capital Investment report presented by Councillor Murphy.

Councillor Boden said that along with the recommendations at 3.3 of the report, he wanted to emphasise paragraph 2.12 which stated that in making decisions on the schemes of proposed replacements, improvements or consolidation, the view of the district councillors of the town concerned will be considered. Virtual meetings of the relevant councillors will be convened within the next six months for each of the towns to consider any alternative utilisation of the capital and revenue resources which are currently anticipated to be available for play areas in that town and once those views are known, a further report will be presented to Cabinet.

Councillor Hoy thanked the team for their work on the parks in Wisbech as they are looking good, particularly the new play area which was well used in the summer. However, she wanted to query what seemed to be a contradiction regarding Burcroft Road where the report suggests either replacement or removal after 15 years, but the recommendation is to remove with no replacement, which makes it sound like the decision has already been made. Councillor Hoy said that local members fought to have the play equipment installed and it would be a shame to have it removed at the end of its useful life with no replacement; there is nothing that side of town for children so she would request that the play equipment be replaced when necessary. Councillor Boden thanked Councillor Hoy for her helpful comment, he agreed there was some contradiction within the report, and said that is exactly what this new policy of consulting with district council members in each individual town is meant to address. He fully understands the points she is making but it is now realised that plans for play areas in each town cannot be carried forward without support and input from members in those towns, whilst remembering that provision of play areas is not statutory and therefore not something the Council has a duty to provide. As a result, many councils around the country have stopped replacing or renewing any play areas because they cannot finance anything which is not a statutory service.

Councillor Miscandlon said he is glad to see that should there be issues with play equipment in a specific ward, local members are now consulted as their input is paramount. Councillor Boden agreed that there has been insufficient involvement of local ward members previously and their involvement is essential.

Councillor Wallwork said it is vital that this council does not go down the route of not spending money on play areas, as they and open spaces are fundamental for children, they are building blocks for their social skills. She understands it is costly, but some things are worth the money. Councillor Boden thanked Councillor Wallwork but reminded her of the words of the S151 officer in that there will be difficult decisions to make in the future, therefore he looks forward to her support in making the other difficult decisions to protect the items which members believe are so important.

Proposed by Councillor Murphy, seconded by Councillor Boden and AGREED to:

- **Approve the policy approach to future spending on play areas and play area adoptions as identified in the report in sections 2.2 - 2.9, subject to the provisions of section 2.12.**
- **Delegate to the S151 Officer, in consultation with the Portfolio Holder for Environment, responsibility to ensure funds, that are made available to deliver the play area improvements detailed in section 3.3 of the report.**
- **Note the changes proposed in Section 12 regarding St Paul's Drive and Willey Terrace in Chatteris. Pinewood Avenue in Whittlesey and those in Malt Drive, Westhead Avenue and Burcroft Road in Wisbech, subject to the provisions of section 2.12.**

CAB41/23 IMPLEMENTATION OF A HOME IMPROVEMENT AGENCY (HIA) SERVICE FROM APRIL 2024

Members considered the Implementation of a Home Improvement Agency Service report presented by Councillor Hoy.

Councillor Hoy thanked Kings Lynn and West Norfolk Borough Council for their services over the years in undertaking the home improvement agency role and supporting thousands of vulnerable

households in Fenland to make their homes safer and more accessible to enable them to remain in their homes.

Proposed by Councillor Hoy, seconded by Councillor Miscandlon and AGREED to approve the award of the tender to East Cambridgeshire District Council.

CAB42/23 ON AND OFF-STREET PARKING ENFORCEMENT UPDATE

Members considered the On and Off-Street Parking Enforcement Update report presented by Councillor Mrs French.

Councillor Hoy said that as a county councillor she had recently received an update from Highways and Transport which said civil parking enforcement was coming to Fenland in February and the costs had been negotiated, which she found to be a bit over enthusiastic compared to the information in the report presented by Councillor Mrs French.

Councillor Boden said there are unresolved issues that are fundamental to the working of any scheme such as this and the Council is not going to be able to move forward with civil parking enforcement unless at the very minimum the lines and signs, once upgraded, are maintained by the County Council. Without that the Council will not be able to enforce legally and this is one area that Cambridgeshire County Council will not give a guarantee about. Councillor Boden added that it is an abysmal position to be in, and he hopes that County see sense. Councillor Mrs French said hopefully this will happen in 2025 under a new administration. Councillor Boden commented that fortunately the CPCA have agreed to make their funding available for this until 2025 so it provides an opportunity for a change of policy possibly after the county council elections.

Councillor Murphy said the local councils contributed £100k each towards this but if it does not happen will they get their money back and with interest? Councillor Boden responded that the money relates to the £100k given to each town through the CPCA Market Towns Fund and therefore is ultimately government money. It is good that the CPCA did agree that this money could be held over until 2025 when it may be possible to move forward with civil parking enforcement following a change of administration at County Council. However, if unable to move forward it may depend on what happens at the Mayoral election in 2025 but regardless of the result of any elections, the prospect of gaining interest on the money is wishful thinking.

Councillor Boden referred to the report recommendation to decide how the project shortfall will be funded and suggested that one or more of the Council's reserves should be used subject to the agreement of the S151 Officer and the Portfolio Holder for Finance. This was agreed.

Proposed by Councillor Mrs French, seconded by Councillor Boden and AGREED to:

- a) Note progress made to date by FDC and CCC in relation to moving the implementation of CPE forward.**
- b) Note the predicted increase in the overall project delivery cost.**
- c) Fund the project shortfall through one or more of Council reserves subject to the Agreement of the S151 Officer and the Portfolio Holder for Finance.**
- d) Delegate to the Leader and Deputy Leader the ability to identify, take advice on as necessary and negotiate the red flag issues arising from the draft agency and service level agreements and to report back to Cabinet if agreement cannot be reached.**

CAB43/23 WISBECH HIGH STREET UPDATE

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

Councillor Seaton reported that the consultant has now submitted an options report for 11-12 High

Street as required by the National Lottery Heritage Fund, however this has not long been received so will be covered at the Cabinet meeting in January.

Councillor Seaton reported that piling work has resumed on 24 High Street after a two-week break and although this has put the project behind schedule there is every chance of catching this time up over the next nine months. Once piling is completed, the next phase is the ground floor slab with work then progressing above ground.

Councillor Hoy said she is concerned by the statement within the report saying that at the time of writing any delay is unknown, nor the cost or cost of any piling revision, stating that this is very worrying. Councillor Seaton responded that in respect of the piling, following discussion with the construction team, it is hoped that there will be no additional cost over and above, but he agreed it is extremely worrying but it is a difficult development being undertaken and there were problems with the possibility of buildings either side being affected by the piling. However, lasers have been used to ensure that the movement on the buildings is within the limitation and whilst piling work was stopped to undertake these checks, the works have restarted again.

Proposed by Councillor Seaton, seconded by Councillor Hoy and AGREED to note the current position in relation to the 24 High Street construction project in Wisbech High Street and note information regarding the property at 11-12 High Street.

CAB44/23 DRAFT 6 MONTH CABINET FORWARD PLAN

Councillor Boden presented the draft 6-month Cabinet Forward Plan for information.

CAB45/23 LAND LEASE RENEWAL OPTIONS (CONFIDENTIAL)

Members considered the confidential Land Lease Renewal Options report presented by Councillor Mrs French.

Councillor Boden proposed a list of options and instructions as to how officers should proceed to take the matter forward.

Proposed by Councillor Mrs French, seconded by Councillor Boden and AGREED:

- 1. to note the update on lease negotiations as reported, and**
- 2. to instruct officers to renew the lease on the terms outlined.**

(Councillor Hoy did not agree with the recommendation proposed by Councillor Boden).

(Members resolved to exclude the public for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972).

CAB46/23 CONFIDENTIAL MINUTES


The confidential minutes of the meeting held 20 November 2023 were approved and signed.

3.05 pm

Chairman

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Agenda Item 5

Agenda Item No:	5	
Committee:	Cabinet	
Date:	22 January 2024	
Report Title:	Fees and Charges 2024/25	

Cover sheet:

1 Purpose / Summary

To receive the recommendations of the Overview and Scrutiny Panel's consideration of the Fees and Charges for 2024/25.


2 Key issues

- The Panel is meeting on the 15 January 2024 to review the Council's Fees and Charges for 2024/25, in line with the Budget Strategy considered by Cabinet on 18 December 2023.
- The report detailing the proposals to be considered by the Overview and Scrutiny Panel is attached.
- The fees and charges for 2024/25 to be considered by the Overview and Scrutiny Panel are at Appendix A of the attached report.
- Members will be updated at the meeting with the recommendations of the Overview and Scrutiny Panel.

3 Recommendations

- Members consider the recommendations of the Overview and Scrutiny Panel and approve the Fees and Charges for 2024/25.

Wards Affected	All
Forward Plan Reference	KEY/21DEC23/01
Portfolio Holder(s)	Cllr Chris Boden, Leader and Portfolio Holder, Finance
Report Originator(s)	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
Contact Officer(s)	Peter Catchpole, Corporate Director and Chief Finance Officer Mark Saunders, Chief Accountant
Background Paper(s)	Draft Medium Term Financial Strategy and General Fund Budget 2022/23.

Agenda Item No:	7	
Committee:	Overview & Scrutiny Panel	
Date:	15 January 2024	
Report Title:	Review of Fees and Charges 2024/25	

Cover sheet:

1 Purpose / Summary

To review the Council's Fees and Charges for 2024/25, in line with the Budget Strategy considered by Cabinet on 18 December 2023.

2 Key issues

- At a separate agenda item, the draft Budget report for 2024/25 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 2023 was 6.7% and currently stands at 3.9% (November 2023), reducing significantly over the last twelve months from a rate of 10.7% (November 2022). As many of the Council's contractual arrangements use the September CPI for increases, this has been reflected, where appropriate in the proposals for increases in 2024/25.
- The Council is 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 6.7%, ie. generally in line with the September 2023 CPI, with the exception of the Statutory and Commercial charges at Wisbech Port which are proposed to increase by 25% in order to begin to reduce the significant deficit being incurred on the Port operations.
- The proposed fees and charges for 2024/25 are attached at Appendix A.
- The proposals would, at current usage levels, generate further income from fees and charges of an estimated £211,480. No increase in fees and charges had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2024/25.
- The estimated additional income assumes current usage/activity levels are maintained for 2024/25. 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 2024/25.

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 2024/25.

Report:

1 INTRODUCTION

- 1.1 The Draft Medium Term Financial Strategy and General Fund Budget 2024/25 considered by Cabinet on 18 December 2023 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 2023 was 6.7% and currently stands at 3.9% (November 2023), a significant reduction over the last twelve months (10.7% in November 2022);
 - (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 6.7%, ie. generally in line with the September 2023 CPI, with the exception of Wisbech Port charges which are proposed to increase by 25% in order to reduce the significant deficit being incurred on the Port operations (see 3.1 below).
- 1.4 The proposals would, at current usage levels, generate further income from fees and charges of an estimated £211,480. No increase in fees and charges had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2024/25. However, of this additional income, around £100,000 is a result of the 25% increase in Port Dues which is entirely dependent on achieving the estimated ship numbers visiting the Port. Consequently, this additional income is far from certain and should be treated with caution.

2 PROPOSALS

- 2.1 The proposed fees and charges for 2024/25, 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.

- 2.4 Planning Fees are set by government and after over 5 years of no increase, these were increased with effect from 6 December 2023. Major Development application fees increased by 35% and by 25% for all other applications. In addition, with effect from 1 April 2025, planning application fees will be subject to an annual indexation, capped at 10%.
- 2.5 The estimated financial impact of these increases has been included within the draft budget 2024-25 report at a separate agenda item.
- 2.6 Taking into account the principles detailed in 1.2 above, all Service Teams have assessed their charges for 2024/25 and their proposals are detailed in Appendix A.
- 2.7 Detailed service proposals are contained in the following sections together with some commentary explaining the rationale for the proposed charges for 2024/25. 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 should be recovered from the charges levied on ships visiting Wisbech and Sutton Bridge using the Harbour Authority/Pilotage service. However, as a result of a continuing significant downturn in the number of ships visiting Port Sutton Bridge (and to a lesser extent Wisbech) over the past few years, the income received falls significantly short of the costs to provide this service.
- Currently, a review of the Port operations is ongoing in order to identify sustainable options over the medium and long-term. This will include a re-assessment of the costs of providing the service together with a charging policy which seeks to recover costs from the lower number of ships visiting the Port. This will inevitably lead to a substantial increase in charges unless shipping numbers increase significantly.
- As an interim measure, pending the outcome of the review and in order to begin to reduce the deficit in operating these services, it is proposed to increase the Statutory Dues by 25%.
- Members will receive further reports on the future strategy and direction of the Port operations in due course.

Commercial Fees

- As with the Statutory Fees above, the income from Commercial Fees (mainly Wharfage Dues at Wisbech) falls significantly short of the costs of providing these services.
- These services will also form part of the current review of Port operations. Based on the limited number of ships visiting Wisbech, the fees for the commercial operation would need to increase substantially in order to recover costs.

- Again, as an interim measure, pending the outcome of the review and in order to begin to reduce the deficit in operating this service, Commercial fees (Wharfage Dues) are proposed to increase by 25%.
- Additional charges at Wisbech Port are currently set a level to recover costs and in order to keep pace with inflation, these charges are proposed to increase by around 6.7%.
- Based on the estimated number of ships visiting Wisbech and Port Sutton Bridge in 2024/25, the proposed 25% increase in Statutory and Commercial Dues would generate around an additional £100,000 income. However, this is entirely dependent on achieving the estimated ship numbers visiting the Port. Consequently, this additional income is far from certain and should be treated with caution.

Yacht Harbour and Ancillary Charges

- As with the Statutory and Commercial Fees above, the income from mooring fees at the Yacht Harbour falls short of the costs of providing these services.
- It is important to note however that the moorings and ancillary services provided by the Council at the Yacht Harbour are discretionary services and do not have the same legislative requirements associated with the Statutory and Commercial operations at the Port. The principle of setting charges to cover costs (based on estimated occupancy levels) is however the same.
- These services will also form part of the current review of Port operations so as an interim measure, pending the outcome of the review, Yacht Harbour charges are proposed to increase by around 6.7%.
- 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

- Rents have been reviewed in light of current occupancy rates and market comparisons. Following the changes agreed for 2023/24, it is proposed to keep the charges at the same level for 2024/25 with no changes to the minimum and maximum rent ranges as these are still considered to be appropriate. 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 few years resulting from the Covid-19 pandemic. It is also proposed not to increase these for 2024/25 as these are set at a level to recover costs.

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 increase in kennelling costs.
- Process Authorisation Fees and Ship Sanitation Certificates are increased annually in line with DEFRA and 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 fees generally by around 10% with larger targeted increases for specific elements of the service. This is to ensure the fees reflect the cost of providing and investing in the service (an additional dedicated Cemeteries Officer is now in place who attends both cremations and burials) 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 2%-4%.
- 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 2024/25 the minimum fee is proposed to increase to £35.00 (for up to 5 items) with a proposed increase in each item above 5 to £7.00. This is to reflect the continued increases in service costs.
- 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 six years. As the charges for 2024/25 have already been set (annual subscription if paid by direct debit increased to £44 and if paid by debit card/cash, to increase to £55), the estimated financial impact of the scheme has been included in the draft budget 2024/25.

4.4 Markets and Fairs

- It is proposed that charges increase by around 6%-7%.
- The Showman's Guild has requested that the fees for Fairs be frozen. A 6.7% CPI increase would yield an additional £1,230 if all the fairs took place and this is included in the attached proposals subject to Members views.

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 6.7% 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 6.7% 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.
- Members will be aware that the Council is currently in the process of purchasing 29 properties partly funded from the government's Local Authority Housing Fund (LAHF) initiative to provide temporary accommodation for Afghan (5 properties) and Ukrainian (8 properties) refugees and for the Council's general homelessness responsibilities (16 properties).
- As the LAHF properties will be owned by the Council, it is proposed that Broad Rental Market Area rents are charged for these properties as there is no impact on housing benefit subsidy for those tenants in receipt of housing benefit.

4.8 Planning Fees

- Planning Fees are set by government and after over 5 years of no increase, these were increased with effect from 6 December 2023. Major Development application fees increased by 35% and by 25% for all other applications. In addition, with effect from 1 April 2025, planning application fees will be subject to an annual indexation, capped at 10%.
- 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 2024/25. 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.
- Following a review of officer time to complete tasks associated with Animal Welfare Licensing, fees for 2024/25 are proposed to increase above CPI but now better reflect the cost of providing this service.
- 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 were proposed for 2023/24. For 2024/25, it is proposed that the Vehicle and Operator fees increase by around 6.7% but with no increase in the Drivers fees, partly to help encourage more drivers as there is a shortage in the local area. In addition, although there has been some reduction in administration time, the increase in staff costs (pay awards etc) off-sets this saving.

5 RESOURCES & CUSTOMER SERVICES

5.1 Land Charges

- From September 2022, 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.
- This Council will continue to provide replies to CON 29 residential and commercial enquiries as well as additional questions. It is proposed that FDC's element of these charges are increased by around 6.7% for 2024/25.
- 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 2024/25 (likely in April 2024).

5.2 Electoral Registration

- These fees are set by government and no further increases are planned for 2024/25.

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 £211,480. No increase in fees and charges had been included in the draft budget report so this amount would reduce the current estimated shortfall for 2024/25. The estimated additional income assumes current usage/activity levels are maintained for 2024/25. Any reduction in the level of increases proposed or reduced usage/activity levels will reduce the estimated additional income.
- 6.2 Of this additional income, around £100,000 is a result of the 25% increase in Port Dues which is entirely dependent on achieving the estimated ship numbers visiting the Port. Consequently, this additional income is far from certain and should be treated with caution.
- 6.3 The total estimated fees and charges which will be included in the final budget report for 2024/25, will take into account the agreed level of fees together with estimated usage/activity levels.

2024/25 Fees and Charges - with effect from 1 April 2024

Service Group

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

Note :

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

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

Note : standard rate VAT applicable: from 04.01.11 20%

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
PORT OF WISBECH AUTHORITY (NENE PORTS) FEES & CHARGES				
1. <u>Harbour and Light Dues</u>				£24,690
a. To Wisbech - per G.T.	0.611 (z)	0.764 (z)	25.0%	
b. To Sutton Bridge - per G.T.	0.512 (z)	0.640 (z)	25.0%	
Oil Spill Prevention Charge - per ship per visit	22.90	28.62	25.0%	
2. <u>Conservancy Dues</u>				£38,780
a. To Wisbech - per G.T.	0.457 (z)	0.571 (z)	25.0%	
b. To Sutton Bridge - per G.T.	0.457 (z)	0.571 (z)	25.0%	
3. <u>Wharfage Dues (Wisbech Only)</u>				£11,720
(i) Steel & Iron products - per tonne	0.614 (z)	0.768 (z)	25.0%	
(ii) Timber (Deals, battens, boards etc) - per cu.m.	0.628 (z)	0.785 (z)	25.0%	
(iii) Timber (Plywood, hardboard etc) - per cu.m.	0.795 (z)	0.994 (z)	25.0%	
(iv) Grain, Animal Feeds - per tonne	0.581 (z)	0.726 (z)	25.0%	
(v) Fertilisers, Sand, Salt - per tonne	0.709 (z)	0.886 (z)	25.0%	
(vi) Aggregates - per tonne	0.709 (z)	0.886 (z)	25.0%	
(vii) Bricks - per tonne	0.614 (z)	0.768 (z)	25.0%	
(viii) Scrap Metal - per tonne	0.983 (z)	1.229 (z)	25.0%	
(ix) RDF Bales - per tonne		1.112 (z)	NEW	
(ix) ISPS Charge - per ship per visit	41.24 (z)	51.55 (z)	25.0%	
4. <u>Mandatory Waste Fee (Wisbech only)</u>				
Contribution towards disposal of ships' waste and garbage disposal, in accordance with MARPOL regulations - per ship per visit		110.00	NEW	
5. <u>Pilotage and Boarding & Landing Dues</u>				£38,780
a For a vessel to Wisbech - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	912.41 (z)	1,140.51 (z)	25.0%	
(ii) exceeding 1000	0.913 (z)	1.141 (z)	25.0%	
b For a vessel to Sutton Bridge - total for inward and outward - per G.T.				
(i) 1000 or below (Minimum - Lump Sum)	856.15 (z)	1,070.19 (z)	25.0%	
(ii) exceeding 1000	0.858 (z)	1.073 (z)	25.0%	
<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)				£4,460
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.	161.30 (z) 2,418.90 (z)	172.10 (z) 2,580.95 (z)	6.7% 6.7%	
d 'Dead Ship' For <i>force Majeure</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	161.30 (z)	172.10 (z)	6.7%	
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	161.30 (z) 451.40 (z)	172.10 (z) 481.65 (z)	6.7% 6.7%	
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	346.80	370.00	6.7%	
h Pilot Exemption Fee 25% of Full Pilotage (per day)				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
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.	486.65	519.25	6.7%	
j Towing (Charge per Hour) Minimum of 2 hours within the confines of the harbour areas, plus mobilisation/cancellation time (see below) Minimum of 4 hours for a stern tow from seaward to Sutton Bridge, plus mobilisation time (see below)	486.65 (z) 486.65 (z)	519.25 (z) 519.25 (z)	6.7% 6.7%	
k Mobilisation/Cancellation fee Time (Charge per Hour) Charge for passage to place towing vessel on station, with a Minimum of 1 hour. No charge will apply if cancelled 4 hrs before HW	210.75 (z)	224.85 (z)	6.7%	
l Surveying Per day or part thereof, hire of equipment Per hour, for processing results Cancellation fee of 40% of completed works	210.60 113.45	224.70 121.05	6.7% 6.7%	
m Harbour vessel's workboat hire (Charge per hour) Per hour, Minimum 4 hours, small boat hire Orca WB1 Per hour, minimum 4 hours, small workboat hire Nene Surveyor Per hour, minimum 4 hours, pilot boat hire Nene Pilot, Fenland Pilot Per hour, minimum 4 hours, Fenlander Tug	310.90 350.35 451.40 486.65	331.75 373.80 481.65 519.25	6.7% 6.7% 6.7% 6.7%	
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)	308.95	329.65	6.7%	
o Duty Officer Call Out Charge Out of hours (per hour) - 1600 - 0800	113.45	121.05	6.7%	
p Marine Works Superintendence - per hour (minimum 1 hour)	113.45	121.05	6.7%	
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 No Pilots to be ordered after 4 hours before HW	428.15	456.85	6.7%	
r Harbour Master Superintendence - per hour (minimum 1 hour)	149.15	159.15	6.7%	
s Local Notice to Mariners A charge will apply where the Harbour Authority has to raise a Local Notice to Mariners (LNTM) on behalf of third parties, of	202.50	216.05	6.7%	
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	7.20	7.70	6.9%	
Per metre per 7 days	31.30	33.40	6.7%	
Small Commercial Vessels - Resident/Non Resident				
Harbour & Light Dues & Conservancy Charge per vessel per visit.	26.30 (z)	28.05 (z)	6.7%	
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.	49.15	52.45	6.7%	
NB for purposes of this tariff addendum, Small Commercial Vessels are deemed those certified under the MCA Small Commercial Code of Practice and/or 24 metres LOA or below.				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
<p>Commercial Vessels - Lay By Wisbech Commercial Quay</p> <p>For all commercial vessels other than defined small commercial vessels, a charge per gross tonne shall apply per entry as follows.</p> <p>An entry shall permit a maximum stay of four days after which further layby berthing dues become payable. Minimum 4 days.</p> <p>Harbour & Light Dues, Pilotage, Conservancy, ship's waste, oil spill and ISPS charges as per tariff.</p> <p>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.</p> <p>VAT payable where applicable. All charges fall due on demand and before departure unless account facilities have been applied for and approved in advance.</p>	1.05	1.10	4.8%	
<p>6. Wisbech Yacht Harbour (All Rates include VAT at standard rate)</p> <p>a (i) Pontoon Berths - Contract (Long Term) Berthing Rates</p> <p>Standard Term - (Vessel LOA greater than 6.0m)</p>				£6,600 a - b
	Rate/metre £	Rate/metre £		
Per annum	179.00	191.00	6.7%	
Per annum outside or inside hammer-head berths	198.00	211.00	6.6%	
Per annum on commercial linear berths	198.00	211.00	6.6%	
'Budget' or 'Day Boat' (vessels between 3.6m and 6.0m LOA) rates are subject to a 15% discount on the actual rates but do not qualify for winter discounts.			NEW	
Port of Wisbech Authority Annual Licence	19.00 (z)	20.00 (z)	5.3%	
note				
- Rates apply afloat or for storage ashore but exclude boat lift charges. - For vessels arriving mid-term, charges are pro-rata.				
- Rates above apply given payment in full at point of invoice. Payment can be staggered but:- Two payments plus 5% Four payments plus 9% Twelve payments plus 13%				
<p>(ii) Sutton Bridge Moorings charges shown net of VAT (Rates exclude VAT at standard rate)</p> <p>Pontoon Berths - Berthing Rates per annum</p>	165.00	176.00	6.7%	
<p>b Pontoon Berths - Non-Contract (Visitor) Berthing Rates (Including Port of Wisbech Authority licence contribution)</p>				
	Rate/metre £	Rate/metre £		
Daily - per 24 hours (minimum charge £13.80)	2.55	2.70	5.9%	
Weekly (7 days)	12.70	13.50	6.3%	
Monthly (28 days) April - October	32.50	34.70	6.8%	
Special Events	POA	POA		
Tenders (up to 3.5m LOA) - per month		44.75	NEW	
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%		
<p>Winter Storage Afloat</p>				
November to March per month	27.50	29.50	7.3%	
Full five months	108.00	115.00	6.5%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
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	36.35	38.75	6.6%	
Administration charge for each debtor account referred for collection	133.75	142.70	6.7%	
Administration charge for change in billing method after berthing application is accepted or extension to contract period between 1st April and 31st March	36.35	38.75	6.6%	
c Ancillary Charges				£2,200
All yard services apply from 08:30 to 16:30 Monday to Friday excluding Bank Holidays. Otherwise charges are plus 100%.				
Any emergency weekend lifting plus 100%				
(i) Boat lifting - Up to 15m LOA or 20 tonnes				
Lift Out				
To yard, including shoring up using boat cradle/stands. Per metre	21.70	23.15	6.7%	
Minimum Charge	145.35	155.10	6.7%	
Yard charge applies for non-contract rate at Non-Contract (Visitor) Berthing Rates				
Relaunch/Lift onto Trailer				
Per metre.	21.70	23.15	6.7%	
Minimum Charge	145.35	155.10	6.7%	
(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	30.10	32.10	6.6%	
Marine Service waiting charge per hour per person	47.35	50.50	6.7%	
Relaunch/Lift onto Trailer				
Per metre.	30.10	32.10	6.6%	
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	10.70	11.40	6.5%	
Return to water				
Hire of Yacht harbour Cradles (subject to availability)				
per annum / pro rata per cradle	124.95	133.30	6.7%	
Hire of electric pressure washer (subject to availability). Per use.	40.50	43.20	6.7%	
Hire of petrol pressure washer (subject to availability). Per day. Plus Fuel.	87.00	92.80	6.7%	
Hire of petrol pressure washer (subject to availability). Per week. Plus Fuel.	174.00	185.65	6.7%	
(iv) Boom Crane Lifting . Max 3 tonnes.				
Engine lift , per engine, per hour or part.	87.00	92.80	6.7%	
Comercial Engine Lift	POA	POA		
Small boat lift . Per metre each way.	18.50	19.75	6.8%	
Minimum charge each way.	57.25	61.10	6.7%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
(v) Other Services				
Marine Services Labour (min 2 hours)				
For any additional work per hour, including the following:- Cleaning boat yard if left untidy. Boat movement by yard staff (plus Harbour vessel's workboat hire) Mast stepping/unstepping. Pressure wash by yard.	56.15	59.90	6.7%	
Mast Storage. Per mast up to 12m vessel LOA. Single payment . Over 12m vessel LOA. Single payment.	62.20 87.00	66.35 92.80	6.7% 6.7%	
Boat Trailer or Cradle Storage (subject to availability of space). p/a	88.65	94.60	6.7%	
Miscellaneous Storage Ancilliary per sq mtr, per annum, subject to availability and permission	49.55	52.85	6.7%	
Marina pump out. Per use, subject to availability.	18.20	19.40	6.6%	
Non boatyard temporary hard standing. Subject to availability. Charges as per non contract berthing rates.				
Hire of forklift and operator. Up to 2.8 tonne lifts. First half hour or part. Per additional hour	87.00 54.50	92.80 58.15	6.7% 6.7%	
Electricity By prepaid card from Harbour Office Gate Access Card - Yacht Harbour Fuel Pump Dispensing Key - Yacht Harbour	16.50 22.00	17.60 23.50	6.7% 6.8%	
Tradesmen's Licence. Annual working permit. Tradesmen to work in boatyard, yacht harbour or slipway. Subject to insurance and Harbour Master's approval.	137.65	146.85	6.7%	
Slipway Haul and launch per metre Shoring up. Time and materials basis. Slip rent per day per metre.	52.30 5.30	55.80 5.65	6.7% 6.6%	
Crab Marsh Work Shop Premium under cover boat storage - (short term per month)	185.00	197.40	6.7%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
7. <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	14.85	15.85	6.7%	
Sanitation Point Keys	5.50	6.00	9.1%	
8. <u>Mini Factories</u>				
Rents negotiable within:				
Bolness Road/New Drove/Prospect Way/Longhill/SFEP				
a. the minimum - per square foot and;	6.50 (e)	6.50 (e)	0.0%	
* b. the maximum - per square foot	8.50 (e)	8.50 (e)	0.0%	
c. the minimum - per square metre and;	69.97 (e)	69.97 (e)	0.0%	
* d. the maximum - per square metre	91.49 (e)	91.49 (e)	0.0%	
Venture Court				
a. the minimum - per square foot and;	7.20 (e)	7.20 (e)	0.0%	
* b. the maximum - per square foot	9.20 (e)	9.20 (e)	0.0%	
c. the minimum - per square metre and;	78.58 (e)	78.58 (e)	0.0%	
* d. the maximum - per square metre	99.00 (e)	99.00 (e)	0.0%	
It should be noted that VAT is applicable on rental income at Venture House, Venture Court & South Fens Enterprise Park Includes charges for acceptable trade refuse collection and disposal, insurance, water rates (where applicable), and site maintenance.				
* to be applied when market forces dictate				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
9. South Fens Business Centre, Chatteris charges shown net of VAT				
a. the minimum - per square foot and;	18.00	18.00	0.0%	
* b. the maximum - per square foot	23.00	23.00	0.0%	
c. the minimum - per square metre and;	193.75	193.75	0.0%	
* d. the maximum - per square metre	247.57	247.57	0.0%	
e. Catering				
Tea and coffee per head	2.70	2.70	0.0%	
Orange Juice per jug	3.60	3.60	0.0%	
** f. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Beech	44.00	44.00	0.0%	
Oak/Apple	27.20	27.20	0.0%	
Small Meeting rooms (first hr free)	17.35	17.35	0.0%	
Large Meeting rooms (first hr free)	22.00	22.00	0.0%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Beech	104.15	104.15	0.0%	
Oak/Apple	76.35	76.35	0.0%	
Small Meeting rooms (first hr free)	39.35	39.35	0.0%	
Large Meeting rooms (first hr free)	53.25	53.25	0.0%	
<i>External rate - per full day</i>				
Beech	185.15	185.15	0.0%	
Oak/Apple	134.20	134.20	0.0%	
Small Meeting rooms (first hr free)	61.95	61.95	0.0%	
Large Meeting rooms (first hr free)	88.00	88.00	0.0%	
** g. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Beech	81.00	81.00	0.0%	
Oak/Apple	68.25	68.25	0.0%	
<i>External rate - per half day</i>				
Beech	215.25	215.25	0.0%	
Oak/Apple	162.00	162.00	0.0%	
<i>External rate - per full day</i>				
Beech	446.70	446.70	0.0%	
Oak/Apple	366.85	366.85	0.0%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
10. The Boathouse, Wisbech charges shown net of VAT				
a. the minimum - per square foot and;	19.70	19.70	0.0%	
* b. the maximum (suites GF1 to FF38) - per square foot	24.00	24.00	0.0%	
* 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	258.33	258.33	0.0%	
* f. the maximum (suites FF39 & FF40) - per square metre	258.33	258.33	0.0%	
g. Catering				
Tea and coffee per head	2.70	2.70	0.0%	
Orange Juice per jug	3.60	3.60	0.0%	
** h. Weekday room charges (Mon-Fri 8.30-1700)				
<i>External rate - per hour</i>				
Richard Young Large	44.00	44.00	0.0%	
Lambton/Young 1 or 2	27.20	27.20	0.0%	
The Gallery	24.90	24.90	0.0%	
Meeting rooms	17.35	17.35	0.0%	
<i>External rate - per half day (Mon-Fri 8.30-12.30 or 13.00-1700)</i>				
Richard Young Large	104.15	104.15	0.0%	
Lambton/Young 1 or 2	76.35	76.35	0.0%	
The Gallery	69.35	69.35	0.0%	
Meeting rooms	39.35	39.35	0.0%	
<i>External rate - per full day</i>				
Richard Young Large	185.15	185.15	0.0%	
Lambton/Young 1 or 2	134.20	134.20	0.0%	
The Gallery	122.65	122.65	0.0%	
Meeting rooms	61.95	61.95	0.0%	
** i. Evenings/Weekend room charges				
<i>External rate - per hour</i>				
Richard Young Large	81.00	81.00	0.0%	
Lambton/Young 1 or 2	68.25	68.25	0.0%	
<i>External rate - per half day</i>				
Richard Young Large	215.25	215.25	0.0%	
Lambton/Young 1 or 2	162.00	162.00	0.0%	
<i>External rate - per full day</i>				
Richard Young Large	446.70	446.70	0.0%	
Lambton/Young 1 or 2	366.85	366.85	0.0%	
* to be applied when market forces dictate				
** Business Premises Tenant rates at 75% of External Rate (ie. 25% discount)				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
1. Licences and Certificates				£150
a. Unfit Food Certificates				
(i) - per hour inclusive of travelling expenses	94.00 (n)	100.00 (n)	6.4%	
(ii) - minimum charge	50.00 (n)	53.00 (n)	6.0%	
b. Food Hygiene Rating Scheme (FHRS) Re-scoring food businesses upon request (fee set to recover cost)	130.00	138.00	6.2%	
c. Export Certificates per hour inclusive of travel	94.00 (n)	100.00 (n)	6.4%	
d. Acupuncture/Cosmetic piercing/Electrolysis/Semi-permanent skin colouring				
(i) - Licence fee	176.00 (n)	188.00 (n)	6.8%	
(ii) - renewal/transfer/variation	50.00 (n)	53.00 (n)	6.0%	
e. Detained Food - Recovery of commercial storage costs	Cost Recovery	Cost Recovery		
f. Copy licence or certificate	11.50 (n)	12.25 (n)	6.5%	
2. Stray Dogs				£100
Return of Stray Dog - includes statutory fee of £25.00	77.00 (n)	82.00 (n)	6.5%	
plus kennelling fee - per day or part thereof	20.00 (n)	25.00 (n)	25.0%	
plus administration fee - per dog	16.50	18.00	9.1%	
3. Training Courses				
a. FDC Refresher, COSHH; Risk Assessment; Manual Handling	44.00 (e)	46.50 (e)	5.7%	
b. FDC regulatory business support pack (hourly rate - coaching plus travel)	95.00 (e)	100.00 (e)	5.3%	
c. Safer Food Better Business Training Pack	27.50 (e)	29.00 (e)	5.5%	
4. Process Authorisation Fees Set by DEFRA				£0
a. Application fees				
Standard	1,650.00 (n)	1,650.00 (n)	0.0%	
Additional fee for operating without a permit	1,188.00 (n)	1,188.00 (n)	0.0%	
Petrol Vapour Recovery I, Small Waste Oil Burner and Dry Cleaners Reduced Fee Activities	155.00 (n)	155.00 (n)	0.0%	
Petrol Vapour Recovery I and II combined	257.00 (n)	257.00 (n)	0.0%	
Other Reduced Fee Activities	362.00 (n)	362.00 (n)	0.0%	
Reduced fee activities: Additional fee for operating without a permit	71.00 (n)	71.00 (n)	0.0%	
Standard Mobile Plant for the 1st & 2nd applications	1,650.00 (n)	1,650.00 (n)	0.0%	
for the 3rd to 7th applications	985.00 (n)	985.00 (n)	0.0%	
for the 8th and subsequent applications	498.00 (n)	498.00 (n)	0.0%	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts				
b. Annual Subsistence Charge				
Standard Process (Low)	£772 (+£104)* (n)	£772 (+£104)* (n)	0.0%	
Standard process Medium	£1161 (+£156)* (n)	£1161 (+£156)* (n)	0.0%	
Standard process High	£1747 (+£207)* (n)	£1747 (+£207)* (n)	0.0%	
Reduced fee activities Low/Med/High	£79 / £158 / £237 (n)	£79 / £158 / £237 (n)	0.0%	
PVR I & II combined	£113 / £226 / £341 (n)	£113 / £226 / £341 (n)	0.0%	
Other Reduced Fee Activities Low/Med/High	£228 / £365 / £548 (n)	£228 / £365 / £548 (n)	0.0%	
Standard Mobile Plant 1st & 2nd permits Low/Med/High	£626 / £1034 / £1551 (n)	£626 / £1034 / £1551 (n)	0.0%	
for the 3rd to 7th permits Low/Med/High	£385 / £617 / £924 (n)	£385 / £617 / £924 (n)	0.0%	
8th and subsequent permits Low/Med/High	£198 / £314 / £473 (n)	£198 / £314 / £473 (n)	0.0%	
Late payment Fee	£52 (n)	£52 (n)	0.0%	
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation				
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts				
c. Transfer and Surrender				
Standard process transfer	169.00 (n)	169.00 (n)	0.0%	
Standard process partial transfer	497.00 (n)	497.00 (n)	0.0%	
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	78.00 (n)	78.00 (n)	0.0%	
Surrender: all Part B activities	0.00 (n)	0.00 (n)	0.0%	
Reduced fee activities: transfer	0.00 (n)	0.00 (n)	0.0%	
Reduced fee activities: partial transfer	53.00 (n)	53.00 (n)	0.0%	
Transfer authorising a reduced fee	47.00	47.00 (n)	0.0%	
d. Temporary transfer for mobiles				
First transfer	53.00 (n)	53.00 (n)	0.0%	
Repeat following enforcement or warning	53.00 (n)	53.00 (n)	0.0%	
e. Substantial change				
Standard process	1,050.00 (n)	1,050.00 (n)	0.0%	
Standard process where the substantial change results in a new PPC activity	1,650.00 (n)	1,650.00 (n)	0.0%	
Reduced fee activities	102.00 (n)	102.00 (n)	0.0%	
5. Food Premises				
Copy register entries: Subject to charging policy under Freedom Of Information Act				
6. Ship Sanitation Certificates Set by Association of Port Health Authorities				
Per Vessel (Gross Tonnage)				
Up to 1,000	125.00 (n)	125.00 (n)	0.0% *	
1,001 - 3,000	170.00 (n)	170.00 (n)	0.0% *	
3,001 - 10,000	250.00 (n)	250.00 (n)	0.0% *	
10,001 - 20,000	325.00 (n)	325.00 (n)	0.0% *	
20,001 - 30,000	415.00 (n)	415.00 (n)	0.0% *	
Over 30,000	480.00 (n)	480.00 (n)	0.0% *	
Vessel capacity between 50 & 1,000 persons	480.00 (n)	480.00 (n)	0.0% *	
Vessel capacity over 1,000 persons	820.00 (n)	820.00 (n)	0.0% *	
Extensions	95.00 (n)	95.00 (n)	0.0% *	
* Increases as per the Association of Port Health Authorities Recommended Charges.				
7. Private Water Supply Regulations 2009 Currently set in line with guidance.				
a Risk Assessment (each assessment) - recover costs	max £500 (n)	max £500 (n)	0.0%	
b Sampling (each visit) - recover costs	max £100 (n)	max £100 (n)	0.0%	
c Investigation (each investigation) - recover costs	max £100 (n)	max £100 (n)	0.0%	
d Granting an authorisation (each authorisation) - recover costs	max £100 (n)	max £100 (n)	0.0%	
e Analysing a sample				
taken under Regulation 10 - recover costs	max £25 (n)	max £25 (n)	0.0%	
taken during check monitoring - recover costs	max £100 (n)	max £100 (n)	0.0%	
taken during audit monitoring - recover costs	max £500 (n)	max £500 (n)	0.0%	
8. Contaminated Land Enquiries				
Contaminated land enquiries for information beyond the scope of Environmental Information Regulations - 2 hrs officer time	188.00 (n)	200.00 (n)	6.4%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
9. Burial Grounds				£36,070
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)	1,100.00 (n)	1,250.00 (n)	13.6%	
(iii) any person (Traditional Area)	1,240.00 (n)	1,390.00 (n)	12.1%	
(iv) for the interment of single casket of cremated remains	315.00 (n)	380.00 (n)	20.6%	
(v) for the interment of additional cremated remains at the same time as (iii) to (v) above	65.00 (n)	75.00 (n)	15.4%	
b. Interment Fee for Non-Resident				
100% added to fees set out in a.				
c. Exclusive Rights of Burial in an Earthen Grave for Residents				
6 ft. x 3 ft. Childrens Plot	105.00 (n)	115.00 (n)	9.5%	
9 ft. x 4 ft. Adult Plot (Lawn Area)	900.00 (n)	990.00 (n)	10.0%	
9 ft. x 4 ft. Adult Plot (Traditional Area)	1,160.00 (n)	1,280.00 (n)	10.3%	
Cremated remains, size 2ft x 2ft	235.00 (n)	395.00 (n)	68.1%	
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)	44.00 (n)	50.00 (n)	13.6%	
Transfer of Ownership	85.00 (n)	95.00 (n)	11.8%	
h. Choosing Plot for Exclusive Rights of Burial				
Visiting cemetery with cemetery staff to choose plot	75.00	85.00	13.3%	
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	105.00 (n)	115.00 (n)	9.5%	
Single Memorial headstone not exceeding 3 ft. in height - Child Section	165.00 (n)	180.00 (n)	9.1%	
Single Memorial headstone not exceeding 3 ft. in height on single plinth - Adult Lawn Section	235.00 (n)	260.00 (n)	10.6%	
Single Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	355.00 (n)	390.00 (n)	9.9%	
Double Memorial headstone not exceeding 3 ft. in height on double plinth - Adult Lawn Section	425.00 (n)	465.00 (n)	9.4%	
Kerb Set &/or Flatstone Child Plot 6 ft x 3 ft (Traditional Area)	165.00 (n)	165.00 (n)	0.0%	
Kerb Set &/or Flatstone Adults Plot (Single Traditional Area)	390.00 (n)	430.00 (n)	10.3%	
Kerb Set &/or Flatstone Adult Plot (Double Traditional Area)	740.00 (n)	800.00 (n)	8.1%	
Single Vase - Not exceeding 10" in diameter and 8" in height	90.00 (n)	100.00 (n)	11.1%	
Single Tablet - 18" x 18" with or without Vase on any single grave or cremation plot	235.00 (n)	275.00 (n)	17.0%	
Double Tablet - 42" x 18" with or without Vase on any double grave or cremation plot	350.00 (n)	350.00 (n)	0.0%	
Note A vase without any inscription requires no exclusive rights				
l. Burial Information				
Interment information & historical records - up to 5 names/graves	32.00 (n)	60.00 (n)	87.5%	
Interment information & historical records (accompanied) - up to 2 hrs	70.00 (n)	90.00 (n)	28.6%	
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	95.00 (n)	115.00 (n)	21.1%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
10. Commercial and Chargeable Household Waste (Standard Prices Per Collection)*				£12,890
a. General Waste (Commercial)				
Sacks - per sack or equivalent for 25 to 99 sacks (min 25)	2.45 (n)	2.50 (n)	2.0%	
per sack or equivalent for 100 or more sacks in a single transaction	2.30 (n)	2.35 (n)	2.2%	
Wheeled Bins - 240 litre 20kgs maximum contents weight**	8.00 (n)	8.25 (n)	3.1%	
360 litre 30kgs maximum contents weight**	8.70 (n)	9.00 (n)	3.4%	
660 litre 55kgs maximum contents weight**	12.50 (n)	12.90 (n)	3.2%	
1,100 litre 90kgs maximum contents weight**	17.30 (n)	17.80 (n)	2.9%	
b. Mixed Dry Recycling (Commercial)				
Sacks - (Purple) per sack or equivalent for 25 to 99 sacks (min 25)	1.90 (n)	1.95 (n)	2.6%	
per sack or equivalent for 100 or more sacks in a single transaction	1.80 (n)	1.85 (n)	2.8%	
Wheeled Bins - 240 litre	4.05 (n)	4.20 (n)	3.7%	
360 litre	5.00 (n)	5.15 (n)	3.0%	
660 litre	6.75 (n)	6.95 (n)	3.0%	
1,100 litre	8.95 (n)	9.20 (n)	2.8%	
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)	1.65 (n)	1.70 (n)	3.0%	
Wheeled Bins 240 litre 20kgs maximum contents weight**	5.45 (n)	5.60 (n)	2.8%	
360 litre 30kgs maximum contents weight**	5.80 (n)	6.00 (n)	3.4%	
660 litre 55kgs maximum contents weight**	8.25 (n)	8.50 (n)	3.0%	
1,100 litre 90kgs maximum contents weight**	11.30 (n)	11.65 (n)	3.1%	
d. Mixed Dry Recycling from Charity Shops and Schools***				
Wheeled Bins 660 or 1100 litre (customer choice)	5.50 (n)	5.65 (n)	2.7%	
e. General Waste (Excess Weight/Side Waste Charge) per part or whole 5kg over 'maximum contents weight'	1.20 (n)	1.25 (n)	4.2%	
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)	12.00 (n)	12.00 (n)	0.0%	
g. Chargeable Garden Waste Service				
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Annual Direct Debit in advance	39.00 (n)	(price for 2024/25 already set) 44.00 (n)	12.8%	
Wheeled Bin***** - 240 litre Annual Subscription Fee if paid by Card or Cash	47.00 (n)	55.00 (n)	17.0%	
h. Supplies				
Paper wheeled bin liners (3)	2.00	2.00	0.0%	
Clear or Black Sacks - box of 200	24.00 (n)	24.00 (n)	0.0%	
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)	5.15 (n)	3.0%	
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				£6,240
Transportation of up to a maximum of 5 items per visit including fridges (minimum charge)	32.50 (n)	35.00 (n)	7.7%	
(i) Each household item above 5 items including fridges	6.50 (n)	7.00 (n)	7.7%	
Corporate Director has discretion to waive charge in cases of severe hardship				
12. Domestic Bin Provision				£2,020
Provision of New and Replacement 240Ltr Bins Green, Brown or Blue				
a. Supply of one unit 240 litre	33.00 (n)	35.00 (n)	6.1%	
b. Supply 2 x 240lt wheeled bins on same delivery	55.00 (n)	58.00 (n)	5.5%	
c. Supply 3 x 240lt wheeled bins on same delivery (including to individual new or renovated property)	77.00 (n)	80.00 (n)	3.9%	
d. Supply 1 x 600lt or 1100lt domestic wheeled bin to new multiple occupancy property	232.00 (n)	240.00 (n)	3.4%	
13. Graffiti Removal Service				
Domestic Premises and Charities				
a. Graffiti treatment or removal first occasion per annum (cost of materials)	15.00	17.50	16.7%	
b. Graffiti treatment or removal subsequent occasions (cost of materials & labour)	60.00	65.00	8.3%	
Commercial Premises				
c. Graffiti treatment or removal (per hour)	60.00	65.00	8.3%	
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	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
15. Markets				£2,130
Licensees - Full Charge				
a. March (per 3m x 3m space)	13.00 (e)	13.80 (e)	6.2%	
b. Chatteris (per 3m x 3m space)	13.00 (e)	13.80 (e)	6.2%	
c. Whittlesey (per 3m x 3m space)	10.00 (e)	10.60 (e)	6.0%	
Discount given for bankers order payments	6.50%	6.50%		
Casual Traders				
Additional seasonal premium will be added to all casual fees (Seasonal Premium 1 Sept to 31 December)	1.10 (e)	1.15 (e)	4.5%	
a. March (per 3m x 3m space)	17.50 (e)	18.70 (e)	6.9%	
b. Chatteris (per 3m x 3m space)	17.50 (e)	18.70 (e)	6.9%	
c. Whittlesey (per 3m x 3m space)	14.50 (e)	15.50 (e)	6.9%	
Markets - Non Market Days				
Trading on Chatteris Market Place on Non - Market Days (Tuesdays only)				
- Licensees (per 3m x 3m space)	10.20 (e)	10.85 (e)	6.4%	
- Casual (per 3m x 3m space)	14.50 (e)	15.50 (e)	6.9%	
Note:- For all markets extra space is sold pro-rata to the above charges				
Charity Stall at March on Saturdays (no stall provided on other days or markets)	free	free		
16. Fairs				£1,230
a. Chatteris - Summer	620 (e)	660 (e)	6.5%	
b. March - Statute	2,750 (e)	2,930 (e)	6.5%	
- Spring	1,350 (e)	1,440 (e)	6.7%	
c. Whittlesey - Summer	430 (e)	460 (e)	7.0%	
- Autumn	430 (e)	460 (e)	7.0%	
- Spring	430 (e)	460 (e)	7.0%	
d. Wisbech - Statute	3,950 (e)	4,210 (e)	6.6%	
- Mart	8,450 (e)	9,020 (e)	6.7%	
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	83.00	88.00	6.0%	
sundays & bank holidays	138.00	147.00	6.5%	
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	235.00	250.00	6.4%	
sundays & bank holidays	285.00	304.00	6.7%	
c. Events for each full single day, with over 5,000 people attending at any one time, with or without a licensable activity. weekdays & saturdays	on application	on application		
sundays & bank holidays	on application	on application		
d. Any Commercial Events	on application	on application		

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
19. Travellers Sites				
- in consultation with Cambs CC	52 wks	53 wks		£19,660
a. Newbridge Lane, Wisbech - per pitch per week	90.85 (e)	96.95 (e)	6.7%	
b. Turf Fen, Murrow - per pitch per week	90.85 (e)	96.95 (e)	6.7%	
c. Seadyke Bank, Murrow - per pitch per week	90.85 (e)	96.95 (e)	6.7%	
d. Fenland Way, Chatteris - per pitch per week	90.85 (e)	96.95 (e)	6.7%	
e. Sandbank, Wisbech St Mary - per pitch per week	90.85 (e)	96.95 (e)	6.7%	
2023/24 Breakdown : Rent £81.70; Water £9.15 (direct recharge) per week				
2024/25 Breakdown : Rent £87.20; Water £9.75 (direct recharge) per week				
20. Homeless Persons				
Creek Road, Hostel	52 wks	53 wks		£28,000
Unit One & Two Daily Rent	8.91 (n)	9.51 (n)	6.7%	
Unit One & Two Daily Service Charge	0.95 (n)	1.01 (n)	6.3%	
Unit Three, Four, Five & Six Daily Rent	7.63 (n)	8.14 (n)	6.7%	
Unit Three, Four, Five & Six Daily Service Charge	0.78 (n)	0.83 (n)	6.4%	
Unit Seven Daily Rent	16.56 (n)	17.67 (n)	6.7%	
Unit Seven Daily Service Charge	2.44 (n)	2.60 (n)	6.6%	
Temporary Accommodation				
44 Russell Avenue March	221.62 (n)	230.14 (n)	3.8%	
Leased from Clarion				
77 West Street, Chatteris	121.45 (n)	121.45 (n)	0.0%	
58 Burcroft Road, Wisbech	116.90 (n)	116.90 (n)	0.0%	
32 Magazine Close, Wisbech	127.80 (n)	127.80 (n)	0.0%	
2 Hawthorne Avenue, Wisbech	123.95 (n)	123.95 (n)	0.0%	
15 Victoria Place, Wisbech	105.40 (n)	105.40 (n)	0.0%	
3 West Street, Wisbech	113.80 (n)	113.80 (n)	0.0%	
19 Duke Street, Wisbech	105.40 (n)	105.40 (n)	0.0%	
26 Burnsfield Estate, Chatteris	123.95 (n)	123.95 (n)	0.0%	
51 Peyton Avenue, March	123.95 (n)	123.95 (n)	0.0%	
130 Badgeney Road, March	103.84 (n)	103.84 (n)	0.0%	
165 Badgeney Road, March	123.58 (n)	123.58 (n)	0.0%	
8 Doddington Road, Benwick	123.58 (n)	123.58 (n)	0.0%	
12 Chapel Gardens, Benwick	103.84 (n)	103.84 (n)	0.0%	
24 Acacia Avenue, Wisbech	103.84 (n)	103.84 (n)	0.0%	
6 Albert Court, Wisbech	103.84 (n)	103.84 (n)	0.0%	
LAHF Properties				
2 Bed Property (Peterborough area)	136.93 (n)	155.34 (n)	13.4%	
3 Bed Property (Peterborough area)	159.95 (n)	182.96 (n)	14.4%	
4 + Bed Property (Peterborough area)	207.12 (n)	230.14 (n)	11.1%	
3 Bed Property (Wisbech area)	155.34 (n)	169.15 (n)	8.9%	
	+ Estate Charge Where Applicable	+ Estate Charge Where Applicable		
21. CCTV				
Viewing Footage - per hour	59.80	63.80	6.7%	
subject to a minimum charge of	119.35	127.35	6.7%	
External Harddrives - to be supplied to FDC				
per CD	4.60	4.90	6.5%	
per DVD	10.65	11.35	6.6%	
per Video print	1.60	1.70	6.2%	
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. Planning fees increased on 6th December 2023 35% increase for major applications and 25% increase for all other applications		Contact the Planning Team for details.		
c. Planning - Pre-application enquiry fees.		Contact the Planning Team for details.		
d. Planning - Administration Fee for return of invalid applications				
Major applications		60.00	NEW	
Minor applications		25.00	NEW	
e. Planning - Charge per schedule on a Section 106/Unilateral Agreement where FDC is the identified responsible body		500.00	NEW	
f. Process applications to Custom and Self Build Housing Register	33.00	35.00	6.1%	
g. Provision of Documents and Information				
(i) Local Plan (Full)	46.35	49.45	6.7%	
Local Plan (Interim Statement)	15.50	16.50	6.5%	
Town Extract	7.80	8.30	6.4%	
Village Extract	7.80	8.30	6.4%	
(ii) Copy of Planning Decision Notice (per A4 sheet)	0.40	0.45	12.5%	
(iii) Conservation Area Appraisals	15.50	16.50	6.5%	
(iv) Development Briefs	15.50	16.50	6.5%	
(v) Supplementary Planning Guidance, examples are Shop Fronts, Signs and Adverts	15.50	16.50	6.5%	
(vi) 6 x map extracts, planning/building regulation applications	15.50	16.50	6.5%	
(vii) Full Plan CD for Planning	39.40	42.00	6.6%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
h. Other Documents and Plans (Copies and Fax)				
(i) Search fee per 5 minutes				
A4	0.40	0.45	12.5%	
A3	0.40	0.45	12.5%	
(ii) Plan prints				
A0	1.40	1.50	7.1%	
A1	0.80	0.85	6.2%	
(iii) Plan negatives - per copy				
A0	38.50	41.00	6.5%	
A1	18.65	20.00	7.2%	
i. Invoicing Charge	11.75	12.50	6.4%	
j. Provision of Planning and Engineering Information				
Decision notices & completion certificate				
(i) Building Regulations reference number provided	15.40	16.40	6.5%	
(ii) Building Regulations reference number NOT provided	69.50	74.20	6.8%	
Letter of Comfort	46.10	49.20	6.7%	
k. Completion of Questionnaires/Surveys for Commercial Bodies	46.40	49.50	6.7%	
l. Recovery of officer time in relation to the carrying out of Statutory functions for Enforcement action and works commissioned by the Council and the monitoring pursuant to the Building Act 1984	hourly rate x time	hourly rate x time		

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
23. Licensing				
a. Part 5 Gambling Act 2005				
Small Society - Initial Registration	40.00 (n)	40.00 (n)	0.0%	
Small Society - 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	2023/24 Charge £	Proposed 2024/25 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 Licence				£300
Site Licence	384.60 (n)	411.00 (n)	6.9%	
Collectors Licence	119.40 (n)	128.00 (n)	7.2%	
Scrap Metal - variation of a site licence	23.30 (n)	25.00 (n)	7.3%	
Scrap Metal - to make changes to persons involved in a licence		80.00 (n)	NEW	
f. Hypnotism Act Licence Based on cost recovery of officer time	70.00 (n)	75.00 (n)	7.1%	
24. Animal Licencing Fees are set on a cost recovery basis.				£1,810
a. Application fee	67.00 (n)	80.00 (n)	19.4%	
b. Pre Application Advice (per Hour)	50.00 (n)	50.00 (n)	0.0%	
c. Inspection Fee or Re-rating Inspection Fee				
Hiring Out Horses	123.00 (n)	171.00 (n)	39.0%	
Animal Boarding Establishments				
Up to 10 Animals	74.00 (n)	98.00 (n)	32.4%	
11-30 Animals	99.00 (n)	122.00 (n)	23.2%	
31-60 Animals	123.00 (n)	146.00 (n)	18.7%	
61-99 Animals	149.00 (n)	171.00 (n)	14.8%	
100+ Animals	174.00 (n)	195.00 (n)	12.1%	
Dog Breeders	123.00 (n)	123.00 (n)	0.0%	
d. Licence Fee 1 Year	214.00 (n)	228.00 (n)	6.5%	
Licence Fee 2 Years	214.00 (n)	243.00 (n)	13.6%	
Licence Fee 3 Years	214.00 (n)	259.00 (n)	21.0%	
e. Selling Animals as Pets				
Application fee	67.00 (n)	80.00 (n)	19.4%	
Inspection Fee or Rerating Inspection Fee	123.00 (n)	123.00 (n)	0.0%	
Licence Fee 1,2 or 3 years (for selling of animals as pets only)	214.00 (n)	228.00 (n)	6.5%	
f. Exhibiting Animals Application	74.00 (n)	74.00 (n)	0.0%	
Exhibiting Animals Licence Fee 3 Years	214.00 (n)	259.00 (n)	21.0%	
g. Dangerous Wild Animals Act	£164 + vet fees (n)	£195 + vet fees (n)	18.9%	
h. Zoos - New Application (plus additional charge for DEFRA/Nominated Inspectors)	0.00 (n)	390.00 (n)	NEW	
Zoos - Renewal Application (plus additional charge for DEFRA/Nominated Inspectors)	0.00 (n)	390.00 (n)	NEW	
Zoos- Special Inspection (plus additional charge for DEFRA/Nominated Inspectors)	0.00 (n)	293.00 (n)	NEW	
Zoos - Periodic Inspection (plus additional charge for DEFRA/Nominated Inspectors)	0.00 (n)	390.00 (n)	NEW	
i. Copy of Licence (including change of details not requiring an inspection)	12.00 (n)	13.00 (n)	8.3%	
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				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
25. Hackney Carriage/Private Hire Licences				£1,970
Drivers Licence				
a. Hackney Carriage Licence (new)	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)	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)	65.00 (n)	6.6%	
Vehicle Licence				
a. Hackney Carriage Licence (new & renewals)	159.00 (n)	170.00 (n)	6.9%	
b. Private Hire Licence (new & renewals)	141.00 (n)	150.00 (n)	6.4%	
c. Private Hire Licence Special Event	141.00 (n)	150.00 (n)	6.4%	
d. transfer of plate to another vehicle	47.00 (n)	50.00 (n)	6.4%	
Private Hire Operators				
a. Initial issue / renewal (up to 3 cars)	92.00 (n)	98.00 (n)	6.5%	
b. 5 year Initial issue / renewal (up to 3 cars)	271.00 (n)	289.00 (n)	6.6%	
c. Initial issue / annual renewal (up to 10 cars)	165.00 (n)	176.00 (n)	6.7%	
d. 5 year Initial issue / annual renewal (up to 10 cars)	432.00 (n)	461.00 (n)	6.7%	
e. Initial issue / annual renewal (up to 20 cars)	234.00 (n)	250.00 (n)	6.8%	
f. 5 year Initial issue / annual renewal (up to 20 cars)	588.00 (n)	627.00 (n)	6.6%	
g. Initial issue / annual renewal (20 + cars)	318.00 (n)	339.00 (n)	6.6%	
h. 5 year Initial issue / annual renewal (20 + cars)	760.00 (n)	811.00 (n)	6.7%	
Others				
a. new / broken / lost vehicle plate	47.00 (n)	50.00 (n)	6.4%	
b. damaged/lost driver's I.D. card	35.00 (n)	37.00 (n)	5.7%	
c. Notification of changes (i.e. address etc.)	11.20 (n)	12.00 (n)	7.1%	

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
26. Licensing Act 2003				
a. Premises Licences & Club Certificates - Initial Fee				
Band A	100.00 (n)	100.00 (n)	0.0%	
Band B	190.00 (n)	190.00 (n)	0.0%	
Band C	315.00 (n)	315.00 (n)	0.0%	
Band D	450.00 (n)	450.00 (n)	0.0%	
Band E	635.00 (n)	635.00 (n)	0.0%	
b. Premises Licences Variation Fee				
Band A	100.00 (n)	100.00 (n)	0.0%	
Band B	190.00 (n)	190.00 (n)	0.0%	
Band C	315.00 (n)	315.00 (n)	0.0%	
Band D	450.00 (n)	450.00 (n)	0.0%	
Band E	635.00 (n)	635.00 (n)	0.0%	
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. Street Trading				
New Application fee: £50 non-refundable initial consultation fee (not required if location has been previously consented);	50.00 (n)	50.00 (n)	0.0%	
Daily Street Trading Consent, all week days, including bank holidays: £12.00 per day (06:00hrs - 22:00hrs);	12.00 (n)	12.00 (n)	0.0%	
Annual Street Trading Consent, all days of the year, including all bank holidays: £542.50 per year	542.50 (n)	542.50 (n)	0.0%	
*£50.72 Monthly rate per pitch (Standing Order x 10 payments - Monthly charges include a 6.5% discount if paid by Standing Order FOR THE WHOLE YEAR (payable over 10 months 1 April - 1 January). If a licence is cancelled before the full year is completed, the discount will be cancelled and full fees will be payable for the period of the licence. There is no discount given for any cash or cheque payments made.				
28. Private Sector Housing Charges				
a. Houses in Multiple Occupation (HMO*) New Application Fee - Per Property	750.00 (n)	750.00 (n)	0.0%	£5,000
b. Houses in Multiple Occupation (HMO*) Renewal Licence - Per Property	660.00 (n)	660.00 (n)	NEW	
c. Charge for Service of Housing Act 2004 Notices - Per Notice	260.00 (n)	260.00 (n)	0.0%	
d. House Compliance Inspection (available on request) - Per Hour	65.00	65.00	0.0%	
e. Immigration House Inspection - Per Hour	78.00	78.00	0.0%	
* HMO is a property which is occupied by five or more persons, forming two or more households, who share one basic amenity (as defined by s.254 of the Housing Act 2004)				

Description of Charge	2023/24 Charge £	Proposed 2024/25 Charge £	% Increase	Estimated Additional Income £
1. Land Charges				
a. LLC1 Only	HM Land Registry	HM Land Registry	N/A	£5,000 b - k
b. CON29R Residential	147.00	153.20 *	4.2%	
<i>Of which: FDC element</i>	93.00	99.20	6.7%	
<i>CCC element</i>	54.00	54.00 *	0.0%	
c. CON29R Commercial	243.00	255.70 *	5.2%	
<i>Of which: FDC element</i>	189.00	201.70	6.7%	
<i>CCC element</i>	54.00	54.00 *	0.0%	
d. CON29O Enquiries (16, 21)	12.60	12.60 *	0.0%	
<i>Of which: CCC element</i>	12.60	12.60 *	0.0%	
e. CON29O Enquiries (22)	25.20	25.20 *	0.0%	
<i>Of which: CCC element</i>	25.20	25.20 *	0.0%	
f. CON29O Enquiries - additional	14.40	15.40	6.9%	
g. Highways Additional Questions	18.00	19.20	6.7%	
h. Solicitors Own Questions	18.00	19.20	6.7%	
i. Extra Parcel of Land -each	18.00	19.20	6.7%	
j. Property History Search (Extra)	30.00	32.00	6.7%	
k. CON29 information not on Public Registers can now be requested. More information is available from the Local Land Charges Team				
* Fees as per Cambridgeshire County Council approved charges. These fees will be amended once notified of CCC charges.				
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	12.00	13.00	8.3%	
4. Fenland Hall, March				
a. Room Hire - per morning or afternoon session				
(i) Council Chamber	97.20 (e)	103.70 (e)	6.7%	
(ii) Other Rooms	42.80 (e)	45.70 (e)	6.8%	
(iii) Supplement for use - after 6.30pm	42.80 (e)	45.70 (e)	6.8%	
- on Saturdays and Sundays	97.20 (e)	103.70 (e)	6.7%	
- tea/coffee (minimum charge)	14.00	15.00	7.1%	
- tea/coffee (per head)	2.70	2.90	7.4%	
(iv) Hourly Rate for Meeting Room Hire	11.60	12.40	6.9%	
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:	22 January 2024
Report Title:	Procurement of replacement Contact Centre and Telephony Solution



1 Purpose / Summary

- 1.1 Forward Procurement of the replacement contract for the Procurement of replacement Contact Centre and Telephony Solution 2024 – 2027 with possible 2-year extension 2027 – 2029.
- 1.2 The Council's current contract is with Mitel telephony infrastructure and Micollab software to operate our contact centre with third party support from N G Bailey. This contract expires September 2024.
- 1.3 The Council needs to have a replacement system in place by no later than August 2024, to enable seamless service delivery and to ensure business continuity.

2 Key Issues

- 2.1 To ensure compliance of contract guidelines and achieve a compliant procurement process.
- 2.2 The current contract will expire in September 2024. At this time the software version that we are using will reach end of life and will therefore no longer be supported.
- 2.3 We are an 'on-premise' customer which means it is hosted here on Fenland servers and updates are done by the internal ICT team.
- 2.4 It is proposed that we migrate to a cloud-hosted system with additional functionality and further resilience. Additional functionality will mean that we can gather more information about how and why our customers interact with us and in turn use this insight to review service delivery and drive efficiency as part of the Council's transformation programme. This means that the provider will be responsible for all upgrades and the infrastructure requirement (i.e. premise-based telephony servers / controllers) will reduce. This will also mean that we are not reliant on physical servers, i.e. we will no longer be reliant on Fenland Hall, to deliver this service bringing the system in line with our revised operating model and hybrid working. There will be added resilience to support disaster recovery and business continuity.
- 2.5 The costs for any replacement system are a key factor, however it has been important for additional functionality and transformation to be considered.
- 2.6 Costs have been identified, following a full tender process, which is currently being evaluated, and indicative costs for the full life of the contract, 5 years, will not exceed £285k. Therefore, we are seeking approval to award within these price parameters.

3 Recommendations

- 3.1 It is recommended that FDC (Fenland District Council) contract with the preferred bidder, once the tender evaluation process had been completed for the provision of its Contact Centre and Telephony Solution via the CCS (Crown Commercial Services) RM6116 Lot 4 b / c framework arrangements.

Wards Affected	All wards
Forward Plan ref:	KEY/07NOV23/01
Portfolio Holder(s)	Cllr Chris Boden – Leader of the Council Cllr Steve Tierney – Portfolio Holder for Transformation
Report Originator(s)	Sam Anthony – Head of HR (Human Resources), OD and Customer Service Email: santhony@fenland.gov.uk Stephen Beacher – Head of ICT, Digital and Resilience Email: sbeacher@fenland.gov.uk Shaun Beales – Purchasing & Procurement Manager Email: sbeales@fenland.gov.uk
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Background Papers	N/A

1 BACKGROUND AND INTENDED OUTCOMES

- 1.1 Crown Commercial Service (CCS) are the biggest public procurement organisation in the UK; using commercial expertise to help buyers in central government and the public and third sectors to with their procurement requirements, providing the best commercial deals in the interests of taxpayers.
- 1.2 CCS framework RM6116 Lot 4b / c is where public sector customers can buy cloud-based computing services such as hosting, software and cloud support. Includes many off-the-shelf, pay-as-you-go cloud solutions. Specifically:

Lot 4b: Digital Communication Services (Unified Communications)

Access to digital communications services

Lot 4c: Contact Centre Solutions

Access to inbound and/or outbound contact centre management including automation and queuing to multiple answering points.

- 1.3 The Council has been using the current Mitel and Micollab solution to facilitate our contact centre since 2020 and support is provided by a third party; N G Bailey. Mitel also deliver the telephony solution across the wider council. The software is currently hosted on site, it is installed on the Council's servers with routine maintenance being carried out by our ICT team. This is completed out of hours to ensure that there is minimal impact upon service delivery.
- 1.4 The current support contract ends in September 2024.
- 1.5 There is not an option to renew the existing contract as the existing product will no longer be supported after September 2024.
- 1.6 This means that it is timely that we explore options to replace the current solution namely the contact centre and broader telephony system. We are looking to move to a cloud-based solution for both elements, introducing softphones for non-contact centre staff therefore removing the need for all on site hardware such as handsets and controller systems.
- 1.7 Moving to a cloud-based solution will, importantly, enhance system resilience and simplify disaster recovery procedures whereby the supplier will have greater responsibility to address system-based issues. They will also be responsible for all upgrades; a cloud-based solution will mean that infrastructure requirement (i.e. premise-based hardware) will decrease.
- 1.8 It is important that the two systems used for Contact Centre and the general users' telephony must be fully compatible with each other to allow seamless communications between the two.
- 1.9 We have been working closely with the Transformation Team and key stakeholders and users (Procurement, ICT and the My Fenland team) to develop the tender pack and most importantly the key requirements of the new solution.

- 1.10 Following approval from CMT a tender exercise has been undertaken seeking a provider for a 3-year contract, with a possible 2-year extension, commencing in 2024.

2 REASONS FOR RECOMMENDATIONS

- 2.1 Benefits of procuring a new system:

Increased functionality

- 2.2 CRM (Customer Relationship Management) functionality to be person-centric and capture information about the customer and their call history so that we understand the reason for their contact and can identify patterns and / or trends. We can use this information to refine and improve our service delivery.
- 2.3 To be able to capture feedback from our customers via post contact surveys at the time of their contact with us. For example, by completing a few questions via email, text etc.
- 2.4 End users (ICT and My Fenland Supervisors) will be able to construct and amend call flows and the IVR (Interactive Voice Response). This means that we can amend the message and options that customers hear when they dial 654321 about a specific issue or service update, rather than being reliant on a third party, resulting in key updates and changes being made closer to real time to provide a better service to our customers, and enable them to access the service needed in a more streamlined way.
- 2.5 End users (ICT and My Fenland Supervisors) will be able to set up and amend skills-based call-routing. This means that contacts, in the first instance, can be pointed to members of the team who have been trained to deal with their specific enquiry.
- 2.6 Ability for customers to select a call-back facility whilst retaining their place in the queue.
- 2.7 Forecasting tool to allow the service to plan for peaks in demand and review and allocate resources available.

Efficiencies & transformation:

- 2.8 Introducing softphones for all non-contact centre users will remove the need for onsite hardware such as handsets and controllers, meaning that we do not have to invest in upgrading our existing equipment once it reaches end-of-life.
- 2.9 Greater insight into the reasons how and why our customers interact with us will allow us to identify patterns and trends. We can use this information to review and further improve our service-delivery.
- 2.10 The proposed new software will support the use of Smart technology and enable us to realise the benefits outlined in the accompanying report. It should be noted that whilst the procurement of the new contact centre and Smart technology are two individual projects they are both compatible with our service delivery model and will deliver mutual benefits. In particular to support high standard of customer service which provides the customer with a greater choice about how and when they access our services whilst driving efficiency.

Making use of softphone technology across the council will mean that all officers are able to place and receive calls, regardless of their location. This is their work device; laptop or tablet, therefore support new opportunities for working, given our movement to agile working. This in turn will provide even more effective business continuity and disaster recovery.

- 2.11 Moving to a softphone arrangement as this would be significantly cheaper than replacing all handsets.
- 2.12 Reduction in onsite server capacity and the reliance on updates and fixes being completed by our onsite team out of hours.
- 2.13 The advice provided by the Procurement team has been to complete a full tender exercise. This has been undertaken and bids are currently being evaluated. This process will identify our preferred supplier.
- 2.14 At the point a decision is made on a new system, a project team will be established to deliver this, and this project team will need to link very closely with the new provider and internal users of the system.
- 2.15 The critical success factors in the implementation will be:
 - ICT, My Fenland input, support and advice
 - Detailed project plan which identifies, and timetables, key tasks and activities required to deliver the project.
 - More detailed process maps to highlight areas for streamlining and realising efficiencies
 - Migration of data from current system
 - Suitable archiving of data not migrating to new system
 - Training on the new system for Contact Centre users and all relevant staff
 - Buy-in and engagement from the team to develop a single set of procedures that will apply to use of the system
 - Build and Implementation
 - Go live by July 2024 to ensure seamless transition for our external customers.
 - Engagement and communication with the workforce
- 2.16 To provide a compliant procurement route to market following the Public Contract Regulations and the Council's code of procurement.

3 CONSULTATION

- 3.1 We have been working closely with the Transformation project team and key stakeholders and users (Procurement, ICT) to develop the system requirements.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 In arriving at the recommendation made within this report we have considered the following two options:

Option 1. Upgrading the current on-site system to version 10, with the necessary hardware updates, and move to softphones. This option was discounted on the basis of cost, and as it does not deliver any of the benefits identified above.

Option 2. Migrating to a cloud-hosted system with additional functionality and further resilience. This is the recommended option.

5 IMPLICATIONS

5.1 Legal Implications

5.2 The Public Contract Regulations 2015 (PCR2015) require the council to run a compliant procurement exercise for services valued at £213,477.00 (inclusive of VAT) or greater over a contract period. In this instance the council's own Code of Procurement allows the use of approved frameworks such as CCS (Crown Commercial Services) which have already been tendered under the PCR 2015 regulations. The legal implications of complying with the Council's local and PCR2015 Regulations have therefore been appropriately met in proceeding with the recommended approach.

5.3 The tender for the Contact Centre and Telephony Solution was advertised through the CCS framework from 10 November to 12 December 2023.

5.4 Financial Implications

5.5 The costs of the full 5-year contract will not exceed £285k.

5.6 Current telephony costs are circa £69k per annum, based on the current contract and infrastructure. However, continuing with this arrangement is not an option as the hardware and software will reach end of life this year and due to the requirements to meet the digital switchover programme by 2025.

5.7 Equality Implications

5.8 None have been identified. Once the preferred supplier is confirmed a full Equality Impact Assessment will be completed.

5.9 Other Issues

5.10 None have been identified. Once the preferred supplier is confirmed a full Data Impact Assessment will be completed.

6 SCHEDULES

6.1 None

Agenda Item No:	7	
Committee:	Cabinet	
Date:	22 January 2024	
Report Title:	Wisbech High Street Update	

1 Purpose / Summary

To provide Cabinet with a monthly update regarding;

- ongoing work related to 24 High Street, Wisbech.
- 11-12 High Street options

2 Key Issues

2.1 24 High Street Construction Progress

Etec, the main contractor, continues the construction work on 24 High Street with works remaining below street level.

As reported to the last Cabinet meeting, piling works at 24 High Street had paused for 2 weeks to consider the impact on adjacent buildings. Piling works recommenced in December following a considered review by Etec and their contractors. This slight delay has put the project back a few weeks but is unlikely to have a significant cost or time implication.

Completion of piling is expected in early January.

This will then allow the base slab to be poured and the building should then start to appear above ground in February and March.

Sign-off of all final Planning Conditions is anticipated in late January.

2.2 11-12 High Street

As Cabinet will recall, the National Lottery Heritage Fund has insisted that the Council commissioned a third-party consultant to develop an options appraisal for the 11-12 High Street Site. Any further support from NLHF is contingent on the report and the Council's decisions regarding our approach now that the report has been received. The report is attached in the Appendix.

This report does not consider cost but assesses which approaches to 11-12 would be most suitable to consider from a townscape perspective, given the conservation status of the High Street.

A green space approach appears unacceptable as do a larger 5 storey building, a 2-storey building and a temporary shopfront.

That leaves the highest scoring option of a new 4 storey building, a new 3 storey building or the building that has already received planning permission in 2019. A façade also remains a possibility.

Without costing these options – and adding a substantial contingency to any estimated cost - a decision is not possible at this time. That said, it is worth noting that any building at 11-12 High Street will cost in excess of the cost of the development of the new building at 24 High Street opposite, which has a considerably narrower street frontage and is not as deep.

3 Recommendations

- 3.1 That Cabinet notes the current position in relation to the 24 High Street construction project in Wisbech High Street.
- 3.2 That Cabinet reviews the consultant’s report and instructs officers to obtain estimates for the options contained in the report that Cabinet deem appropriate for future consideration.

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 Mark Greenwood	Chief Executive Corporate Director and S151 Officer Head of Property, assets and Major Projects

Planning & Heritage options appraisal

11/12 High St, Wisbech

November 2023

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Our reference
FENC3000

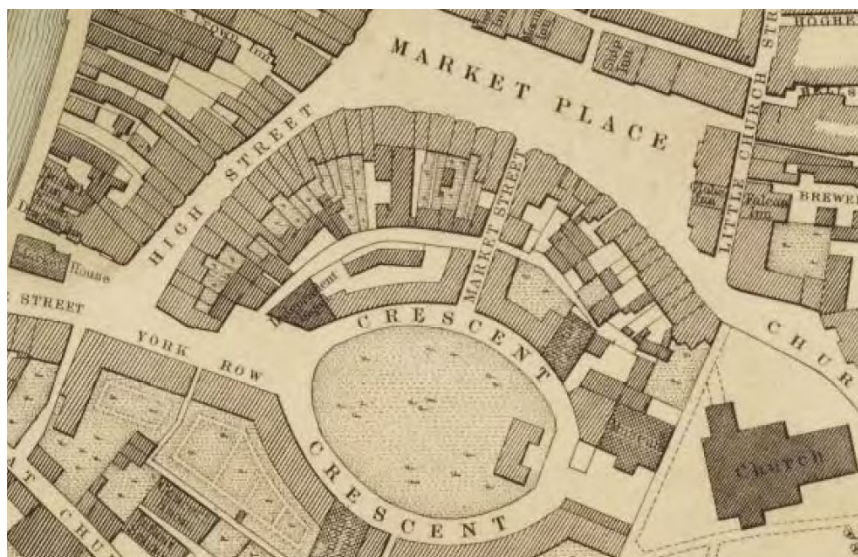
8 Nov 2023

1. Introduction

- 1.1 This report has been produced by Turley at the request of Phil Hughes, Head of Leisure and Open Spaces at Fenland District Council (FDC). Turley were appointed in November 2023.
- 1.2 Nos. 11/12 High Street in Wisbech now forms a 'gap site' in an otherwise continuously-built frontage. The street is identified in the Fenland Local Plan 2014 as being part of the primary shopping area within the Town Centre.
- 1.3 The properties were demolished in 2019 for safety reasons after many years of dereliction. Planning permission and listed building consent were approved (application nos. 19/0509/F and 19/0510/LB respectively) and the building demolished. However, despite the granting of planning permission, the replacement scheme is no longer financially viable (despite the potential for grant assistance).
- 1.4 FDC have been working with National Lottery Heritage Fund who have assisted with schemes (including No.24 which is almost opposite) as part of their 'high streets' funding. They are keen to help with Nos. 11/12 too but have requested an independent assessment of potential options from a planning and heritage perspective to understand the implications of different approaches to the site. This will then help them to justify maintaining an appropriate level of funding for the site. It is understood that the original funding package for the previous scheme expired at the end of March 2023.
- 1.5 This report considers how the plot might be developed and what are the advantages and disadvantages of different approaches. It does not seek to offer advice on the financial or any other form of viability of any option, this would need to be sourced from others if required.
- 1.6 Preserving and enhancing the character or appearance of a Conservation Area is a statutory duty under S72 of the Planning (Listed Buildings and Conservation Areas) Act 1990. It is therefore a matter which attracts 'great weight' in the determination of planning applications.
- 1.7 This duty is reflected in Policies LP 18 and LP 16 of the Fenland Local Plan 2014. The latter is supported by the 'Delivering and Protecting High Quality Environments in Fenland' SPD.
- 1.8 The contents of this report have been discussed with both the Fenland DC Conservation Officer and Historic England.

2. Brief History of the site

- 2.1 The list description suggests that No. 12 was built in the late C18 / early C19 as a four storey brown brick shop with accommodation over. The windows had cambered brick arched heads and stone sills. The upper floor ones survived as 6/3 sashes at the time of listing; the first and second floor were replaced by plate glass sashes probably in the C19. The building was topped by a plain brick parapet with the roof drained by a central downpipe. In later years, the building was painted.
- 2.2 No.11 is suggested to have been built slightly earlier, probably in the early C18. This was of reddy-brown brick and similarly of two bays, four storeys and with a central downpipe. There were expressed plat-bands between the floors and a stone-topped parapet. The windows openings again had cambered brick heads, though all the windows were plate glass sashes at the time of listing (though the original sash boxes remained).
- 2.3 In fact, it appears that the buildings were constructed as a pair in the early C19, but the façade of No.12 was rebuilt in the late C18 or early C19. The plans of both buildings were very similar. The front ranges had shallow pitched hipped roofs, hidden behind the parapet, but to the rear was a cross range with coped gable ends. That to No.12 can be seen on the historic photographs later in this report. Historic England, when inspecting the buildings in 2006 suggested that this more vernacular rear range could have been built c1700, with the street frontage perhaps thirty years later¹.



Utting's 1850 Survey of Wisbech

- 2.4 The plan above shows the High Street as a fully built-up street of buildings right against the carriageway edge. Nos. 11 and 12 are the fifth and sixth properties from the west ,

1

<https://historicengland.org.uk/research/results/reports/5525/Nos11and12HighStreetWisbechFenlandDistrictCambridgeshire>

both with long slim rear wings which link with blocks fronting onto what is today Castle Mews.

2.5 By the time of the late C19, it seems that both buildings had extended to the rear and No.11 linked to a much larger block on Castle Mews (presumably the four-storey red brick property which still survives).

2.6 This later plan shows the change in levels down from Castle Mews, with steps from the street and from No.12 which access the sunken yard area. The yard to No.11 is particularly small.



1887 Ordnance Survey: Wisbech- Cambs VII 3.14

The photograph below is said to date from 1854 and shows Nos. 11&12 as four-storey blocks. The rectangular front block raises above the much older timber framed building to the right and impressive chimney stacks (so that the flues would draw) are particularly notable. However, to the rear of the frontage block, the gable end of the rear cross block can just be seen (it is clearer on the photographs below).



- 2.7 By 1897, the form of No.11 & 12 appears the same and the rear gable is particularly notable. The gabled dormers of the adjacent building have become catslide dormers and the thatched roof has been slated. By the early 1920s (second photograph below) the property adjacent to No.12 has been replaced with a three-storey brick commercial premises.



- 2.8 Throughout the C20, Nos. 11 & 12 continued as commercial premises; their shopfronts displaying the changing fashions in displaying goods. Also during the C20, the ground floor display area was extended through the rear blocks and filled the majority of the depth of both plots.



Shopfront at No.11 High Street c.1930.



Nos. 11& 12 in early 1970s

- 2.9 In the photograph above the structural issues in No.11 can be seen by the twisting brickwork at second and third floor levels whilst the poor condition of the brickwork at higher level is evident in No.12.

2.10 No.11 was likely painted to improve the appearance, but by the early years of the C21, the condition of both buildings was seriously deteriorating.



Nos. 11 & 12 – early C21



Historic England Archive: DP173667

The properties by 2015

- 2.11 As the photographs above show, the early years of the C21 saw the continued decline of the buildings. They were placed on the Buildings at Risk Register in 2001. Cosmetically, false shopfronts were inserted.
- 2.12 In 2006, Historic England's Structural Engineers visited and produce a report on the buildings' condition following the collapse of part of the roof of No.11. The report suggested that the buildings had been empty for 10 years. It is very clear from the report that the form of construction, with the unusual roof form was inherently weak and rebuilding works had occurred for probably more than a century.
- 2.13 Following the roof collapse, the buildings were seemingly propped as façade and the upper storey of each building removed.² In 2019, the buildings were demolished. Structural reports suggested that the condition of the front facades (the main remaining aspect of the building's heritage significance) was unsafe and would be virtually impossible to retain above first floor level even with significant (and costly) shoring.

² As evidenced by the commentary in the Wisbech Conservation Area Appraisal (2016) p 45

3. Character of the Conservation Area

- 3.1 The Conservation Area Appraisal divides the town into five different character areas; the site falling within 'Character Area No.3 – Commercial Centre, High Street and Market Place'. The appraisal describes the wealth of listed buildings, but also the impacts of vacancy and lack of maintenance of properties on the High Street. As noted earlier, the condition of Nos. 11 & 12 is specifically mentioned.
- 3.2 Important aspects of the description of the architectural qualities (leaving aside the impact of many years of neglect, include:-
- Narrow building plots and good quality frontages (even at higher level);
 - Timber and glazed shopfronts often with tiled thresholds;
 - Brick buildings (usually brown brick) and with tiled or slate roofs and sash windows.
- 3.3 To these could be added the fact that buildings almost universally sit right on the edge of the carriageway; most properties are of brick (occasionally painted), most have a regular pattern of windows to the upper floors. In addition, given the former commercial importance of the street, virtually all buildings are at least three to four storeys high.
- 3.4 The appraisal notes that the area does not contain any green spaces³.

³ Para 4.153

4. The replacement scheme.

- 4.1 In 2019, under reference 19/0509/FUL, planning permission was granted for a replacement building on the site.
- 4.2 In terms of the elevation to the High Street, this sought to largely replicate the original appearance of the buildings. Consequently, they were of red-brown brick and of four storeys with traditional- style shopfronts at ground floor level (though the units were linked and so No.12 did not have a separate doorway). Above, each block was two bays wide with multi-paned sash windows with arched brick heads. The brick banding between the floors of No.11 was to be recreated.
- 4.3 Whilst the window style and head details were not precisely as the originals, and a central downpipe between the two properties was proposed instead of one in the middle of each property, to all intents and purposes, the appearance would have been very similar to the original design but with No.12 left unpainted.
- 4.4 The main change was at roof level, where the double-piled roofs were replaced with a further floor of accommodation, designed as a modern recessive storey glazed and with a metal standing seam cladding and roof.
- 4.5 The rear elevation to Castle Mews was much more contemporary in style though again of brick and with metal cladding at upper levels. Three balconies provided amenity for the apartments, but otherwise the doors were simpler and without brick heads.
- 4.6 The ground floor was proposed as a single commercial unit (with basement beneath). The upper floors were proposed as 15 apartments (11- single bed and 4- two bed units). Access to the apartments was from Castle Mews at the rear where cycle and bin stores were provided.
- 4.7 In consultation on the application, there were no significant objections to the proposals, though Historic England and the Wisbech Society both requested a more faithful recreation of the original appearance of the buildings on the High Street façade. The Fenland Conservation Officer, in her very detailed comments, concluded that both the design and the proposed height were appropriate. She recognised that the additional roof storey made the buildings taller than other properties in the area, but felt that as this was recessed, it would not ultimately harm the character or appearance of the conservation area (further commentary is provided in the next section).

5. Impact of various options on the character and appearance of the conservation area.

The Approved Scheme

- 5.1 The scheme granted consent in 2019 effectively sought to recreate the character of the listed buildings which originally occupied the site, and of which parts of the façade remained at the time. Whilst the proposed façade was not an exact copy, it was a very close approximation.
- 5.2 The upper storey was of course new. It is clear from the assessment made by the FDC Conservation Officer that she was content (because the roof was recessive in style and materials) that the additional height did not harm the prevailing character of the Conservation Area. Her comments appear to infer that any higher structure, would likely have been considered too tall. Whilst both Historic England and The Wisbech Society commented that the detailing could have been closer to the original, they did not object to the proposals.
- 5.3 The approved consent established that the form of the rear elevation was far less of a concern, and that there was no objection to building to the limits of the site footprint. The development did not include any car parking provision, though some cycle parking was included.
- 5.4 A reasonable conclusion to be drawn from the documentation attached to the 2019 scheme would be that the development was at or very close to the maximum that the site will accommodate in heritage / townscape terms and that the form of the front elevation and ensuring that it respects the character and appearance of the Conservation Area, is paramount.

Assessment of Options

- 5.5 As the approved scheme ultimately proved not to be viable, this section will therefore consider different scenarios which would either provide more accommodation and so could potentially raise the yield or build more cheaply either in design terms or by providing less accommodation.
- 5.6 The rest of this section considers potential different approaches to the site and what the impact would be from a townscape and heritage perspective. These options are then summarised in the concluding table. For the options which propose buildings, there are inevitably numerous possible variations. For all however, it is considered that a new building would follow the prevailing building line and that the ground floor will be designed as a pair of shopfronts (even if the space behind is combined) and that any structure above will similarly reflect the narrow building plot divisions which characterise the area (ie it will give the appearance of two buildings). Whilst there may be a slight cost saving from designing a single homogenous building, this is not considered to be outweighed by the negative impact on the conservation area. The approved scheme shows that the degree of differentiation between the two halves of

the plot could in any case be subtle. It is also assumed that the building, particularly to the High Street, will be predominantly of red brick.

Option 1: A larger building

- 5.7 As described previously, at five storeys (plus basement), the approved scheme was a storey taller than the original buildings which were themselves as tall as any buildings in the streets around the Market Place.⁴ The conservation officer describes in some detail where the additional storey will be visible from. From High Street, as the upper floor was recessed, it was not apparent. However, it could be seen from Union Street, Bridge Street and Market Street, though the officer concluded that the extra height would not be overbearing.
- 5.8 From the Castle Estate it was more noticeable, particularly from the Crescent and especially from outside No.8 The Crescent. She also noted that it could be seen from North Brink though 'not with any clarity' and the parish church and Clarkson Memorial would remain the key incidents in the skyline. The 'Key Views' submitted with the 2019 application give some idea of the visibility from the points mentioned and help explain the degree of impact which the officer noted.
- 5.9 Adding a further floor (assuming it was based on the same footprint) could potentially provide a further 2-bed apartment and two more single bed apartments. Leaving aside the practicalities of achieving this structurally, or in terms of providing sufficient amenity space, bike / bin storage etc, the visual impact would be substantial. The Conservation Officer described the fifth storey as 'recessive' and 'rooms in the roof'. An additional storey on top of this would be neither. In design terms the 'roof' becomes far more dominant and reads as a structure in its own right, not as a subordinate element.
- 5.10 An additional floor would be far more noticeable to the extent that it would impact on the previously mentioned views, some of which are amongst the most important in the Conservation Area. The extra height would no longer slightly exceed the norm but would become clearly noticeable as markedly taller. From York Row, this would be very apparent. Whilst a taller, high quality building can often be justified at key 'moments' within streets and spaces, this site sits in a position on the street which requires a building which fits with the established form and scale, not something which becomes obviously discordant.
- 5.11 Before any taller building on the site was seriously considered, I would suggest that an accurate Townscape and Visual Impact Assessment was produced to fully understand the impacts on any key views within the Conservation Area and the possible impact on the setting of the numerous listed buildings in the area.

Option 2: Leaving the site as a landscaped space

- 5.12 As can be seen from historic and modern plans of Wisbech, this area of the town is characterised by streets and spaces defined by buildings. The only gaps are landscape

⁴ Whilst there are 5-storey traditional buildings elsewhere in the conservation area (eg the Horace Friend warehouse) these tend to be industrial in character and relate to the river.

grounds (eg around the Castle and Church), set-piece spaces where streets join (eg the Market Place) or at the ends of streets (eg on York Row).

- 5.13 Whilst it would be possible to create a route through the site between the High Street and Castle Mews, such a route wouldn't be on any particularly beneficial desire-line. Even if the basement was filled in (a significant task in itself), a level change between front and back would still need to be graded out and presumably the adjacent buildings would still need to be supported, as they are by the mass of scaffolding currently occupying the site.
- 5.14 Whilst what appear to be some major practical implications of creating a small area of amenity space are not within the scope of this report, the townscape implications are. In a consistent run of buildings of reasonable scale along what was one of the major commercial streets, a gap site will be a 'missing tooth'. It will be clearly at odds with the prevailing character of the street.
- 5.15 The view from York Row will throw into sharp relief the gable end of No.10 High Street, a façade which was never meant to be seen and which would undoubtedly require some remedial works (even if the scaffolding could be removed / replaced with something aesthetically better).
- 5.16 Leaving the site as a landscaped space is not considered to be an acceptable solution in townscape terms. Practically, it is difficult to see what amenity a heavily shaded space, not on a main desire-line and which does not benefit from natural surveillance from adjacent buildings would serve.

Option 3: A façade

- 5.17 Had the original façade survived, then there may have been some merit in retaining it in the hope that rebuilding behind may one day be possible. As we have seen, today nothing of the original building survives.
- 5.18 The demolition work in 2019 included the removal of the ground floor slab and so now all the basement area is uncovered. This would almost certainly make it extremely challenging (and costly) to prop a façade and would likely mean some of the basement area at least would need to be infilled. The propping to the adjacent buildings would still be required and the rear elevation would still present a derelict appearance (unless rebuilt in some form).
- 5.19 Clearly the street façade could be reinstated and so in townscape terms there would be some benefit. Whilst from York Row the building may appear like a piece of scenery, there are a number of buildings where the facade sits above the flanking walls giving a not dissimilar appearance.
- 5.20 However, this would almost certainly be a costly exercise which would serve no practical benefit. Without continued maintenance (at a cost), the appearance would quickly deteriorate.

Option 4: Shopfront

- 5.21 For some years, the derelict original buildings were fitted with false shopfronts in an attempt to alleviate the neglected and hostile appearance. The photographs earlier in this report show that this was not particularly convincing.
- 5.22 Although it would no doubt be possible to produce very high-definition photographs to give a very faithful appearance of an old shopfront, this would achieve very little. Whilst it may look attractive from immediately in front, this part of the high street curves and so the fact that was just a piece of scenery would be very apparent when walking towards it from either direction. Again, the scaffolding would need to remain, the rear elevation would be unaltered, and it would need to be propped and maintained.
- 5.23 Whilst probably the cheapest of the options, it would serve no practical and minimal townscape purpose.

Option 5: A smaller building

- 5.24 Given the amount of remedial works needed to enable anything to be built on this site, it seems unlikely that a less intensive form of development from that approved in 2019 would be viable. As noted earlier, however, this report does not give viability advice and as the viability assessment produced in 2019 is not available, it is not possible to understand the impact of demolition / remedial works etc to understand whether a smaller scheme could produce significant cost savings.
- 5.25 Assuming they could, then the ideal solution would be to provide a building which largely recreated the original façade to High Street. It would therefore be of four storeys, commercial at ground floor and with residential accommodation above (assuming this remains the most viable use). It may be possible to just reproduce the frontage block (perhaps as six two-bedroom apartments) and leave part of the rear as a semi basement garden area to reduce costs. The rear part of the site would need to provide bike and bin storage.
- 5.26 Now that the original building has been demolished, the need to faithfully reproduce it is less important than it was when parts of it remained in 2019. Whilst some key aspects should be retained – the subdivision into two narrow plots, the regular bays of windows with horizontal proportions, careful choice of building materials etc, with care it may be possible to build slightly more cheaply. The key is that the building should sit comfortably with its neighbours and so anything of too overt a design, or which uses materials not drawn from the Wisbech context will not be successful.
- 5.27 A variation on this would be to build a three-storey building. This could either be a scaled down version of what was there (i.e. after the top storey was removed) or take inspiration from other 3-storey, two-bay buildings in the area. This would mean greater visibility / some remedial work of the gable ends of the adjacent buildings, the existing variation of roof heights means this approach would not appear out of place.

5.28 Whilst there are two storey buildings opposite the site, these are C20 developments and reproducing this scale in this position in the street would make it rather weak in townscape terms and with much more of the adjacent buildings apparent.

6. Summary Analysis

	High St facade	Wider High St impact	Castle Mews Impact	Wider Impact	Notes
2019 Scheme	Very Positive	Neutral	Neutral	Minor adverse	
1. Larger building	Very Positive	Minor adverse	Neutral	Adverse	
2. Landscaped space	Adverse	Adverse	Neutral	Neutral	
3. Façade	Positive	Minor adverse	Neutral	Neutral	
4. Shopfront	Neutral	Adverse	Neutral	Neutral	
5a New 4-st	Very positive	Positive	Minor positive	Neutral	
5b New 3 st	Positive	Neutral	Minor positive	Neutral	
5c New 2 st	Neutral	Minor adverse	Neutral	Neutral	

Scoring key:

Very positive	Positive	Minor positive	Neutral	Minor adverse	Adverse
+3	+2	+1	0	-1	-2

2019 Scheme	3+0+0-1	+2
1. Larger Building	3-1+0-2	0
2. Landscaped space	-1-1+0+0	-2
3. Facade	+2-1+0+0	+1
4. Shopfront	0-2+0+0	-2
5a New 4-storey	3+2+1+0	+6
5b New 3 storey	2+0+1+0	+3
5c New 2 storey	0-1+0+0	-1

- 6.1 The above table shows that the most successful replacement would be a four-storey structure, of similar form (though not necessarily identical) to the original building. This assumes that the Castle Mews elevation will be improved from its current appearance. The scoring given for this element of the scheme relates purely to the impact of the scale of the proposed replacement building.
- 6.2 The second most appropriate form would be a three-storey structure which either replicated the form of the 'reduced' original façade or took inspiration from similar traditional three-storey buildings in the area.
- 6.3 A key aspect of both these proposals, and indeed the scheme approved in 2019, is that the façade should be inspired by the original buildings / other traditional buildings in the locality to have an appropriate appearance in the conservation area.
- 6.4 Options which either leave a gap site, or infill with a structure of smaller scheme are not considered to have a positive impact on the conservation area.
- 6.5 In a 'broad-brush' analysis such as this, the scoring is inevitably based on assumptions. There may be opportunities to score higher if, for example, the High Street façade was faithfully reproduced or a particularly successful elevation to Castle Mews was created. However, this is not considered likely to overcome the overriding conclusion of this study that the High Street needs a frontage of scale if the character and appearance of the conservation area is to be at least maintained.
- 6.6 The option which is the most difficult to score is that for a taller building. Realistically a more detailed proposal would need to be drawn up so that the impact of taller

elements on the wider area can be properly and accurately assessed. What is very clear however is that taller elements would need to be recessive behind the four-storey High Street façade. Adding further floors which are clearly visible above the front elevation would be out of keeping with the area.

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**DRAFT 6 MONTH CABINET FORWARD PLAN –
Updated 12 January 2024**



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

CABINET

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
26 Feb 2024	1. Business Plan 2024/25	Cllr Boden
	2. Budget & Mid Term Financial Strategy	Cllr Boden
	3. Fenland Transport Strategy	Cllr Seaton
	4. Renewal of Building Control Services	Cllr Laws
	5. Accommodation Review	Cllr Boden
	6. Constitutional Amendments	Cllr Boden
	7. Sport England Swimming Pool Support Fund – Capital Bid	Cllr Boden Cllr Miscandlon
	8. Cambridgeshire Priorities Capital Fund	Cllr Boden
	9. Climate Change Action Plan Update	Cllr Boden Cllr Tierney
	10. FDC Transport Policy	Cllr Seaton
	11. Cabinet Draft Forward Plan	Cllr Boden
	12. Wisbech High Street Update (confidential) (TBC)	Cllr Seaton Cllr Hoy Cllr Tierney
18 Mar 2024	1. Investment Board Update & review of the Commercial & Investment Strategy	Cllr Boden Cllr Benney Cllr Tierney
	2. Leisure Facility Strategy	Cllr Miscandlon
	3. Leisure Facility Strategy – Initial Assessment Phase	Cllr Miscandlon
	4. Cabinet Draft Forward Plan	Cllr Boden
	5. Wisbech High Street Update (confidential) (TBC)	Cllr Seaton Cllr Hoy Cllr Tierney
22 Apr 2024	1. Cabinet Draft Forward Plan	Cllr Boden
	2. Wisbech High Street Update (confidential) (TBC)	Cllr Seaton Cllr Hoy Cllr Tierney
TBC May 2024	1. Cabinet Draft Forward Plan	Cllr Boden
	2. Wisbech High Street Update (confidential) (TBC)	Cllr Seaton Cllr Hoy Cllr Tierney
TBC Jun 2024	1. Appointment to Outside Bodies	Cllr Boden
	2. Grounds Maintenance Contract – Future	Cllr Murphy

CABINET DATE	ITEMS	LEAD PORTFOLIO HOLDER
	Options	
	3. Cabinet Draft Forward Plan	Cllr Boden
	4. Wisbech High Street Update (confidential) (TBC)	Cllr Seaton Cllr Hoy Cllr Tierney
TBC July 2024	1. Cabinet Draft Forward Plan	Cllr Boden
	2. Wisbech High Street Update (confidential) (TBC)	Cllr Seaton Cllr Hoy Cllr Tierney

TBC = To be confirmed

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

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