

Council meeting: Wednesday 10 January 2024

Notice is hereby given that a meeting of Warwick District Council will be held at Shire Hall, Market Place, Warwick on Wednesday 10 January 2023 at **6.00pm**.

Agenda

1. Apologies for Absence

2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. Minutes

To confirm the minutes of the meetings of the Council held on 26 September, 15 November and 6 December 2023.

(Pages 1 to 83)

4. Communications and Announcements

5. Petitions

6. Notices of Motion

7. Leader and Portfolio Holders' Statements

8. Questions to the Leader of the Council & Portfolio Holders

9. Cabinet Report

To consider a report from the Cabinet meeting of 6 December 2023 in respect of the Quarter 2 Budget Update 2023/24

(Page 1 to 7)

10. Appointments to Committee

To appoint Councillor Yellapragda to the Asset Compliance Committee

11. Public & Press

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

12. Confidential Cabinet Report

To consider a report from the Cabinet meeting on 6 December 2023 in respect of the Associated Costs for the Purchase of Eighty Two Dwellings at The Asps, Banbury Road, Warwick.

(Page 1 to 7)

13. Common Seal

To authorise the affixing of the Common Seal of the Council to such deeds and documents as may be required for implementing decisions of the Council arrived at this day.



Chief Executive
Published Tuesday 2 January 2024

For enquiries about this meeting please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ

Telephone: 01926 456114
E-Mail: committee@warwickdc.gov.uk

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

We endeavor to make all of our agendas and reports fully accessible. Please see our [accessibility statement](#) for details.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

WARWICK DISTRICT COUNCIL

Draft minutes of the urgent meeting of Warwick District Council held at Shire Hall, Warwick, on Wednesday 6 December 2023, at 7.12pm.

PRESENT: Councillor Syson (Chairman); Councillors Billiald, Chilvers, Davison, Day, R Dickson, J Harrison, Kennedy, King, Margrave, Milton, Phillips, Roberts, Sinnott, and Wightman.

The Chairman of the Council informed Council that they had agreed to call this urgent meeting, with support from the five Group Leaders, to enable the potential purchase of 24 properties to be completed before the end of 2023, which would not be possible without this meeting, as the next Council meeting was scheduled for January 2024.

58. **Apologies for Absence**

Apologies for absence were received from Councillors Aizlewood, Armstrong, Barton, Boad, Browne, Collins, Cron, K Dickson, Dray, Falp, B Gifford, C Gifford, Gorman, Hales, D Harrison, Hunt, Kohler, Luckhurst, Matecki, Noonan, Payne, Redford, Rosu, Russell, Sullivan, Tangri, Williams and Yellapragada.

59. **Declarations of Interest**

There were no declarations of interest made.

60. **Public & Press**

The Chairman proposed, it was seconded by Councillor Davison and

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

61. **Confidential Cabinet Report**

The Council considered the Confidential recommendation from the Cabinet meeting on 6 December 2023, in respect of Item 15 on its agenda, that sought approval for the associated costs to enable the Purchase of Twenty-Four Dwellings at The Europa Way Warwick.

The recommendation was proposed by Councillor Wightman, Seconded by Councillor King and

Resolved that the confidential Cabinet report of 6 December 2023, be approved.

(The meeting resumed in public session.)

62. **Common Seal**

It was proposed by the Chairman, seconded by Councillor Day, and

Resolved that the Common Seal of Warwick District Council be affixed to such documents as it may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 7.18pm)

CHAIRMAN
10 January 2024

DRAFT

WARWICK DISTRICT COUNCIL

Draft minutes of the meeting of Warwick District Council held at Shire Hall, Warwick, on Wednesday 15 November 2023, at 7.00pm.

PRESENT: Councillor Syson (Chairman); Councillors Aizlewood, Armstrong, Barton, Billiald, Boad, Browne, Chilvers, Collins, Cron, Davison, Day, K Dickson, R Dickson, Dray, B Gifford, C Gifford, Gorman, Hales, D Harrison, J Harrison, Hunt, Kang, Kennedy, King, Kohler, Luckhurst, Margrave, Matecki, Milton, Noonan, Payne, Phillips, Roberts, Rosu, Russell, Sinnott, Sullivan, Tangri, Williams, Wightman and Yellapragada.

46. **Apologies for Absence**

Apologies for absence were received from Councillors Falp and Redford.

47. **Declarations of Interest**

There were no declarations of interest made.

48. **Minutes**

The minutes of the Council meeting held on 26 September 2023 were not presented for consideration.

49. **Communications & Announcements**

The Chairman commended the Council's CCTV team who played a vital role tackling crime and disorder within the District by providing vital observation, information and assistance to Warwickshire Police, but more importantly, providing reassurance to the wider community.

The Chairman informed the Council that there would be no business to consider under Item 5 - Petitions or Item 6 - Notices of Motion. However, there were three public speakers in respect of the Cabinet report of 2 November 2023.

50. **Leader and Portfolio Holders' Statements**

The Portfolio Holder for Arts & Economy, Councillor Billiald, informed Council that:

1. the grade two listed former place of worship, known as The Fold, launched on 12 October 2023. This was a District Council scheme funded by the Government's Future High Street Fund and delivered by Complex Development Projects (CDP);
2. the procurement process to secure the main contractor for the Town Hall Creative Hub refurbishments was underway, with tenders being assessed by the Procurement team as part of a two-stage process. The contractor selection was expected to be completed by Friday 24 November, with financial negotiation taking place throughout December and early January 2024. Work on site was expected to start at the end January or early February 2024;
3. the festive lights switch on events were due to take place over the next few weeks in the four Towns across the District. Royal Leamington Spa had already welcomed a large crowd to switch on the Diwali lights. Warwick was

due to celebrate the 40th anniversary of the Victorian Evening on 23 November 2023;

4. there were new outdoor events this autumn, which included Ganesh Visarjan procession and a Community Safety team event;
5. the free to visit Autumn/Winter Exhibition, 'Lost Leamington: A Picture of the Past', was open at the Art Gallery & Museum and would be open until 14 January 2024; and
6. the Pump Rooms shop would close on Sunday 19 November. The Chairman of the Council would be joining the Portfolio Holder in meeting with artists displaying works in the shop to thank them for their contribution.

The Portfolio Holder for Housing & Assets, Councillor Wightman, informed the Council that:

1. on 9 October 2023, the Council gave formal notification of introduction of an additional licensing scheme for homes in multiple occupation (HMOs), which would come into effect on 18 January 2024. The District-wide scheme required houses, converted flats, or purpose-built flats, including student accommodation, occupied by three or more persons, living as two or more households, to legally obtain an HMO licence to continue to operate. Ahead of 18 January 2024, the Private Sector Housing team would be contacting those affected, including landlords and letting and managing agents, advising them to ensure they had all the necessary documents and safety certificates in place to submit their license application. It was expected that around 700 HMOs would require licensing under the new scheme. Many of these properties had never had a formal inspection by the Council and this provided the opportunity to ensure they adhered to a high standard of safety and repair, greatly benefitting tenants and members of the wider community. Landlords, who had already informed WDC that their property fell under the new additional licensing regulations, would be issued with an application pack in readiness for when the new scheme came into effect;
2. the Council-led housing development at The Paddocks, Cubbington, was due to be finished in March 2024. The 17 unit site was of mixed tenure, aiming for net-zero carbon, timber framed builds, air source heat pumps, and PV panels to name a few of the environmentally friendly items that had been included;
3. works continued at the joint venture site with Countryside Partnerships, with further new-build homes due in summer 2024;
4. over the last couple of months, the Council had welcomed its first new tenants to the net-zero homes at Glasshouse Lane;
5. the Council had commissioned an independent review with the help of an external specialist to help it understand what, if any, additional improvement work might be required on our asset and building compliance, in the shape of the new regulatory environment. The review was thorough and highlighted areas where the Council needed to make improvements to deliver the growing regulatory standards required of the Council, as a social housing landlord. The Council had responded to this review by taking prompt and direct action to address the areas highlighted. An action plan had been approved by Cabinet and sent to the social housing regulator.
6. the Council worked with Royal & Sun Alliance to provide cover for tenants and leaseholders when property was stolen or damaged. The insurance protected the contents in the home and was available to both tenants and leaseholders. This was payable on a flexible basis, including weekly payments. This insurance could now also be applied for online.

The Portfolio Holder for Neighbourhood Services, Councillor Roberts, informed Council that:

1. the Newbold Comyn bridge, situated over the river Leam, had been closed in August due to safety concerns. The Bridge was a key piece of infrastructure and had formed part of national cycle route 41. The initial plan was to repair the bridge as quickly as possible, however, further inspections ruled this out. Officers worked with Pick Everard, bridge specialists, as well as other stakeholders, including the Environment Agency (EA). The EA made it clear that works over the river would require a permit from them and had highlighted that this section of the river had protected fish. This meant there were constraints for certain works from 1 October to 15 June each year. These constraints would apply to any installation over this section of the river, including a temporary bridge. Following this investigation work, officers had produced a report to come to Cabinet in December, recommending a new bridge, 3.5m wide, which was wider than the current bridge, to improve access to current users. The estimated delivery date of late summer 2024; and
2. Idverde had undertaken a litter pick along 18km of the A46, over 10 nights. This dangerous and unpleasant work collected 15.5 tons of rubbish.

The Portfolio Holder for Safer Communities and Leisure, Councillor Sinnott, informed Council that:

1. Leamington Town Centre had the busiest and most diverse nighttime economy in Warwickshire. The town centre was a hotspot for violence against women and girls, and for anti-social behaviour. The Council was taking positive action to address this by setting up a safe space at South Lodge, Jephson Gardens. The pilot ran from November 2023 to April 2024 and would take place every Friday night from 10pm-4am. Serious violence funding would enable appointment of a safe space co-ordinator, who would be responsible for operational management of the space; and
2. over the next month or two, six community wardens would be introduced to provide highly visible uniformed presence, acting as Council ambassadors, and engaging with the public. When fully operational, the team would be working evenings, including weekends, up to 10pm, to compliment safe space.

The Portfolio Holder for Transformation, Councillor J Harrison, informed Council that the first phase of teams moving to Saltisford in Warwick had been completed. The programme was on track for 80% of workforce to be moved from Riverside House to Saltisford before the new year. The moves were dependent on third party broadband work, scheduled to be completed by end of this month. The remaining teams had been scheduled to move into the new year due to operational reasons e.g. moving of specialist equipment or in the case of the Pump Rooms, the planned building works.

The Leader and Portfolio Holder for Strategic Leadership, Councillor Davison, informed Council that:

1. following the last Council meeting, he had written to the Prime Minister, on 5 October 2023, to express concern and frustration at his recent announcement to move back dates for banning sale of new petrol and diesel cars, loosen the phase out of gas boilers, and reduce obligations on landlords to insulate properties. The Motion, passed by Council in September 2023, also asked for the Council to seek LGA support. There

- had been a few positive replies from the LGA and, via the Climate Emergency UK, there had been a lot of interest, but no strong commitments. Therefore because there was no ground swell of opinion, the Council would not campaign for major action from the LGA; and
2. under the delegated authority the Chief Executive had, after Consultation with Mark Lee, the independent Chair of Leamington Transformation Board and Group Leaders, the Terms of Reference for Leamington Transformation Board were amended, from stating membership as including "all WDC political Group Leaders", to "a nominated representative from each political group, excluding the party of the Leader of Council". This would provide added flexibility, allowing all groups to change their representative if they wished.

51. **Questions to the Leader of the Council & Portfolio Holders**

Councillor Boad asked the Leader if it was correct that Public Advice agencies had an expectation they would be moving into the Pump Rooms.

In response, Councillor Davison, the Leader of the Council, and Councillor J Harrison, Portfolio Holder for Transformation, advised that they were not aware of this and agreed to investigate and report back to all Councillors.

(The response to this via email is appended to the Minutes.)

Councillor Boad asked the Portfolio Holder for Place if he could provide clarification that the current use of the Pump Rooms was planning Class F and the proposed use for the District Council was Planning Class E therefore when would the Council be making a planning application for the change of use.

In response, Councillor King explained that the advice received was that the amendments did not constitute a change of use, and in response to a supplementary, he question agreed to arrange for a response to be sent to all Councillors on this.

Councillor B Gifford asked the Portfolio Holder for Neighbourhood for an update on Covent Garden and Linen Street car parks.

In response, Councillor Roberts explained that proposals for Covent Garden had been developed to lead to a planning application, followed by procurement for demolition of the car park. In addition, a feasibility study in what should happen to the site had largely been completed and a final draft was awaited. This would then be considered by Members and partners on how, or if, it went forward. In respect of Linen Street car park a feasibility study into the redevelopment was underway, looking at the site's potential use as residential development.

In response to a supplementary question from Councillor B Gifford, Councillor Roberts explained a report on Covent Garden car park was scheduled on the Forward Plan for March 2024.

Councillor R Dickson asked the Portfolio Holder for Resources if he could inform Council of the total cost of the District, Town and Parish Council elections, and whether the costs had yet to be recovered from Town and Parish Councils.

In response, Councillor Chilvers explained that officers were working on finances, including recharges for Parish Councils, with an aim to get invoices sent out by the end of 2023. Councillor Chilvers committed to providing the total cost once it was available.

Councillor R Dickson asked the Portfolio Holder for Safer Communities and Leisure if he would thank members of the Environmental Health team for their recent work to try to resolve the ongoing problems of drain smells in Rouncil Lane, Kenilworth.

In response, Councillor Sinnott agreed to pass on the thanks of the Council to the officers involved in trying to resolve this and thanked Councillor Dickson for bringing this to his attention.

Councillor Phillips asked the Portfolio Holder for Transformation if they could update Council on the latest costs for changes to the Pump Rooms, and how this amount compared to what Cabinet had approved in August 2023. He also wanted to know which services would no longer be in the Pump Rooms and which WDC services would be moving into the Pump Rooms.

In response, Councillor J Harrison reminded Council that the report to Cabinet in July 2023 stated the costs would be between £380k and £410k and explained that the total spend was projected to be £362,460. The only service no longer in the Pump Rooms would be the shop within its current form, but a smaller shop service would remain. The services moving in would be the Customer Service Team with support from other teams (but they would not be based there), with any specialist queries to be dealt with remotely or via in person appointments at the Pump Rooms.

In response to a supplementary question from Councillor Phillips, Councillor Harrison explained she was not aware of any proposal for CAB to move into the Pump Rooms.

Councillor Matecki asked the Portfolio Holder for Resources if he could say who was contacted at WCC to discuss car parking charges, which as stated at the budget review Group, "Did not come to fruition".

In response, Councillor Chilvers explained they were officer-lad discussions and in response to a supplementary question, accepted the offer for the Portfolio Holder for Neighbourhood to talk with the WCC Portfolio Holder about this.

Councillor Matecki asked the Leader if he could clarify his statement at the recent public engagement about Abbey Fields Pools where he said "It's ultimately the tax payer of Warwick District. This will have to be paid by all of us".

In response, the Leader accepted that he lived in Stratford-on-Avon District and apologised for this error. In response to a supplementary question from Councillor Matecki, the Leader amplified the explaining he could have answered the question differently at the time including "that you may want to speak to the S151 Officer to go through how the budget is arrived at, as there are lots of different sources of income", but he had considered that would be a little bit complex for the public session.

Councillor Russell asked the Portfolio Holder for Neighbourhood in light of the need to close the bridge over river Avon, in Newbold Comyn, if anything was being done to check other similar assets to ensure they were being looked at and repaired, so they would not just fall apart before being replaced. He also wanted to know what else the Council had that it should be looking at to ensure it would not go this far.

In response, Councillor Roberts explained that the bridge was part of an inspection programme and following the previous inspection, money had been set aside for the bridge to be fixed this year (£50k). On inspection this year, in advance of the

works, it was discovered the bridge was not fit for purpose, and that continued into deeper inspections which ruled out any repair work.

52. **Cabinet Report**

The Chairman informed Council that the items to be considered were:

- from 2 November 2023, the Abbey Fields Swimming Pool, Fees & Charges 24/25 and Corporate Strategy 2023/2030; and
- from the 15 November 2023, Asset Compliance Committee & Resources and Participation in the West Midlands Investment Zone.

The Chairman explained that due to the significance of the items, and to enable clarity for all parties, she would be taking the items individually.

(a) Corporate Strategy 2023/2030

It was proposed by Councillor Davison and seconded by Councillor Wightman that the recommendations from the Cabinet be approved.

Councillors Day, Boad, Armstrong, Kennedy and Matecki spoke on this item.

Resolved that

- (1) the Corporate Strategy, as set out at Appendix 2 to the minutes, be approved; and
- (2) authority be delegated to the Deputy Chief Executive, in consultation with the Leader, to review the strategy for grammatical or spelling errors and update it prior to its final publication.

(b) Fees & Charges 24/25

The recommendations of the Cabinet on 2 November, as updated by the addendum circulated ahead of the meeting, were proposed by Councillor Chilvers and Seconded by Councillor King.

Councillors Boad and Kohler spoke on this item.

Resolved that

- (1) the Fees and Charges proposals set out in Appendix 3 to the minutes, be approved, as amended by the revisions within the addendum, and should operate from 2 January 2024 unless stated otherwise;
- (2) changes proposed by Everyone Active to the core products and prices from January 2024 which are within the 2023 June RPI as per contract, as set out at Appendix 3a to the minutes, and agreed with the Sports and Leisure Manager, be approved; and
- (3) authority be delegated to the Head of Neighbourhood and Assets in conjunction with Portfolio Holder, to

increase fees for Media services at Oakley Wood after 1 April 2024.

(c) *Abbey Fields Swimming Pool*

Members of the public George Martin, Judy Brook and Rod Jones addressed the Council on this matter.

The recommendation from Cabinet of 2 November 2023 was proposed by Councillor Davison and seconded by Councillor King.

It was proposed by Councillor Hales and seconded by Councillor Aizlewood to suspend Council Procedure Rule 13(5), to allow Councillors to speak more than once during the debate on this item.

Councillors Chilvers, B Gifford, Williams, Boad and Matecki spoke on this proposal.

Resolved that Council Procedure Rule 13(5) be suspended, to allow Councillors to speak more than once during the debate on this item.

Councillors Davison, King, Williams, Matecki, Philips, Aizlewood, Armstrong, Barton, Chilvers, R Dickson, Day, Milton, Boad, Cron, Hales, K Dickson, Kohler, Payne and Billiald spoke on this item.

Councillor Davison, as proposer and Councillor King, as seconder, accepted an amendment to their proposal to establish a cross-party working party to provide oversight to the expenditure on the contract as the development would progress.

Resolved that

- (1) the decisions of the Cabinet to proceed with the Abbey Fields Swimming pool project be funded by external borrowing from the Public Works Loan Board (PWLB), with the revenue cost of the borrowing to be factored into the Medium-Term Financial Strategy (MTFS); and
- (2) a cross-party working party be established to provide oversight to the expenditure on the contract as the development progresses.

Prior to the vote being taken, it was proposed by Councillor Boad and duly seconded by two Councillors that a recorded vote be taken. The voting by Councillors was recorded as follows:

For: Councillors Armstrong, Billiald, Boad, Browne, Chilvers, Collins, Davison, Day, K Dickson, R Dickson, Dray, B Gifford, C Gifford, Gorman, D Harrison, J Harrison, Hunt, Kang, Kennedy, King, Kohler, Luckhurst, Margrave, Matecki, Milton, Payne, Roberts, Rosu, Russell, Sinnott, Sullivan, Syson, Tangri, Wightman and Yellapragada

Against: Aizlewood, Barton, Cron, Hales, Noonan, Phillips, Williams.

There were no abstentions from voting.

53. **Council Procedure Rule 36 – Length of meetings**

It was proposed by the Chairman, under Council Procedure Rule 36, that the meeting should continue past 9.30pm to enable the completion of the business as set out on the agenda. This was duly seconded and

Resolved that the meeting continues past 9.30pm to enable the business to be completed.

The Chairman then adjourned the meeting for a ten-minute comfort break at 9.35pm.

(Councillor Noonan left the meeting.)

54. **Cabinet Report**

The Chairman resumed the meeting with the report from Cabinet of 15 November 2023, Asset Compliance Committee & Resources and Participation in the West Midlands Investment Zone.

(a) *West Midlands Investment Zone*

The recommendations from Cabinet were proposed by Councillor Davison and second by Councillor King.

Councillors Kohler, King and Davison spoke on this item.

Resolved that an application for membership of the WMCA as a Non-Constituent member be made in the light of the recent enactment of the Levelling Up and Regeneration Act (LURA).

(b) *Asset Compliance Committee & Resources*

The recommendations from Cabinet were proposed by Councillor Wightman and second by Councillor King.

Councillors B Gifford, P Kohler, Barton, Davison, J Harrison spoke on this item.

During the debate, Councillor Wightman and Councillor King accepted an amendment so that the membership of the proposed Committee was two Councillors from each group with either the Chair or Vice-Chair of Overview & Scrutiny Committee attending as an observer.

Resolved that

- (1) the establishment of an Assets Compliance Committee with the remit as set out at Appendix 4 to the minutes, as per the revisions to membership set out above, be approved; and
- (2) the revision to the Constitution to include the role of Vice-Chair of Overview & Scrutiny Committee, be approved.

55. **Planning Committee Report**

The report of the Planning Committee of 8 November 2023 was proposed by Councillor Boad and seconded by Councillor Tangri.

Councillor Williams spoke on this item.

Resolved that the Probity in Planning Document as set out at Appendix 5 to the minutes, recommended by the Planning Committee of 8 November 2023, be approved.

56. **Appointments to Committee & Outside Bodies**

It was proposed by Councillor Davison, seconded by Councillor Wightman and

Resolved that

- (1) the appointment of Councillors Davison, Kennedy and King to the Joint Cabinet Committee for the South Warwickshire Local Plan, be approved and
- (2) Councillor Browne be appointed as the second Children & Safeguarding Champion.

It was proposed by Councillor Chilvers, seconded by Councillor Hales and

Resolved that Councillors Falp, B Gifford, Hales, D Garrison and J Harrison be appointed as Procurement Champions, as per the remit set out at Appendix 6 to the minutes.

It was proposed by the Chairman, duly seconded and

Resolved that Councillors Barton, Boad, K Dickson, Dray, Falp, Gorman, Hales, Hunt and Phillips be appointed to the Asset Compliance Committee.

57. **Common Seal**

It was proposed by the Chairman, seconded by Councillor J Harrison, and

Resolved that the Common Seal of Warwick District Council be affixed to such documents as it may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 10.40pm)

CHAIRMAN
10 January 2024

From: Jessica Harrison
Sent: Friday, November 17, 2023 10:23 AM
To: Councillors
Cc: Committee
Subject: Full Council 15 November - Portfolio Holder Question

Dear All,

To answer the question, Cllr Boad raised at Wednesday's full council in regard to advice agencies moving into the Pump Rooms.

Officers have informed me a charity had emailed in last month expressing interest and officers have said they'd be happy to meet to discuss the idea. No more than that: so, there is no plan and clearly the focus currently is on setting up our Customer Facing Services in Pump Rooms from Monday as I stated at Council.

Kind Regards

Jessica Harrison
Clarendon Ward
Portfolio Holder for Transformation

Warwick District Council

Corporate Strategy Warwick District 2030



Foreword

Warwick District is a fantastic place, with historic buildings, green spaces, vibrant communities and growing digital and creative industries. However, we are not immune to the challenges many people are facing with high energy bills, inflation, and pollution, which affect so many parts of the country.

We are proud that Warwick District is a vibrant, distinctive, local area; so we are not looking to merge or disappear. We remain committed to achieving the best possible outcomes for our residents, communities and businesses.

This corporate strategy sets our vision for enhancing the district by playing to our strengths without shying away from tough decisions to tackle long-standing issues. It provides the basis to inform, prioritise and shape where the Council will focus its efforts, time and resources to help make the district a great place to live, work and visit by improving lives and our environment.

We believe that one way our district is 'great' is by being ambitious, innovative and embracing new ways of living and working, whilst cherishing our history and traditions. We will strive to simultaneously be 'improving lives and our environment' by seeking the balance between idealism and pragmatism. This means we must always remember that ambitious changes need to be good value for money.

Our overarching objective for Warwick District is to ensure that by having sustainability at the heart of our decision making, the district is well placed for future generations to enjoy. We aim to achieve this objective by delivering on our 3 strategic priorities.

Our first strategic priority is to ensure we deliver high-quality services. As local government continues to operate in a challenging financial environment, we will use careful financial planning and our strong asset base to ensure that we continue to operate on a sustainable footing. This will allow us to continue to invest in our services and projects throughout the district.

We are living in an increasingly digital world; our residents are looking for efficient and easy access to council services. We will redesign and reimagine our services to make it easier and quicker to do business with the Council.

To play our role in tackling the climate emergency, we will focus on things we can directly change and influence. So our second strategic priority is to reduce energy bills for Council tenants, helping private homeowners and renters to reduce theirs as well, and reducing carbon emissions associated with Council-owned buildings.

Our final strategic priority focuses on our role in fostering a sustainable and safe environment that enables our communities and businesses to thrive. Alongside this, we will ensure that support is there for our most vulnerable residents.

Warwick District has many strengths which include natural assets with its stunning environment and tourism sector, as well as excellent creative, digital and green industries. Our strategy for business growth and the creation of new jobs must make use of these strengths, to ensure our communities and industries thrive.

The Council is undertaking numerous major initiatives across the district to improve residents' lives. These include leisure and sport developments, regenerating Leamington's creative quarter, a new country park and substantial infrastructure for new housing estates. These strategic priorities are designed to benefit our communities across the district, including by regenerating areas, reducing heating bills and promoting healthier, safer, stronger communities.

Of course, this corporate strategy will only succeed with public participation, community engagement and constructive dialogue with our many partners. We look forward to working with all groups to improve our services and to play our role in helping to make Warwick District a great place to live, work and visit by improving lives and our environment.



A handwritten signature in black ink that reads "Ian Davison".

Cllr Ian Davison
Leader of the Council



A handwritten signature in black ink that reads "Chris King".

Cllr Chris King
Deputy Leader of the Council





About Warwick District

Warwick District is a roughly heart shaped district in the heart of England. It has a reach which is local, regional, national and international by virtue of its significant and good communication links via roads, trunk roads, motorways, rail and proximity to 3 airports – Birmingham, East Midlands and Heathrow. Its accessibility makes it a highly desirable place to live, to visit and to do business.

That desirability as a place to live is also reflected in the quality of the environment with 80% of the district in the Green Belt; with the historic towns of Royal Leamington Spa, Warwick, Kenilworth and Whitnash with their splendid architecture and quality open spaces, and the 20 or so villages that make up the communities of the district. The towns and villages of the district have regularly featured in indices and assessments of good quality places to live – such as the Sunday Times Best Place to Live.

That quality is also reflected in the presence of a world leading University – University of Warwick and the Warwickshire College Group – one of the country's best colleges and high performing secondary and primary schools.

Unsurprisingly this attractiveness is also reflected in the economy where there are a large number of small and medium sized enterprises as well as the district being home to national companies such as National Grid. The local economy is already witnessing the transition to more tech-based and green-tech companies and the district is now one of the leading national clusters for Games companies.

Although the district has a large number of strengths it has significant challenges in terms of environmental quality especially climate change; air pollution; water quality and biodiversity. Economically, not everyone has benefited from the prosperity largely experienced in the district and there are both neighbourhoods and sections of our communities that feel left behind. Our town centres are challenged by the impact of the pandemic and the internet. Affordability and availability of housing is also a challenge in the district.

Despite this the district of 28,000 hectares has grown in population and continues to grow. It is home to around 62,600 households (148,500 people) as at 2021 and it is forecast to grow to around 173,000 by 2029. Our communities are highly educated for the most part, certainly outspoken and are diverse geographically, socio-economically and ethnically. The district has a vibrant and wide-ranging set of community, cultural and voluntary organisations and high levels of participation.



Our Vision for Warwick District

“To make Warwick District a great place to live, work and visit by improving lives and our environment.”

Corporate Strategy Principles

The delivery of the Corporate Strategy will be underpinned by the following seven principles:



Sustainability will be at the heart of our decision making.



Plan and invest for the long-term benefit for the people and environment of the district.



Good governance and transparent decision making.



Use data, including insight from our customers, residents, businesses, and visitors to help us make the right decisions.



Social value and inclusive growth will underpin the investments we make throughout the district to help ensure all our communities prosper.



Consultation and engagement with stakeholders will be used to help inform and shape how we deliver improvements and change.



We will evaluate how we make the best use of resources to offer the best service at the best value.

Our Values

Our values are at the heart of everything we do. They provide the basis within which we engage with our employees, and ultimately influence and shape our organisational culture. They are the driving force behind all the work we do.



We will find a better way

– we will find creative, innovative and practical solutions to problems.



We will make it happen

– we are determined and take responsibility in all we do.



We will show respect

– we will value everyone, support each other and work objectively without bias or prejudice.



We will be collaborative

– we will work together with our partners and stakeholders to achieve shared goals.

Strategic Priorities

The three strategic priorities of the Council are:

1. Delivering valued, sustainable services

In order that the Council can continue to focus its efforts and activities on the needs of its residents, communities and businesses, this priority will be underpinned by ensuring continued demonstration of financial sustainability through the medium term. This is the foundation for ensuring that there are the resources to continue to enable residents to receive excellent high-quality services that are responsive and accessible to local needs.

2. Low cost, low carbon energy across the district

The Council will look to find ways to reduce energy consumption and bills in Council civic buildings, Council housing, and help others to do the same, such as privately owned homes, businesses and other public and voluntary sector organisations. Support programmes and initiatives will be developed that meet national standards of accreditation to ensure performance in use is optimised. A performance measurement approach will also be developed to assess the long-term benefits of the improvements made.

3. Creating vibrant, safe and healthy communities of the future

We will work with communities, businesses and public sector partners to enable and support improvements where people's community, economic and housing needs can be met. This will facilitate a better and more sustainable balance with the natural world that will allow our communities and businesses to thrive in a sustainable and safe way.

How we will deliver our Strategic Priorities

The framework below sets out what the Council wants to achieve within each of the Council’s three strategic priorities.

This will inform and shape how:

- Service areas develop, review, and update their service area actions plans.
- External funding bids will be targeted.
- Suitable projects will be identified for consideration.
- Our communication priorities will be set.
- The strategy informs the performance framework that explains how the priorities, values and vision are aligned and woven into the fabric of the Council.

1. Delivering valued, sustainable services

In order that the Council can continue to focus its efforts and activities on the needs of its residents, communities and businesses, this priority will be underpinned by ensuring continued demonstration of financial sustainability through the medium term. This is the foundation for ensuring that there are the resources to continue to enable residents to receive excellent high-quality services that are responsive and accessible to local needs.

Strategic Goals What we want to achieve	Ways we will deliver this	Lead portfolio
Ensure sustainability is at the heart of our decision making.	We will develop climate and sustainability impact tool to help inform, shape and improve our decision making.	Climate
Continue to ensure the Council’s finances remain on a firm and sustainable footing.	Our medium-term financial strategy will set out the steps we will take to ensure we continue to be financially sustainable and can continue to invest across the district – this will include making better use of existing resources and consider how we can increase income generating opportunities.	Resources
	Our change programme will improve the efficiency and effectiveness of how the Council delivers services to ensure they remain responsive and accessible to customer needs.	Transformation and Resources

<p>Achieve and demonstrate delivery of high-quality services.</p>	<p>By reviewing how Council services are delivered and measuring performance will help ensure high quality services are being delivered across the Council.</p>	<p>All</p>
	<p>The Digital and Customer Strategy and Change Management Programme will make it easier for customers to contact the Council 24/7, 365 days a year and enable our customer service team to help more customers at the first point of contact through different communication channels.</p>	<p>Transformation</p>
	<p>We will measure our performance and develop how we use data, benchmarking and customer insight to ensure we continuously learn and improve how we deliver services.</p>	<p>Transformation</p>
	<p>We will further develop our approach to commissioning and contract management across the Council to continue to ensure residents receive the best service possible and value for the taxpayer.</p>	<p>Resources</p>
	<p>Ensure Council homes are safe and meet the Decent Homes standard for all our tenants including improving the energy efficiency of their homes and meeting all new social housing regulatory requirements.</p>	<p>Housing and Assets</p>
<p>We want to attract and retain the best talent to deliver our ambitions.</p>	<p>Our People Strategy will help to attract the right people with the right skills the Council needs and are recognised locally, regionally and nationally as an employer of choice.</p>	<p>Transformation</p>
<p>Ensure the best use of the Council’s assets and resources to deliver the Council’s wider corporate aims and support the circular economy.</p>	<p>A new Asset Strategy and Management Plan will set out how we will best use our assets to drive sustainability, enable regeneration, and commercial value to contribute to our long-term financial position and place shaping ambitions.</p>	<p>Housing and Assets</p>
	<p>We will continue to develop our approach for maximising social value through our place shaping initiatives and investments, to recycle the Warwick District Pound.</p>	<p>Place</p>

2. Low cost, low carbon energy across the district

The Council will look to find ways to reduce energy consumption and bills in Council civic buildings, Council housing, and help others to do the same, such as privately owned homes, businesses and other public and voluntary sector organisations. Support programmes and initiatives will be developed that meet national standards of accreditation to ensure performance in use is optimised. A performance measurement approach will also be developed to assess the long-term benefits of the improvements made.

Strategic Goals What we want to achieve	Ways we will deliver this	Lead portfolio
Reduce energy consumption and carbon emissions from the council's public buildings.	Significantly improve the energy efficiency of Council buildings and introduce renewable energy generation capacity where possible.	Climate
	Assess the creation of an investment fund for energy conservation and energy generation projects.	Climate
Reduce energy consumption and carbon emissions from the existing Council Housing	<p>Develop a Decarbonisation and Energy Efficiency Strategy, for existing Council homes to reach a minimum of EPC C by 2030.</p> <p>Aim to go further to reduce carbon emissions and energy bills for Council tenants by exploring how we can maximise the impact and prioritisation of our maintenance programme and any external funding opportunities.</p> <p>This will include developing the toolkit to measure and assess impact.</p>	Climate
Provide homes which are safe and meet the Decent Homes standard for all our tenants including improving the energy efficiency of their homes.	Working with tenants and using sector best practice to ensure that our homes are safe, energy efficient, free from damp and mould and, as a minimum, meet decent home standards.	Housing and Assets
Ensure new housing developments led by the Council are exemplars of planning and construction to meet the climate emergency and other challenges.	New Council homes are net zero carbon in operation. To support this, we will set out our aspirations relating to carbon performance and for WDC-led developments recognising that there may be times when these aspirations cannot be fully achieved in light of viability.	Climate
Explore multiple, innovative approaches to make it easier for others in the districts.	By working in partnership locally, regionally and nationally, we will identify, evaluate and undertake initiatives to help local people reduce their energy needs.	Climate

3. Creating vibrant, safe and healthy communities of the future

We will work with communities, businesses and public sector partners to enable and support improvements where people’s community, economic and housing needs can be met. This will facilitate a better and more sustainable balance with the natural world that will allow our communities and businesses to thrive in a sustainable and safe way.

Strategic Goals What we want to achieve	Ways we will deliver this	Lead portfolio
<p>Support all our communities, urban and rural, to be economically ready for the future, with the right infrastructure and protect community identity with a focus on people and environment.</p>	<p>Enhance our town centres by working with businesses in place making initiatives, events and active travel to support the daytime and nighttime economy.</p> <p>This will include taking forward the future high street fund and the progression of the creative quarter.</p>	Place
	<p>Any opportunities for an investment zone will focus on the transition to a green economy, protect against unsuitable development and deliver for biodiversity, sustainable transport, and job creation.</p>	Arts & Economy
	<p>Promote the district as a location for advanced manufacturing, “green” industries, creative games and hi-tech based companies, building on our national reputation.</p> <p>Work with educational establishments to inspire people to learn new skills, help local people access jobs and opportunities.</p>	Arts & Economy
	<p>Increase the volume of high quality, low carbon, affordable and social housing including increasing the Council’s and Milverton Homes’ home building activity.</p> <p>This will help meet demand for housing and help tackle rough sleeping and homelessness.</p>	Housing & Assets

<p>Promote vibrant communities, a welcoming atmosphere and good mental and physical health and wellbeing within all our towns and villages.</p>	<p>Support our creative community, including local artists, dancers, actors, musicians and history and heritage organisations through a revised Creative Framework and a programme of support through UKSPF projects.</p>	<p>Arts & Economy</p>
	<p>Build on our reputation as a home for national and international sporting events.</p>	<p>Communities and Leisure</p>
	<p>Encourage everyone to have a more active lifestyle via use of our leisure centres, parks and open spaces, other sports facilities, and the provision of other outreach activities.</p>	<p>Communities and Leisure</p>
	<p>Review, update and continue to take forward initiatives in the Climate Emergency Action Programme and evaluate their impact.</p>	<p>Strategic leadership</p>
	<p>Using our joint WDC/SDC new Local Plan to:</p> <ul style="list-style-type: none"> • prioritise housing development on brownfield sites. • minimize use of greenfield sites where possible. • promote new developments using 20-minute neighbourhood/settlement designs. • ensuring convenient access to services and shop. • protect existing community identities. • ensure the provision of appropriate infrastructure is available to support new and existing development. 	<p>Place</p>
	<p>In partnership with Warwickshire County Council, promote and implement active travel choices as a priority – public transport, walking and cycling.</p>	<p>Place</p>
	<p>Adopt a Net Zero Carbon DPD and provide supplementary guidance, training and support to ensure that new homes and other building in the district are net zero carbon.</p>	<p>Place</p>

<p>Enhance the Biodiversity of the District</p>	<p>Increase the level of biodiversity on Council owned land and create a network of accessible linked biodiversity rich spaces.</p>	<p>Neighbourhood</p>
	<p>Encourage residents, communities and businesses to enhance the biodiversity of the district using the planning system, the Biodiversity Net Gain legislation and other opportunities.</p>	<p>Neighbourhood</p>
<p>To champion new and innovative ways of working together to improve health, safety, wellbeing and tackle inequalities – focussing on prevention and building resilience in communities.</p>	<p>Reduce health inequalities within the district and develop a series of health and community wellbeing hubs.</p>	<p>Communities and Leisure</p>
	<p>Develop and implement an asset based community development strategy where the Council and partners will work with communities to build capacity to help address their own health, safety and wellbeing needs, especially those with a more deprived socio-economic or isolated backgrounds.</p>	<p>Communities and Leisure</p>
	<p>Working with partners to deliver community safety interventions to address ASB and fear of crime.</p>	<p>Communities and Leisure</p>

Some of the ways the Strategy will benefit the residents, communities and businesses of Warwick District

Residents

- ✓ It will be quicker and easier for residents to contact and receive help and services from the Council.
- ✓ More time and resources freed up to help those most in need.
- ✓ Increase in job opportunities.
- ✓ More new affordable social homes that will help reduce the housing waiting list.
- ✓ Lower energy bills for Council tenants.
- ✓ Improved leisure and sport facilities that improve sport and wellbeing opportunities.
- ✓ Safe, Clean, and Green environment.
- ✓ A better understanding of our residents needs through improved engagement.

Communities

- ✓ Reduction in carbon emissions and air pollution.
- ✓ Community hubs that provide community support facilities.
- ✓ Local improvements and support from social value achieved resulting from Council investments in the district.
- ✓ Enhanced living environments resulting from sustainable regeneration.
- ✓ More opportunities to participate in sport and leisure opportunities.
- ✓ Improved community wellbeing.
- ✓ Council will have a better understanding of its communities and their needs.

Businesses

- ✓ Increase in visitors to Warwick District that will support the tourism and hospitality sectors.
- ✓ More skilled local people.
- ✓ Further strengthening of the creative and digital sector will support business growth and the local economy.
- ✓ More business opportunities for the local supply chain and green industries.
- ✓ Increased town centre footfall.



How success will be measured

The Corporate Strategy will be assessed through measures that will develop and evolve through the life of the strategy. The table below sets out for each priority, some success measures that may be used to identify trends and hence indicate the impact of the strategy between now and 2030. The measures developed will be informed where possible through benchmarking and other evaluation techniques.

Strategic priority	Sample success measures
Delivering Valued, Sustainable Services	<ul style="list-style-type: none"> • MTFs and balanced budget underpinned by in-year revenue. • Number of customers transacting with the Council via digital services. • Value of non-cash efficiencies realised to free up resources to help those most in need. • % customer satisfaction with Council services. • Improved SAP rating of performance. • Recruitment and retention data. • Number of apprentices that secure a permanent role with the Council. • Improvements in Decent Homes Standards • Amount of external funding secured.
Low cost, low carbon energy across the District	<ul style="list-style-type: none"> • Reduction in total energy consumption (gas and electricity) from WDC assets excluding housing in previous 12 months. • Renewable energy produced within WDC buildings or land – kWh in previous 12 months. • Number of carbon reduction measures implemented in non-council housing in the last year as a result of WDC actions. • % of WDC homes.
Creating Vibrant, Safe and Healthy Communities of the Future	<ul style="list-style-type: none"> • % overall resident satisfaction in Warwick District as a place to live. • Increases in biodiversity as identified through the Biodiversity Action Programme. • Increases in footfall to the high street. • % reductions in carbon emissions against 2018 baseline. • Number of digital and creative businesses moved to or opened up in the district. • Amount and type of social value achieved. • % footfall at active leisure activities. • Positive outcomes from community wardens scheme. • Number of additional net zero social houses built.

Our approach to managing risk

We have an ambitious plan for Warwick District and therefore need to ensure that as we take initiatives forward to improve the quality of life and environment, we actively consider, evaluate and manage risks.

Our approach to risk will be that of being 'risk aware rather than risk averse'.

This approach will be underpinned by our Risk Management Policy that informs how we identify, assess, review, control and manage risks across the Council.

How progress will be monitored

The Council will monitor and review the progress of this strategy in the following ways:

- A set of key performance indicators will be developed and incorporated into service area action plans that show how services are performing and how progress will be tracked over over time.
- Our project register will allow us to monitor and manage progress and plan resources.
- Completed projects will be reviewed to assess if we have achieved all the benefits expected.
- Where possible, we will regularly use external benchmarking to help inform how we are progressing.
- Publish case studies around the impact of the improvements we have made.
- Regular reporting of progress to Cabinet and Council.
- Progress of the strategy and actions will be subject to an annual review by the Council's Overview and Scrutiny Committee.
- Review of feedback from stakeholders including, residents, communities, businesses, and public sector partners.
- The strategy will be reviewed on a bi-annual basis to reflect any changes in the internal and external operating environments.
- Every three years undertake an independent resident satisfaction survey.



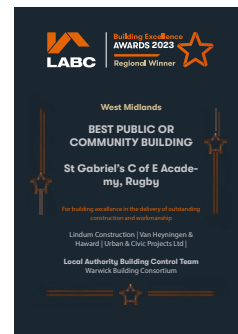
Just some of the organisations we work in partnership with





Follow us: www.warwickdc.gov.uk/corporatestrategy





Fees and Charges 2024/25				Actuals	Original	Latest	Proposed
Fund	Department	2022/23	2023/24	2023/24	2023/24	2024/25	2024/25
		£	£	£	£	£	£
General Fund	Safer Communities, Leisure & Environment	71,199	121,200	123,900	87,700		
General Fund	Customer & Digital Services	53,911	55,000	55,000	60,500		
General Fund	Housing	154,589	29,700	29,700	580,500		
General Fund	Neighbourhood and Assets	6,648,395	8,381,100	8,314,700	8,542,300		
General Fund	Place, Arts and Economy	633,160	625,000	625,000	651,900		
	General Fund Total	7,561,254	9,212,000	9,148,300	9,922,900		
Housing Revenue Account (HRA)	Housing Revenue Account (HRA)	592,802	575,000	575,000	652,100		
	Housing Revenue Account (HRA)	592,802	575,000	575,000	652,100		
General Fund - Ring Fenced Accounts	Land Charges	135,521	132,000	132,000	115,000		
General Fund - Ring Fenced Accounts	Building Control	797,303	711,000	711,000	711,000		
General Fund - Ring Fenced Accounts	Licensing & CCTV	330,829	280,800	280,800	400,200		
	Total Ring Fenced	1,263,653	1,123,800	1,123,800	1,226,200		
	Total Fees & Charges	9,417,709	10,910,800	10,847,100	11,801,200		

Safer Communities, Leisure & Environment				Actuals	Original	Latest	Proposed
Service	Activity	2022/23	2023/24	2023/24	2023/24	2024/25	2024/25
		£	£	£	£	£	£
Sports & Leisure	Tennis	3,141	2,000	2,000	20,000		
Sports & Leisure	Bowls	1,434	19,000	19,000	6,500		
Sports & Leisure	Football, Rugby, Hockey Pitches	20,883	24,700	24,700	24,000		
Sports & Leisure	Miscellaneous Charges	1,434	6,700	6,700	0		
Sports & Leisure	Edmondscote Track	20,156	22,100	22,100	0		
Sports & Leisure	Lillington Recreation Centre	585	11,200	11,200	11,400		
Environmental Health	Environmental Health	14,445	17,500	17,500	12,900		
Environmental Health	Animal Licensing	9,121	18,000	20,700	12,900		
	Safer Communities, Leisure & Environment	71,199	121,200	123,900	87,700		

Customer & Digital Services				Actuals	Original	Latest	Proposed
Service	Activity	2022/23	2023/24	2023/24	2023/24	2024/25	2024/25
		£	£	£	£	£	£
CIS	Street Naming and Numbering	53,911	55,000	55,000	60,500		
	Customer & Digital Services	53,911	55,000	55,000	60,500		

Housing				Actuals	Original	Latest	Proposed
Service	Activity	2022/23	2023/24	2023/24	2023/24	2024/25	2024/25
		£	£	£	£	£	£
Landlord Operations	HMO Renewal	153,989	23,800	23,800	41,300		
Landlord Operations	MEES Regulations	600	5,900	5,900	10,000		
	Additional HMO Licensing	0	0	0	529,200		
	Housing	154,589	29,700	29,700	580,500		

Fees and Charges 2024/25					
Neighbourhood and Assets					
Service	Activity	Actuals	Original Budget	Latest Budget	Proposed Budget
		2022/23	2023/24	2023/24	2024/25
		£	£	£	£
Bereavement Services	Cemeteries - Burial Rights	174,494	252,500	252,500	178,400
Bereavement Services	Cemeteries - Interments	253,439	227,800	227,800	241,800
Bereavement Services	Cemeteries - Memorial Permit	44,569	62,300	62,300	49,000
Bereavement Services	Cemeteries - General Fees & Charges (other)	10,083	0	0	11,900
Bereavement Services	Cemeteries - Cemeteries - other	8,128	11,000	11,000	0
Bereavement Services	Crematorium - Cremation	1,284,785	1,951,900	1,951,900	1,857,700
Bereavement Services	Crematorium - Cremation-Other	in above	58,200	58,200	17,700
Bereavement Services	Crematorium - Interments	436,999	in above	in above	-
Bereavement Services	Crematorium - Sale of Goods	6,621	in above	200	200
Bereavement Services	Crematorium - Book of Remembrance & Rememb Cards	in above	in above	in above	25,800
Bereavement Services	Crematorium - Memorial Garden	in above	in above	in above	13,000
Bereavement Services	Crematorium - Media Services	in above	in above	in above	15,300
Contract Services	Car Parking - Car Parking Charges	3,191,110	3,600,000	3,585,000	3,643,600
Contract Services	Car Parking - Season Tickets	280,202	264,500	264,500	240,100
Contract Services	Car Parking - Excess Charges	104,895	110,000	125,000	125,000
Contract Services	Car Parking - Other Income	11,266	10,000	10,000	9,100
Contract Services	Refuse Collection - Green Waste	752,136	1,600,000	1,600,000	1,848,000
Contract Services	Refuse Collection - Additional Bins/Bags etc	70,199	138,100	100,000	120,000
Contract Services	Refuse Collection - Bulky Refuse Tickets	in above	91,300	43,000	120,000
Contract Services	Jephson Gardens	0	3,500	2,800	3,100
Contract Services	Green Spaces Contract	19,469	0	20,500	22,600
Neighbourhood and Assets		6,648,395	8,381,100	8,314,700	8,542,300

Place, Arts and Economy					
Service	Activity	Actuals	Original Budget	Latest Budget	Proposed Budget
		2022/23	2023/24	2023/24	2024/25
		£	£	£	£
Arts & Culture	Events - Royal Spa Centre	96,630	91,800	91,800	101,000
Arts & Culture	Additional Facilities - Royal Spa Centre	0	2,400	2,400	2,700
Arts & Culture	Assembly Room, Annexe, Education Room - Royal Pump Room	856	1,300	1,300	1,400
Arts & Culture	Art Exhibitions - Commission on sales - Royal Pump Room	160	100	100	100
Arts & Culture	Town Hall Room Hire	25,005	75,000	75,000	82,500
Development Management	Development Control - Pre-Application Advice Fees	83,780	90,000	90,000	40,000
Development Management	Self Building Section - Self Building Section	888	1,000	1,000	1,000
Economic Development & Regeneration	Enterprise Team	316,968	265,500	265,500	278,200
Economic Development & Regeneration	Markets - Markets	59,667	38,000	38,000	75,000
Economic Development & Regeneration	Miscellaneous Charges - Special Events	35,181	40,000	40,000	43,000
Economic Development & Regeneration	Miscellaneous Charges - Circuses and Fairs	in above	4,900	4,900	6,000
Economic Development & Regeneration	Bowls Championships - Bowls Championship - Parking	14,025	15,000	15,000	21,000
Place, Arts and Economy		633,160	625,000	625,000	651,900

Housing Revenue Account					
Service	Activity	Actuals	Original Budget	Latest Budget	Proposed Budget
		2022/23	2023/24	2023/24	2024/25
		£	£	£	£
Landlord Operations	Lifeline - Control Centre - General F&C	175,633	206,500	206,500	175,600
Landlord Operations	Lifeline - Control Centre - Sales of Goods	28,228	38,200	38,200	31,100
Landlord Operations	Lifeline - Private Customer - General F&C	388,941	330,300	330,300	445,400
Housing Revenue Account (HRA)		592,802	575,000	575,000	652,100

Ring Fenced Accounts					
Service	Activity	Actuals	Original Budget	Latest Budget	Proposed Budget
		2022/23	2023/24	2023/24	2024/25
		£	£	£	£
Licensing	Licences Income	318,218	279,200	279,200	380,500
Licensing	CCTV	12,611	1,600	1,600	19,700
Development Management	Building Control - Building Control Fees	797,303	711,000	711,000	711,000
Development Management	Local Land Charges	135,521	132,000	132,000	115,000
Ring Fenced Accounts		1,263,653	1,123,800	1,123,800	1,226,200

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Notes:		
i) Recommended charges to operate from 2nd January 2024 (unless otherwise stated).		
ii) Charges inclusive of Vat where applicable.		
iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)		
Safer Communities, Leisure & Environment		
Sports & Leisure		
Tennis		
Per court per hour (Excluding All Weather Pitch)		
<i>We Do Tennis operate the districts tennis courts and set the fees and charges by agreement with the Sports and Leisure Team.</i>		
Bowls		
Per person - per hour	£7.30	£8.00
Senior Citizens	£3.50	£4.00
Under 18's / Disabled / Unemployed	£3.50	£4.00
Under 5s		
Season Ticket	£103.00	£113.50
Club Season Ticket	£47.50	£52.50
Club Member Season Ticket	£47.50	£52.50
Rate for 1 rink per hour for clubs/organisations (greens only)	£1.30	£1.40
Rate for 1 rink per hour for clubs/organisations (plus function room per hr)	£1.50	£1.60
Special Rate room hire	£59.50	£66.00
Hire of Green (for morning, afternoon or evening session)	by negotiation	
Football		
Adult Hire of Pitch:		
a) Pitch only	£55.75	£55.75
b) With Dressing Room / Showers	£88.55	£88.55
Adult Hire of Pitch for Season (Once a week):		
a) Pitch only *	£770.00	£770.00
b) With Dressing Room / Showers *	£1,380.00	£1,380.00
Adult Hire of Pitch for Season (Once fortnightly):		
a) Pitch only *	£385.00	£385.00
b) With Dressing Room / Showers *	£690.00	£690.00
Junior Hire of Pitch:		
a) Pitch only	£30.45	£30.45
b) With Dressing Room / Showers	£55.75	£55.75
Junior Hire of Pitch for Season (Once a week):		
a) Pitch only *	£400.00	£400.00
b) With Dressing Room / Showers *	£690.00	£690.00
Junior Hire of Pitch for Season (Once fortnightly):		
a) Pitch only *	£200.00	£200.00
b) With Dressing Room / Showers *	£345.00	£345.00
* Exclusive of Vat. However, if bookings do not fulfil Customs and Excise criteria for Vat free charge, Vat must be added.		
<u>Summary of requirements for Vat free hire of sports facilities:</u>		
i) User must be a club, school or similar body.		
ii) Clear evidence of agreement required, e.g. exchange of letters.		
iii) Payment to be made in full whether or not hire takes place.		
iv) Hire must be for a sports season or three months, whichever is less.		
v) Hirer must have exclusive use of the facility for hire period.		
Edmondscote Athletics Track		
Day Tickets		
Adults	£7.20	£8.00
Juniors / Senior Citizens	£3.50	£4.00
Season Tickets		
Adults *	£182.00	£200.00
Juniors / Senior Citizens *	£90.90	£100.00
* Season Tickets - charges are reduced from 1st October to March 31st by 60%		

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Reservation of Track for Group Sessions		
Training:		
Session per hour to include pavillion use and floodlights	£45.00	£45.00
Sports Meetings - per session of four hours or part thereof		
Weekdays:		
Schools / Junior	£89.95	£99.00
each additional hour or part thereof (Schools / Junior)	£31.75	£35.00
Others	£139.00	£153.00
each additional hour or part thereof (Others)	£46.30	£51.00
Saturdays:		
Schools / Junior	£126.00	£139.00
each additional hour or part thereof (Schools / Junior)	£46.30	£51.00
Others	£200.00	£220.00
each additional hour or part thereof (Others)	£68.75	£76.00
Sundays:		
Schools / Junior	£163.00	£179.00
each additional hour or part thereof (Schools / Junior)	£60.80	£67.00
Others	£253.00	£278.50
each additional hour or part thereof (Others)	£89.90	£99.00
Use Of Floodlighting - per hour or part thereof **	£11.00	£12.00
Use of P.A. System - per period	£11.00	£12.00
Use of Pavilion Facilities - per 4 hour period	£49.50	£54.50
each additional hour or part thereof (Pavilion Facilities)	£20.00	£22.00
Pavillion Hire		
Hire of Vic Park Bowls Pavilion - external hirers per hr up to 4 hrs	£59.50	£65.50
Hire of Victoria Park Bowls Pavilion - internal hirers per day	£75.90	£83.50
Hire of Victoria Park Bowls Pavilion - internal hirers up to 4 hrs	£59.50	£65.50
Parks Exercise Permits		
<u>Monthly</u>		
<i>1-3 Sessions per week (Monthly)</i>		
Groups up to 5	£34.50	£38.00
Groups of 6 or more	£99.20	£109.00
<i>4 or More sessions per week (Monthly)</i>		
Groups up to 5	£66.10	£73.00
Groups of 6 or more	£165.00	£181.50
<u>Annual</u>		
<i>1-3 Sessions per week (Annual)</i>		
Groups up to 5	£356.50	£392.00
Groups of 6 or more	£1,005.00	£1,105.00
<i>4 or More sessions per week (Annual)</i>		
Groups up to 5	£674.50	£742.00
Groups of 6 or more	£1,666.00	£1,833.00
Community Sports Development		
Various courses/durations, at many locations from basic children's participation and learning up to adult advanced coaching/training.		
Prices from free of charge up to £50 per day dependent on the location, need and subsidy.		
Lillington Recreation Centre		
per morning / afternoon	£29.90	£33.00
per evening / weekend (per 2 hour session)	£29.90	£33.00
each additional hour or part thereof	£15.00	£16.50
Other Organisations:	by negotiation	by negotiation
Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students		
1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.		
Newbold Hall / Jephson Room, Spa Centre - for meetings relating to rights/improvement in lifestyle of people who are unemployed or hold a current decision notice for Income support.		

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
2. Facilities available at reduced charges during times shown.		
Edmondscote Athletic Track - Monday to Thursday 5.30 onwards and Sunday mornings	Junior rate	Junior rate
Coaching Courses	Reduced price on selected courses (see local press for details)	Reduced price on selected courses (see local press for details)
Art Gallery / Craft Courses	Reduced price on selected courses (see local press for details)	Reduced price on selected courses (see local press for details)
Royal Spa Centre	Reduced ticket prices at selected performances (see local press for details)	Reduced ticket prices at selected performances (see local press for details)
	Standby tickets for some concerts and shows, 50% reduction, dependant upon availability	Standby tickets for some concerts and shows, 50% reduction, dependant upon availability
	Tickets will only be sold 30 minutes prior to start of performance.	Tickets will only be sold 30 minutes prior to start of performance.

Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students

3. The department operates a whole range of other facilities which are offered without charge (such as paddling pools, playgrounds, parks, Jephson Gardens) and activities (such as Sunday Band concerts, plays in the parks) which are advertised in the local press as appropriate. Play schemes during the summer holidays are also free.

For full details of our services, or for further information on leisure opportunities, please ring the Safer Communities, Leisure and Environment team on 01926 456207

Note:

(a) Use of the above facilities free or at a reduced charge is conditional upon production of a current :

E.S. 40 (Job Seekers Allowance)
OR
Benefits Agency decision notice or book for Income Support
OR
Benefits Agency decision notice or book for Family Credit
OR
Students Association (Union) Card specifying Full time status or
Students Association (Union) Card, non-specific and Student aged under 25 years

(b) Children of the above may receive discounts on certain holiday courses

Everyone Active also offer discounts – please contact the Centres for further details

Licensing

Licensing and Registration (Vat not applicable)

Hackney Carriage Vehicle Licences

Vehicle Licence (HC) - Application	£67.00	£74.00
Vehicle Licence (HC) - Licence	£111.00	£122.00
Vehicle Licence (HC) – New	<u>£178.00</u>	<u>£196.00</u>
Vehicle Licence (HC) - Renewal Application	£67.00	£74.00
Vehicle Licence (HC) - Renewal Licence	£108.00	£119.00
Vehicle Licence (HC) – Renewal	<u>£175.00</u>	<u>£193.00</u>
Vehicle Licence (HC) - 6 months Renewal Application	£67.00	£74.00
Vehicle Licence (HC) - 6 months Renewal Licence	£54.00	£60.00
Vehicle Licence (HC) - 6 months Renewal	<u>£121.00</u>	<u>£134.00</u>
Horse Drawn Vehicle - Application	£66.00	£74.00
Horse Drawn Vehicle - Licence	£111.00	£122.00
Horse Drawn Vehicle Licence – New	<u>£177.00</u>	<u>£196.00</u>

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Horse Drawn Vehicle Renewal - Application	£66.00	£74.00
Horse Drawn Vehicle Renewal - Licence	£106.00	£117.00
Horse Drawn Vehicle Licence – Renewal	£172.00	£191.00
Horse Drawn Vehicle 6 months Renewal - Application	£66.00	£74.00
Horse Drawn Vehicle 6 months Renewal - Licence	£54.00	£60.00
Horse Drawn Vehicle Licence – 6 months Renewal	£120.00	£134.00
Vehicle Licence – transfer of vehicle/change of reg no	£54.90	£60.00
Replacement vehicle Plate	£33.70	£40.00
Replacement paper licence	£26.50	£30.00
Private Hire Vehicle Licences		
Vehicle Licence (PH) - Application	£66.00	£74.00
Vehicle Licence (PH) - Licence	£111.00	£122.00
Vehicle Licence (PH) – New	£177.00	£196.00
Vehicle Licence (PH) Renewal - Application	£66.00	£74.00
Vehicle Licence (PH) Renewal - Licence	£106.00	£117.00
Vehicle Licence (PH) – Renewal	£172.00	£191.00
Vehicle Licence (PH) 6 months Renewal - Application	£66.00	£74.00
Vehicle Licence (PH) 6 months Renewal - Licence	£54.00	£60.00
Vehicle Licence (PH) – 6 months Renewal	£120.00	£134.00
Vehicle Licence (PH) with Dispensation - Application	£69.00	£74.00
Vehicle Licence (PH) with Dispensation - Licence	£112.00	£123.00
Vehicle Licence (PH) – New with dispensation	£181.00	£197.00
Renewing Vehicle Licence with Dispensation (PH) - Application	£69.00	£74.00
Renewing Vehicle Licence with Dispensation (PH) - Licence	£108.00	£119.00
Vehicle Licence (PH) – Renewal with dispensation	£177.00	£193.00
Renewing 6 months Vehicle Licence with Dispensation (PH) - Application	£69.00	£74.00
Renewing 6 months Vehicle Licence with Dispensation (PH) - Licence	£57.00	£63.00
Vehicle Licence (PH) – 6 months Renewal with dispensation	£126.00	£137.00
Vehicle Licence – transfer of vehicle/change of reg no	£54.90	£60.00
Replacement vehicle Plate	£33.70	£40.00
Replacement paper licence	£26.50	£30.00
Operator Licence		
Private Hire Operator's Licence (5 year) - Application	£141.00	£155.00
Private Hire Operator's (5 year) - Licence	£1,052.00	£1,160.00
Operator's Licence - 5 year New	£1,193.00	£1,315.00
Private Hire Operator's Licence (5 year) - Renewal Application	£74.10	£80.00
Private Hire Operator's (5 year) - Renewal Licence	£1,052.00	£1,160.00
Operator's Licence - 5 year Renewal	£1,126.10	£1,240.00
Operators Licence NEW 1 year duration (not for website)	£352.00	£387.00
Operators Licence RENEWAL 1 year duration (not for website)	£284.00	£312.00
Replacement paper operator's licence	£26.50	£30.00
Driver's Licences (combined hackney carriage and private hire)		
HC/PH driver licence - grant 3 years - Application	£143.00	£157.00
HC/PH driver licence - grant 3 years - Licence	£340.00	£374.00
Driver's Licence – 3 years New	£483.00	£531.00
HC/PH driver licence - renewal 3years - Application	£124.00	£136.00
HC/PH driver licence - renewal 3years - Licence	£340.00	£374.00
Driver's Licence – 3 years Renewal	£464.00	£510.00
DBS check	£88.00	£88.00
Knowledge test	£97.20	£106.90
Medical Administration Fee (included in application)	£23.80	£26.20
Medical Administration Fee (without application)	£26.50	£29.00
Replacement plastic badge	£43.00	£47.00
Replacement Drivers Dashboard ID Badge	£49.90	£55.00
Replacement paper licence	£26.50	£30.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Sex Establishment Licence		
Sex Establishments Licence - new Application	£3,305.00	£3,305.00
Sex Establishments Licence - new Licence	£6,215.00	£6,215.00
Sex Establishments Licence - New	£9,520.00	£9,520.00
Sex Establishments Licence - Renewal Application	£3,105.00	£3,105.00
Sex Establishments Licence - Renewal Licence	£6,215.00	£6,215.00
Sex Establishments Licence Renewal - Total Fee	£9,320.00	£9,320.00
Transfer	£3,040.00	£3,040.00
Variation	£3,040.00	£3,040.00
Street Trading Consents		
Static Pitch	£384.00	£422.00
Touring Pitch	£363.00	£399.00
Day Trader	£80.00	£88.00
Group Trading		
Category 1 (up to 20)	£135.00	£149.00
Category 2 (21 to 49)	£168.00	£184.00
Category 3 (50 to 75)	£202.00	£222.00
Category 4 (76 to 99)	£236.00	£260.00
Category 5 (over 100 traders)	£270.00	£297.00
Transfer of Consent	£56.20	£62.00
Variation to Consent	£80.70	£89.00
Replacement Badge	£33.70	£37.00
Replacement Paper Consent	£26.50	£30.00
Additional Employee registration	£53.90	£59.00
Small Lotteries		
Applications	£40.00	£40.00
Renewals	£23.00	£20.00
Scrap Metal		
Site licence (new)	£1,070.00	£1,177.00
Site licence (renewal)	£898.00	£988.00
Site licence (variation)	£101.00	£111.00
Site licence (additional)	£897.00	£987.00
Collector licence (new)	£862.00	£948.00
Collectors licence (renewal)	£829.00	£912.00
Collector licence (variation)	£101.00	£111.00
Replacement/copy of licence	£26.50	£30.00
Change of licence details	£40.50	£45.00
Change of site manager	£93.90	£103.00
Change of site	£209.00	£230.00
Replacement ID Badge	£40.30	£45.00
CCTV viewing charge	£151.00	£166.00
Environmental Health		
Food Inspection		
<i>(Vat not applicable)</i>		
Food Safety Inspections	£250.00	£275.00
Food Hygiene rating rescoring	£250.00	£275.00
Food Export Health Certificate	£97.00	£107.00
Primary Authority Fees		
<i>(Vat not applicable)</i>		
<i>Primary Authority Fees charged from 1st April - 31st March</i>		
One off set up fee	£305.00	£330.00
Minimum Package	£205.00	£220.00
Small Package	£290.00	£314.00
Medium Package	£1,100.00	£1,188.00
Large Package	£2,077.00	£2,244.00
Super package	£2,851.00	£3,080.00
Bespoke as agreed	as agreed	as agreed
Hours over contract	£102.00	£111.00
Pollution Control		
<i>(Vat not applicable)</i>		
Contaminated Land Search	£159.00	£175.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Environmental Health - Licensing <i>(Vat not applicable)</i>		
Animal Licensing		
Dangerous Wild Animals Licence	£612.00	£673.00
Zoo Licence – New 5 Years (plus Vet fees if applicable)	£2,000.00	£2,200.00
Zoo Licence – Renewal 6 Years (plus Vet fees if applicable)	£2,285.00	£2,514.00
Dog Day Care and Home Boarding		
Dog Day Care and Home Boarding Application	£208.00	£229.00
Licence Fee 1 yr	£139.00	£153.00
Licence Fee 2 yr	£194.00	£213.00
Licence Fee 3 yr	£250.00	£275.00
Additional Host (franchise) added to Application fee	£83.30	£92.00
Commercial Animal Boarding (Dogs and Cats)		
Animal Boarding (1-25 animals) Application	£277.00	£305.00
Animal Boarding (Over 25 animals) Application	£347.00	£382.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Selling Animals as Pets (Pet Shops)		
Application fee	£416.00	£458.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Training Animals for Exhibition (Performing Animals)		
Training Animals for Exhibition Application	£277.00	£305.00
Licence Fee 3 yr	£138.00	£152.00
Hiring of Horses (Riding Establishments)		
Hiring of Horses Application (1-16 Horses)	£277.00	£305.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£319.00	£351.00
Licence Fee 3 yr	£458.00	£504.00
Hiring of Horses Application (17 or more Horses)	£347.00	£382.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£319.00	£351.00
Licence Fee 3 yr	£458.00	£504.00
Dog Breeding		
Dog Breeding Application (1-10 bitches)	£277.00	£305.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Dog Breeding Application (11 or more bitches)	£347.00	£382.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Variations		
Variations (charge depends on nature of variation and if a visit is required)from Additional Animals (not requiring a visit)	£55.50	£61.00
Requests for re-inspections	£250.00	£275.00
Local Government (Misc. Provisions) Act 1982		
Premises Registration Ear Piercing, Tattooing (Application)	£208.00	£229.00
Premises Registration Ear Piercing, Tattooing (Licence Fee)	£166.00	£183.00
Personal Registration Electrolysis, Acupuncture (Application)	£152.00	£167.00
Personal Registration Electrolysis, Acupuncture (Licence Fee)	£166.00	£183.00
Temporary Tattoo Events - Cost per Day	as advised	
Temp Event Premises registration (per business) -Applic	£97.20	£107.00
Temp Event Premises reg (per business at event) -Licence	£166.00	£183.00
Variations to above licences (From) - new charge	£48.30	£53.00
Alcohol Licensing Fees		
Annual Fee	as advised	as advised
Change of Address/Replacement Licences	£12.10	£10.50
Minor Variation Application	£102.00	£89.00
Notification of Interest	£24.20	£21.00
Personal Licence Application	£42.60	£37.00
New Premises Application	as advised	as advised
Transfer of Designated Premises Supervisor (DPS)	£26.50	£23.00
Temporary Event Notice (TENS)	£21.00	£21.00
Transfer of Premises Licence	£26.50	£23.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Pavement Licensing Regime		
Pavement Licensing	£100.00	£100.00
Customer & Digital Services		
Street Naming and Numbering		
Rename/number existing property (per property)	£50.00	£55.00
Amend a Development Layout (per plot affected)	£100.00	£110.00
Add a name to existing numbered property	£50.00	£55.00
Naming of a New Street	£165.00	£181.50
Numbering of New Development - 1-10 plots (per Plot)	£100.00	£110.00
Numbering of New Development - 11+plots (per Plot)	£1000 plus £30 per plot	£1100 plus £33 per plot
Additional copies of 'Confirmation of Address' letters	£30.00	£33.00
Renaming of a street	Upon request	Upon request
Housing		
Housing and Property		
Home Improvement Agency fee (% cost of works)	15.0%	tbc
Immigration Inspection Fee	£186.00	£204.60
Housing Act Part 1 Notice Administrative Fees		
single notice	£200.00	£220.00
multiple notices	£250.00	£275.00
<u>Houses in Multiple Occupation Licensing (Mandatory)</u>		
<u>New Applications</u>		
5 only	£964.00	£964.00
6 to 12	£1,116.00	£1,116.00
13 to 20	£1,278.00	£1,278.00
21+	£1,476.00	£1,476.00
<u>Licence Renewal Fees</u>		
5 only	£733.00	£733.00
6 to 12	£843.00	£843.00
13 to 20	£970.00	£970.00
21+	£1,116.00	£1,116.00
Late Licence Application Fee (after initial reminder letter)	£139.00	£139.00
<u>Administrative Charges</u>		
Repeat requests for documents	£70.60	£70.60
Photocopying Charges:	£6.90	£6.90
<u>Houses in Multiple Occupation Licensing (Additional) [new from January 2024]</u>		
		tbc at Council 26/9/23
<u>Full Fee Applications</u>		
3 to 5	n/a	£964.00
6 to 12	n/a	£1,116.00
<u>Discounted Fees</u>		
3 to 5	n/a	£800.00
6 to 12	n/a	£926.00
<u>Administrative Charges</u>		
Repeat requests for documents	n/a	£70.60
Photocopying Charges:	n/a	£6.90
<u>Mobile Homes Act 2013 Fees</u>		
Fit and Proper person charge for Caravan operator	£252.00	£277.20
<u>Mobile Home Site New Application/Variation Fee</u>		
sites with up to 10 units	£357.00	£392.70
sites with 11 to 50 units	£400.00	£440.00
sites with 51 to 100 units	£442.00	£486.20
sites with more than 100 units	at cost	

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Mobile Home Site Annual Inspection Fee		
sites with up to 10 units	£286.00	£314.60
sites with 11 to 50 units	£329.00	£361.90
sites with 51 to 100 units	£370.00	£407.00
sites with more than 100 units	at cost	
Mobile Home Site Re-inspection Fee	£105.00	£115.50
Mobile Home Site Administrative Fee	£42.40	£46.60
Minimum Energy Efficiency Standards (MEES) Regulations		
Penalty fees for breach of MEES regulations: (Vat not applicable)		
£2,000 for renting out a non-compliant property for less than 3 months	£2,000.00	£2,000.00
£4,000 and a publication penalty for renting out a non-compliant property for 3 months or more.	£4,000.00	£4,000.00
£1,000 and a publication penalty for providing false or misleading information on the PRS Exemptions Re	£1,000.00	£1,000.00
£2,000 and a publication penalty for failure to comply with a compliance notice	£2,000.00	£2,000.00
Lifeline Services - HRA		
Warwick Response		
WDC tenants living in designated or sheltered schemes Vat exempt		
Disabled tenants Vat zero rated		
All other customers should have Vat added to their charges at the prevailing rate.		
Weekly charges		
Monitoring Service only	£1.95	£2.10
Monitoring Service and Equipment Rental (analogue)	£3.65	£4.00
Discretionary services (New Tenants only):		
Supply and Install Keysafe	Cost + £35	
Moving Lifeline (i.e. to a different room)	£50.00	£55.00
Service call out (faults) *	£50.00	£55.00
per hour		
Replacement batteries *	Cost + £35	
Replace lost cables *	Cost + £35	
Replace pendant *		
program / post	Cost + £22	
program / deliver	Cost + £35	
* Charge will be made once the product's warranty expires		
Lifeline Services Equipment and Products		
Tunstall Products (discontinued for new customers)		
Lifeline Vi and My Amie pendant		
installed	£75.00	£80.00
My Ami		
posted	£60.00	£66.00
installed	£85.00	£93.50
Neck Cord		
posted	£5.00	£5.50
Thin wrist strap		
posted	£5.00	£5.50
Thick wrist strap		
posted	£5.00	£5.50
Easy press adapter		
installed	£30.00	£33.00
posted	£10.00	£11.00
Belt clip		
posted	£5.00	£5.50
Key ring		
posted	£5.00	£5.50
Minuet watch		
posted	£95.00	£104.50
installed	£110.00	£121.00
Cair Pendant (discontinued)		
installed	£70.00	£77.00
Bogus caller/panic button		
posted	£55.00	£60.50
installed	£80.00	£88.00
Tunstall Smoke detector		
installed with Lifeline only	£50.00	£55.00
Vibby Falls Detector		
Purchase - installed	£125.00	£137.50

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Miscellaneous Products		
Footprint configured and posted (Price per week - rental option only)	£4.95	£5.40
OwnFone configured and posted (Price per week - rental option only)	£3.95	£4.30
Replacement items, e.g. cables, lanyards, cradles etc. (postal only)	£10.00	£11.00
Pivotell medication dispenser posted	£210.00	£231.00
installed	£235.00	£258.50
KEYSAFES		
Supra Keysafe		
Install at same time as Lifeline	£75.00	£80.00
install only	£95.00	£105.00
Keyguard XL keysafe		
install only (WDC tenant)	£45.00	£50.00
Install at same time as Lifeline (private client)	£55.00	£60.00
install only (private client)	£65.00	£70.00
Tynetec Products		
Tynetec Reach IP lifeline with pendant		
Rental - mail order (price per week rental option only)	£4.50	£5.00
Rental - installation charge	£75.00	£80.00
Tynetec Reach IP lifeline with falls detector		
Rental - mail order (price per week rental option only)	£4.60	£5.10
Rental - installation charge	£75.00	£80.00
Tynetec Falls Detector		
Purchase - mail order	£100.00	£110.00
Purchase - installed	£125.00	£135.00
Replacement Tynetec Pendant (lost or damaged)		
Mail order	£60.00	£65.00
Installed	£85.00	£90.00
Tynetec Smoke Detector		
Mail order	£60.00	£70.00
Installed	£95.00	£105.00
Wearbles pack (postal only)	£10.00	£11.00
Careium Products		
CareIP Mobile Lifeline (discontinued for new customers)		
Rental - mail order (price per week rental option only)	£4.25	£4.70
Rental - installation charge	£75.00	£82.50
Eliza 4G Lifeline		
Rental - mail order (price per week rental option only)	£4.70	£5.20
Rental - installation charge	£75.00	£80.00
Smoke Detector - cannot be installed stand alone		
Installed after Lifeline	Cost + £35	
Heat Detector - cannot be installed stand alone		
Installed after Lifeline	Cost + £35	
Careium Vibby - cannot be installed stand alone		
Installed	£100.00	£110.00
Wearbles pack (postal only)	£10.00	£11.00
Packages (all prices per month, HEROS £5 extra charge) discretionary useage		
Standard monitoring only pack	£19.50	£21.50
Safe and well pack (Monitoring and Keysafe installation)	£20.50	£22.60
Home response Package (monitoring and HEROS Service)	£24.50	£27.00
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£24.95	£27.40
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£27.95	£30.70
Packs without HEROS option		
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£19.95	£21.90
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£22.95	£25.20
HEROS (Home Emergency Response Service)bolt on	£5 per month	
Other Telecare Products (Narrative)		
Lifeline supplies many other subsidiary products that are compatible with our equipment. These are purchased from the supplier of the main Lifeline and are on an adhoc basis.		
The other supplies include items such as bed sensors, flashing beacons, flood detectors etc. they are all supplied at cost per item plus an installation charge (if not purchased at the same time as the Lifeline unit)		
Products are not individually listed on this document as there are hundreds of different options.		
Guest room		
Guest/Relatives of residents - per night	£25.00	£30.00
Guest/Relatives of residents - subsequent nights	£20.00	£25.00
Homelessness - per night	£20.00	£25.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Community Room Hire (per hour)		
Tenants	from £0 - £5	
Charities and community groups (Vat applies) price shown is net of Vat	£7.50	£8.30
Commercial (Vat applies) price shown net of Vat	£20.00	£22.00
Licences and long term bookings will be given consideration for a discount		

Neighbourhood and Assets

Cemeteries

(Free of Vat unless otherwise stated)

Sale Of Burial Rights * (For A Period Of 50 Years)

Standard grave with/without kerbstone for coffin/casket up to 6'9" x 25"	£2,084.00	£2,240.00
Large Grave	£2,605.00	£2,800.00
Selection Fee (Grave space chosen out of rotation)	£570.00	£600.00
Selection Fee (as above) - for child, 1/2 Size & Ashes	£285.00	£300.00
Child's grave	£925.00	£1,010.00
Half size grave for Cremated Remains	£925.00	£1,010.00
Exclusive Burial Rights - Garden of Remembrance	£390.00	£420.00
Extension of expired rights (standard* grave 5 year extension)	£209.00	£224.00

* extension of expired rights for non-standard size graves will be calculated pro-rata per square foot.

Graves purchased for future use will be charged out of rotation fee in addition to the fee for the exclusive right of burial

Interment *

Person aged 17 years and above :		
Adult interment (irrespective of depth)	£1,380.00	£1,515.00
Cremated Remains	£290.00	£320.00
Cremated Remains - St. Nicholas Church Yard	£290.00	£320.00
Children :		
Still-born to not exceeding 1 month (Parents are resident in WDC area)	No charge	
*Still-born to not exceeding 1 month (Parents NOT resident in WDC area)	£180.00	£195.00
Child aged between 1 month & 16 years (parents resident in WDC area)	No charge	
*Child aged between 1 month & 16 yrs (parents not resident in WDC area)	£180.00	£195.00
Woodland Burial (Oakley Wood)	£1,800.00	£1,850.00
Surcharge of 50% for non-residents		
* Fee recoverable from Central Government and is NOT charged to bereaved parents		

Memorial Fees

Headstone and other memorials up to 3' 6" - incl 1st inscript	£300.00	£300.00
Vase and other memorials under 1' 0" - incl 1st inscript	£300.00	£300.00
Additional Inscription	£150.00	£150.00
Kerbstones added to existing headstone	£200.00	£200.00
Kerbset memorials (including the first inscription)	£500.00	£500.00

Other Charges

Manual search of Burial Registers (per 30 mins or part thereof)		
Search burial register for genealogical research, per deceased <i>Includes email confirmation of details.</i>	£70.00	£77.00
Search burial register for genealogical research, per deceased <i>Includes confirmation of details sent by post</i>	£110.00	£121.00
Specialist contractor services	Cost + 20%	
Assistance when making arrangements without a funeral director	£115.00	£120.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)	No charge	No charge

Cemeteries

Use of Kenilworth Cemetery Chapel	£150.00	£155.00
Late arrival(charged after 10mins + for every subsequent 15mins)	£265.00	£295.00
Transfer exclusive right of burial	£125.00	£135.00
Preparing documents for relinquish of grant	£125.00	£135.00
Marking out grave	£80.00	£85.00
Temporary grave marker (1 year only)	£46.00	£50.00
Administration of late, incomplete or incorrect paperwork (after 10am, 3 working days prior to burial)	£87.00	£95.00
Late cancellation of burial (after 10am, 3 working days prior to burial)	£305.00	£335.00
Very Late cancellation of burial-if excavation has already been carried out	Full cost of interment	Full cost of burial
Late notification of coffin size or incorrect coffin size supplied (after 10am, 3 working days prior to burial)	£305.00	£335.00
Personal Delivery of cremated remains to Cemetery or within Warwick District	£155.00	£170.00

* Surcharge of 200% for non-residents on sale of burial rights and interments

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Crematorium		
<i>(Free of Vat unless otherwise stated)</i>		
Cremation Fee: (Including use of music system and/or Organ)		
Foetal remains and still-born to 1 month (parent resident in WDC)	No charge	No charge
Foetal remains and still-born to 1 month (parent NOT resident in WDC)	£180.00	£195.00
Child - aged between 1 month and 16 years (parent resident in WDC)	No charge	No charge
Child - aged between 1 month and 16 years (parent NOT resident in WDC)	£180.00	£195.00
Person aged 17 years and above	£990.00	£1,050.00
Person aged 17 years and above - non-resident	£990.00	£1,050.00
Body Parts	£180.00	£195.00
Additional Service Time - per half hour	£260.00	£285.00
Late departure	£280.00	£310.00
Communal cremation of foetal remains (per Coffin)	£180.00	£195.00
Cremation where there is no service	£500.00	£500.00
Premium on top of cremation fee for Saturday service	£500.00	£550.00
Caskets And Other Memorials (Inclusive of Vat)		
Scattering tube	£30.00	£33.00
Mini scattering tube	£18.00	£20.00
Ashes casket	£70.00	£75.00
Mini ashes casket	£30.00	£33.00
Ashes keepsake	£55.00	£60.00
Additional Biodegradable Oakley Wood caskets (1 supplied free with ashes that are collected)	£14.00	£15.00
Grave Marker (supplied at time of burial)	£46.00	£48.00
Carved wooden grave marker (supplied at the time of the burial)	£106.00	£115.00
Media Services (Inclusive of VAT)		
USB recording of service	£75.00	Delegated authority for HoS & PfH
Live streaming of service	£92.00	Delegated authority for HoS & PfH
Downloadable MP4 video file (only available for live streamed services)	£54.00	Delegated authority for HoS & PfH
Webcasting & USB recording (including visual tribute)	£174.00	Delegated authority for HoS & PfH
Webcasting & digital download of recorded funeral service (including visual tribute)	£150.00	Delegated authority for HoS & PfH
Visual Tribute - single still image	£24.00	Delegated authority for HoS & PfH
Visual Tribute, without music - Slideshow - Max 25 images	£48.00	Delegated authority for HoS & PfH
Visual Tribute, without music - slideshow - additional 25 images	£24.00	Delegated authority for HoS & PfH
Visual Tribute, with music - Slideshow - Max 25 images	£90.00	Delegated authority for HoS & PfH
Visual Tribute, with music - slideshow - additional 25 images	£24.00	Delegated authority for HoS & PfH
Visual Tribute - Family video file	£24.00	Delegated authority for HoS & PfH
Visual Tribute only - Digital download	£24.00	Delegated authority for HoS & PfH
Visual Tribute Only - USB	£75.00	Delegated authority for HoS & PfH
Urgent service - Visual tributes received less than 2 days prior to ceremony	£108.00	Delegated authority for HoS & PfH
Other Services		
Disposal of remains from other Crematoria	£135.00	£140.00
Certified copy of an entry in the Cremation register	£14.00	£14.00
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	£28.00	£30.00
Despatch of Cremated Remains by courier	Cost + 20%	cost + 20%
Duplicate certificate for cremated remains	£14.00	£14.00
Administration of late, incomplete and incorrect paperwork or funeral schedule (after 10am, 2 working days prior to cremation)	£87.00	£95.00
Late cancellation of service(after 10am,2 working days prior to cremation)	£305.00	£335.00
Assistance when making arrangements without a funeral director	£115.00	£120.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)	No charge	

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Book Of Remembrance (Inclusive of Vat)		
2 Line Inscription	£172.00	£180.00
5 Line Inscription	£230.00	£240.00
8 Line Inscription	£305.00	£330.00
Crests, etc.	£133.00	£144.00
Remembrance Cards (Inclusive of Vat)		
With 2 Line Inscription	£86.00	£96.00
With 5 Line Inscription	£115.00	£120.00
With 8 Line Inscription	£157.00	£168.00
Crests, etc.	£133.00	£144.00
Memorial Garden (Inclusive of Vat)		
Sanctum 2000 Unit		
- Supply and 10 year lease including inscription of up to 80 letters	£1,370.00	£1,500.00
- Additional 10 year lease	£665.00	£732.00
- New plaque (up to 80 letters)	£495.00	£540.00
- Inscribed designs A	£275.00	£300.00
- Inscribed designs B	£345.00	£375.00
- each additional letter	£5.40	£5.90
- refurbish existing plaque	POA	POA
- 2nd interment -80 letters inscrip	£475.00	£520.00
Refurbished columbaria with new plaque and 10 year lease	£1,100.00	£1,200.00
Vase Block and Inscribed relief tablet -Supply and 10 year lease	£765.00	£840.00
- Additional 10 year lease	£335.00	£366.00
New plaque (relief)	£240.00	£258.00
new plaque (gilded)	£255.00	£270.00
- refurbish existing plaque	POA	
Refurbished vase with new plaque and 10 year lease	£675.00	£675.00
Wooden Memorial Benches (with one plaque)	£1,980.00	£2,100.00
Granite Memorial Benches (with one plaque)	£1,980.00	£2,270.00
Granite Memorial Bench (with two plaques)	£2,150.00	£2,440.00
Granite Memorial Bench (with three plaques)	£2,380.00	£2,610.00
Plaque on communal memorial bench	£535.00	£540.00
Refurbish memorial bench	Cost + 20%	
Memorial tree	Cost + 20%	
Habitat memorial (eg bird or bat box)	£235.00	£240.00
Additional or replacement plaque (private benches)	£235.00	£240.00
Leaf or Acorn plaque	£495.00	£495.00
Bird plaque	£530.00	£530.00
Sustainable plaque scheme	£495.00	£540.00
Parking Services		
Leamington		
Bedford Street, Chandos Street, Covent Garden Surface		
7 Days a week charges (Short Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hour Maximum	£5.00	£5.10
Overnight Charge	£2.00	£2.20
Rosefield Street		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge	£2.00	£2.20
Adelaide Bridge		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge	£2.00	£2.20

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Bath Place, Court St, Packington Place ('Park & Stride' car parks)		
7 Days a week charges (Long Stay)		
1 Hour	£1.00	£1.00
2 hours	£2.00	£2.00
Day rate - all day	£3.00	£3.00
Overnight Charge	£2.00	£2.20
St. Peter's multi-storey car park 7 Days a week charges (Long Stay)		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.60	£5.70
Day rate - all day	£8.00	£8.00
Overnight Charge 6pm until 8am	£2.00	£2.20
Station Approach and Lower Road ('Park & Stride' car parks)		
7 Days a week Charges (Long Stay)		
1 Hour	£1.00	£1.00
2 hours	£2.00	£2.00
Day rate - all day	£3.00	£3.00
Overnight Charge	£2.00	£2.20
Kenilworth		
Abbey End & Square West car parks		
7 Days a week charges (Long Stay)		
1 Hour	£1.20	£1.30
2 hours	£2.10	£2.20
3 hours	£3.00	£3.10
4 hours	£3.90	£4.00
Day rate - all day	£6.30	£7.30
Overnight Charge 6pm to 8am	£2.00	£2.20
Abbey Fields		
7 Days a week charges (Long Stay)		
Up to 2 hours	Free	Free
3 hours	£3.00	£3.10
4 hours	£3.90	£4.00
Day rate - all day	£6.30	£7.30
Overnight Charge 6pm to 8am	£2.00	£2.20
Warwick		
St. Nicholas Park		
7 Days a week charges apply 8am - 6pm (Long Stay)		
Up to 2 hours free after 6pm	Free	Free
1 hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge 6pm to 8am	£0.00	£2.20
Castle Lane, The Butts, Priory Road and West Rock		
7 Days a week charges (Long Stay)		
1 hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge 6pm to 8am	£2.00	£2.20
New Street and West Gate		
7 Days a week charges (Short Stay)		
1 hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Overnight charges (6pm - 8 am)	£2.00	£2.20
Hampton Road (Formerly St. Mary's Lands Area 2) Including Coach / Motorhome parking provision.		
7 Days a week charges (Long Stay)		
1 hours		£1.00
2 hours		£2.00
Day rate - all day	£2.00	£3.00
Overnight charges (6pm - 8 am)	£2.00	£2.20

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Bread & Meat Close (Formerly ST. MARY'S LANDS - Area 3)		
7 Days a week charges (Short Stay)		
Up to 2 hours	Free	Free
3 hours	£2.50	£2.60
4 hours	£3.80	£3.90
Overnight charges (6pm - 8 am)	£0.00	£2.20
Vittle Drive (Formerly ST. MARY'S LANDS - Area 4)		
7 Days a week charges (Long Stay)		
1 hours	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£4.40	£4.50
Day rate - all day	£5.00	£5.00
Overnight charges (6pm - 8 am)	£2.00	£2.20
Myton Fields Picnic Area		
7 Days a week charges between 8am - 8pm Apr-Nov (Long Stay)		
1 hours	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.10	£5.10
Day rate - all day	£7.00	£8.00
Coach/motorhome parking provision - Designated Car Parks only	£5.00	£10.00
Penalty Charge Notices (Exempt From Vat)		
(Set by Central Government)		
Higher Rate (50% disc if paid in 14 days)	£70.00	£70.00
Lower Rate (50% disc if paid in 14 days)	£50.00	£50.00
Season Tickets		
<i>Charges exclude Vat. which should be added at the prevailing rate</i>		
Leamington Spa, Warwick & Kenilworth		
Long Stay ONLY (Excluding Pay on Foot Car Parks)		
Per Annum	£936.00	£1,030.00
Per Month	£96.00	£106.00
Leamington Spa Restricted Locations		
St. Peter's Pay (200 spaces only)		
Per Annum	£720.00	£792.00
Per Month	£84.00	£92.00
Adelaide Road (20 passes only)		
Per Annum	£588.00	£647.00
Per Month	£84.00	£92.00
Rosefield Street (20 spaces only)		
Per Annum	£588.00	£647.00
Per Month	£84.00	£92.00
Leamington Spa Old Town (Packington Place, Court St, Bath Place, Station Approach and Station Approach Lower Road)		
Per Annum	£570.00	£627.00
Per Month	£84.00	£92.00
Warwick Restricted Location Car Parks		
St. Nicholas Park, Warwick (100 spaces only)		
Per Annum	£588.00	£647.00
Per Month	£84.00	£92.00
West Rock (10 was 40 spaces only - reserved for Linen St MSCP displacement)		
Per Annum	£588.00	£647.00
Per Month	£84.00	£92.00
Hampton Road - formerly St Mary's Lands Area 2 (150 spaces)		
Per Annum	£126.00	£139.00
Per Month	£18.00	£20.00
Vittle Drive - formerly St Mary's Lands Area 4 (60 spaces)		
Per Annum	£588.00	£647.00
Per Month	£84.00	£92.00
Priory Road, Warwick (10 spaces only)		
Per Annum	£588.00	£647.00
Per Month	£84.00	£92.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Kenilworth Restricted Location Car Parks		
Square West (75 spaces only)		
Per Annum	£522.00	£574.00
Per Month	£76.00	£84.00
Abbey End (75 spaces only)		
Per Annum	£522.00	£574.00
Per Month	£76.00	£84.00
Abbey Fields (30 spaces only)		
Per Annum	£522.00	£574.00
Per Month	£76.00	£84.00
resident 12 month permit	£36.00	£40.00
Overnight Parking Permits -Park specific (Available for car parks - excludes Myton Fields) Overnight Parking: 18:00 - 09:00 only	£58.00	£64.00
St Peters and Coten End School Parking permits (term time only parking) Per Annum	£45.00	£50.00
Administration charge for Season Ticket Amend / Refunds	£8.00	£8.00
Release of vehicles from Multi-Storey car parks	£69.00	£69.00
Special Event Charge	£8.00	£8.00
Skips and Scaffolds on car parks:		
Per Day	£69.00	£69.00
Per Week	£265.00	£265.00
Disabled Drivers		
Vehicles displaying a valid 'Blue' Disabled Persons badge may park free of charge on any of the Council's Pay and Display car parks. Car Park Regulations and Orders apply. Those parking in pay on foot car parks will need to have their ticket endorsed by the inspector.		
Refuse Collection <i>(Vat not applicable)</i>		
Standard wheeled bin (grey, green or blue lidded grey)	£38.00	£39.00
Additional refuse bin (140 litres)	£25.00	£26.00
Recycling box and lid	£6.50	£6.50
Recycling box lid only	£2.00	£2.00
Food bin (23 litre)	£10.00	£10.00
Kitchen caddy (7 litre)	£5.00	£5.00
Replacement waste container charge - waiver Any resident who informs the council that they are unable to pay for receptacles, and who are eligible for the Council Tax Reduction Scheme, may have the charges waived (w.e.f. October 2017)		
Bulky Refuse Tickets:		
Collection of 1 item	£52.00	£35.00
Collection of 2 items	£52.00	£45.00
Collection of 3 items	£52.00	£60.00
Collection of 4 items	£68.00	£75.00
Collection of 5 items	£68.00	£75.00
<i>Senior Citizens / Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons</i>		
Collection of 1 item	£26.00	£26.00
Collection of 2 items	£30.00	£30.00
Collection of 3 items	£34.00	£34.00
Collection of 4 items	£40.00	£40.00
Collection of 5 items	£48.00	£48.00
Green Waste permit <i>Green waste permit charged from 1st April-31st March</i>	£40.00	£44.00
Green waste reusable bags <i>Green waste permit needs to be purchased but not displayed</i>	£5.00	£5.00
Waste Collection		
Fixed Penalty Notices - Legislation	Maximum	
Depositing Litter - S87/88 Env Protection Act (EPA) 1990	£2,500.00	£2,500.00
Graffiti & fly-posting - S3-47 Anti-Soc Behaviour Act 2003	£2,500.00	£2,500.00
Failure to Furnish documentation - s5B(2) Control of (Waste Carriers Licence) Pollution(Amend) Act 1989	£5,000.00	£5,000.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Failure to Produce authority (Waste Transfer Notes) S34A(2) EPA 1990	£5,000.00	£5,000.00
Failure to comply with Waste Receptacle Notice S46 & S47 EPA 1990	£1,000.00	£1,000.00
Community Protection Notices -S52 ASB Crime& Policing Act 2014	£2,500.00 unlimited in case of a body	£2,500.00
Fly-Tipping -Unauthorised deposit of Waste(Fixed Penalties) Regulations 2016	unlimited	
Jephson Gardens - Temperate House		
Charities/Community Groups/Schools - whole day	£68.40	£75.20
Charities/Community Groups/Schools - half day (up to 4 hours)	£45.60	£50.20
Small scale commercial / internal	£91.30	£100.40
Small scale commercial / internal	£60.80	£66.90
Large scale commercial	£137.00	£150.70
Large scale commercial	£91.30	£100.40
Floral displays income		
Hanging basket per unit	£85.00	£93.50

Place, Arts and Economy

Royal Spa Centre

With the exception of below, all charges are by negotiation

Catering

When light refreshments are required, please discuss with the Arts Section's Customer Services Team.

For functions requiring licensed refreshments, the Bar will be provided by and under the control of the Council.

Main Auditorium	by negotiation	by negotiation
-----------------	----------------	----------------

The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.

Balcony / Conservatory:	by negotiation	by negotiation
-------------------------	----------------	----------------

The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.

Royal Pump Room

Assembly Room: All By Negotiation Private, Non-Commercial Bookings:	80%	80%
Commercial Bookings:	100%	100%
Voluntary Organisations:	65%	65%
Annexe: Private, Non-Commercial Bookings:	80%	80%
Commercial Bookings:	100%	100%
Voluntary Organisations:	65%	65%
Schools, Colleges & Educational Groups:		
per day	£59.50	£65.50
per session (Half day)	£46.30	£51.00
Commercial or non-educational hirers - by negotiation with the Head of Cultural Services with a minimum charge of £10 per hour)		
Additional Facilities :		
Piano (Per booking)	£127.00	£140.00

Art Gallery And Museum:

Commission on pictures sold	30%	30%
-----------------------------	-----	-----

Town Hall

Town Hall Room Hire

Private, Non-Commercial Bookings	80%	80%
Commercial Bookings	100%	100%
Voluntary Organisations	65%	65%

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Development Control		
<i>Charges apply from 1st April</i>		
The Building (Local Authority Charges) Regulations 2010		
<u>Notes</u>		
1. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.		
2. For a 'building notice' application the entire fee is required immediately to process the application.		
Number of Dwellings		
Table 1: New Build Of Houses or Flats (Dwellings / flats up to 300m2)		
Full Plans Application : Submission Fee		
	1	£370.00
	2	£430.00
	3	£500.00
	4	£560.00
	5	£630.00
	6	£700.00
Full Plans Application : Inspection Fee		
	1	£660.00
	2	£850.00
	3	£1,050.00
	4	£1,250.00
	5	£1,435.00
	6	£1,635.00
Building Notice		
	1	£1,030.00
	2	£1,280.00
	3	£1,550.00
	4	£1,810.00
	5	£2,065.00
	6	£2,230.00

For sites with more than 6 dwellings please contact us for a quote

For the fee for new houses with floor areas in excess of 300m2 please contact Building Control.

The fee for a new house or flat includes the garage whether attached or detached.

For full plans applications the fees are split. The submission fee must be paid with the application.

The inspection fee can also be paid at the same time or be invoiced once the works have started.

Notes

1. In a domestic property if alterations (up to £5,000 value, window replacement, replacement roof or garage conversions) are taking place at the same time as an extension (not including loft or basement conversions) there is a 50% discount in the fees for the alterations.
2. If there is more than one extension on a single dwelling, the floor areas for each extension are added together for a single overall fee.
3. Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control .
4. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.
5. The floor area is internal, not including the area of the external walls.

Table 2: Certain Building Work in Dwellings

Full Plans Application: Submission Fee

1 Full (or part) garage conversion	£336.00	£400.00
1 Replacement windows	£152.00	£200.00
1 Domestic Re-roofing up to £10,000 value	£220.00	£250.00
Solar panels and replacement thermal elements	£220.00	£250.00
2 Erection of a garage or car port up to 60m ²	£336.00	£400.00
Domestic extensions up to 40m ²	£200.00	£220.00
3 Domestic extensions from 40m ² - 60m ²	£247.00	£270.00
3 Loft or basement conversions up to 40m ²	£200.00	£220.00
3 Loft or basement conversion from 40m ² - 60m ²	£247.00	£270.00
4 Underpinning	£441.00	£485.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Full Plans Application: Inspection Fee		
1 Full (or part) garage conversion	No charge	No charge
1 Replacement windows	No charge	No charge
1 Domestic Re-roofing up to £10,000 value	No charge	No charge
Solar panels and replacement thermal elements	No charge	No charge
2 Erection of a garage or car port up to 60m ²	No charge	No charge
Domestic extensions up to 40m ²	£331.00	£365.00
3 Domestic extensions from 40m ² - 60m ²	£441.00	£485.00
3 Loft or basement conversions up to 40m ²	£331.00	£365.00
3 Loft or basement conversion from 40m ² - 60m ²	£441.00	£485.00
4 Underpinning	No charge	No charge
Building Notice		
1 Full (or part) garage conversion	£336.00	£400.00
1 Replacement windows	£152.00	£200.00
1 Domestic Re-roofing up to £10,000 value	£220.00	£250.00
Solar panels and replacement thermal elements	£220.00	£250.00
2 Erection of a garage or car port up to 60m ²	£336.00	£400.00
Domestic extensions up to 40m ²	£530.00	£585.00
3 Domestic extensions from 40m ² - 60m ²	£688.00	£755.00
3 Loft or basement conversions up to 40m ²	£530.00	£585.00
3 Loft or basement conversion from 40m ² - 60m ²	£688.00	£755.00
4 Underpinning	£441.00	£485.00
1 There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft or basement conversions) if these works are taking place at the same time as a domestic extension		
2 Garages in excess of 60m ² should be calculated using Table 3.		
3 Domestic extensions over 60m ² should be calculated using Table 3. There is a minimum fee of £755 .		
4 The fees for loft and basement conversions in excess of 60m ² should be calculated using Table 3.		
5 For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.		

Notes

- For loft / basement conversions there is a minimum fee of £755
- For domestic extensions over 60m² there is a minimum fee of £755
- If a 'full plans' application is being made for work requiring a fee of £400 or less the whole fee is payable upon application. Otherwise, 40% of the total fee will be required with the application form as the plan fee. An invoice will be sent on commencement of the work for the remaining 60%, which forms the 'inspection fee'.
- The estimated cost should be in line with recommended RICS rates, not including Vat or fees paid to architects, etc.
- Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control.
- If electrical works are part of a larger project, no further fee is payable. The fee for an application purely for electrical works should be calculated on the basis of Table 3, however a BS7671 completion certificate will need to be issued by an electrician registered with an approved 'competent person' scheme. This electrician should be appointed by the applicant.

Table 3: All Other Building Work**Full Plans Application: Submission Fee**

£0 to £10,000	£336.00	£400.00
£10,001 to £20,000	£189.00	£210.00
£20,001 to £40,000	£258.00	£285.00
£40,001 to £60,000	£326.00	£360.00

For works valued over £60,000 please contact us

Full Plans Application: Inspection Fee

£0 to £10,000	No charge	No charge
£10,001 to £20,000	£300.00	£340.00
£20,001 to £40,000	£388.00	£440.00
£40,001 to £60,000	£478.00	£540.00

For works valued over £60,000 please contact us for a quote

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Building Notice		
£0 to £10,000	£336.00	£400.00
£10,001 to £20,000	£489.00	£550.00
£20,001 to £40,000	£646.00	£725.00
£40,001 to £60,000	£804.00	£900.00
For works valued over £60,000 please contact us for a quote There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value if these works are taking place at the same time as a domestic extension.		
For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee. Fees are inclusive of Vat.		
Building Regulations - Supplementary Charges		
Following changes to the national guidance governing Building Regulations Fees, the following charges will be introduced with effect from (proposed date) 1st April 2024: (All the following supplementary charges are plus Vat)		
<u>Returned Cheques</u>	£60.00	£66.00
Reactivating Archived Files	£60.00	£66.00
Additional Inspections	£60.00	£66.00
Re-directing Invoices	£60.00	£66.00
Copies of decision notices and completion certificates	£30.00	£33.00
Research	£60.00	£66.00
Pre-application site inspections	£60.00	£66.00
<u>High Hedges Complaints</u>	£400.00	£440.00
Permitted Development Enquiries (Self Assessment Online Free)	No charge	
Written requests relating to the Planning History of a Site	£360.00	£400.00
<u>Pre-Application Advice Fees</u>		
Tier 1: Self service advice via the WDC website	No charge	
Tier 2: Request for a written response to the acceptability of a householder proposal		
per meeting	£120.00	£120.00
written response	£120.00	£120.00
both	£240.00	£240.00
Tier 3: Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6		
per meeting	£360.00	£360.00
written response	£360.00	£360.00
both	£720.00	£720.00
Tier 4A: Provision of pre-application advice for proposals which comprise 1 dwelling		
	£480.00	£480.00
	£480.00	£480.00
	£960.00	£960.00
Tier 4B: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 2-5 dwellings; a floor area of up to 499 sq. metres or a site area of up to 0.49 ha		
per meeting	£840.00	£840.00
written response	£840.00	£840.00
both	£1,680.00	£1,680.00
Tier 4C: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 6-9 dwellings; a floor area of between 500 - 999 sq. metres or a site area of between 0.5 - 0.99 ha		
per meeting	£1,200.00	£1,200.00
written response	£1,200.00	£1,200.00
both	£2,400.00	£2,400.00
Tier 5: Provision of pre-application advice for proposals which fall within the "small scale major" development category: i.e. residential proposals of 10 - 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1,000 and 9,999 sq. m of floor space or a site of 1 - 2 ha		
per meeting	£2,400.00	£2,400.00
written response	£2,400.00	£2,400.00
both	£48,000.00	£48,000.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Tier 6: Provision of pre-application advice for proposals which fall within the "large scale major" development category: i.e. residential proposals of 200 or more dwellings or involving a site area of 4 ha or more; commercial proposals involving between 10,000 sq. m or more of floor space or a site of 2 ha		
per meeting	£4,800.00	£4,800.00
written response	£4,800.00	£4,800.00
both	£9,600.00	£9,600.00

A fee will be charged for advice which:

- apply to all development proposals including those following both the grant of outline planning permission (i.e. prior to the submission of reserved matters applications) and the refusal of planning permission.
- For any specific development proposal, a fee will not be charged for the first round of advice (provided by means of either a written response or meeting) relating to proposals which:-
 - are brought forward by small charitable organisations that are based within Warwick District where the proposal either i. falls within tiers 2 to 3 or ii where larger schemes falling within tiers 4 to 6 are proposed to directly benefit the users of the charity;
 - are for residential development and include the provision of at least 90% affordable housing.
 - assist disabled people: for example, proposals involving modifications to make a more accessible or user friendly.
 - require Listed Building consent (not including redevelopment schemes where the work to a Listed Building is part of a wider proposal).
 - are for employment development falling within the B use class.

Self-Build Homes Register

To be included on the register, there will be an entry charge of £55 for Part 1 and £27.50 for Part 2.

People entered on Part 1 of the register are to pay a higher fee as there is duty for local authorities to meet the demand on this part of the register. The fee is outside of the scope of Vat.

5.1 If an application to join the register is unsuccessful then the fee will be refunded in full.

5.2 After 12 months, entrants in part 1 are required to pay a renewal fee of £20 and re-register otherwise they will be removed.

Local Land Charges (ringfenced account)

Search Fee (non-electronic) CON29R Official Search (includes Vat)	£130.00	£143.00
Part II - Optional Enquiries CON290 (PARTII) CON290 (PARTII) Enquiry 22 (refer direct to County Council)	£16.00 No Charge	£17.60
Other Work Additional (Non-standard) Questions Additional land parcel (all search types)	£32.00 £14.00	£35.20 £15.40

All of the above fees are outside the scope of Vat unless otherwise stated.

Charges For Local Authority Legal Work

Disposals, Licences, Easements, etc.

Disposals (excluding those on the open market)	At cost
Leases	At cost
Licences	At cost
Licence to plant in Highway - Initial Fee	At cost
Rights of Way / Easements	At cost
Licenses to Assign (Commercial / Residential)	At cost

(refer to County Council if possible)

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25		
<u>Mortgages</u>				
Supply of Epitome and Abstract of Title: Photocopy charge	see below			
Redemption of Mortgages	No charge			
Council entering into Conveyance releasing part of mortgaged property	At cost			
Postponement of Council's Discount provisions	£115.00	£126.50		
Release of one party to mortgage	£320.00	£352.00		
Applic for retrospective consents to Property Alterations	£85.00	£93.50		
<u>Miscellaneous Agreements concerning the Development of Land</u>				
Sect 106 Agreements - Town & Country Plan Act 1990	available via website			
<u>Photocopying</u>				
A4 Single sided	£0.15	£0.20		
A4 Single sided - colour	£1.15	£1.30		
A4 Double sided	£0.30	£0.30		
A4 Double sided - colour	£2.00	£2.20		
A3 Single sided	£0.30	£0.30		
A3 Single sided - colour	£2.50	£2.80		
A3 Double sided	£0.60	£0.70		
A3 Double sided - colour	£4.00	£4.40		
A0 Plans	£25.00	£27.50		
A0 Plans - colour	£80.00	£88.00		
Enterprise Team				
<i>Charges apply from 1st April</i>				
Court Street Creative Arches				
<i>Annual Rent - excluding Vat, which should be added at the prevailing rate.</i>				
All Units - Single or Double Arch	by negotiation			
Althorpe Enterprise Hub				
Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate. (Includes 1 parking space - except Unit 12, which does not have parking allocated)				
Unit Number / No of Desks / Size (m2)				
1	3	16.98	£334.35	£354.40
2	3	17.63	£349.68	£370.70
3	4	21.67	£427.31	£452.90
4	3	19.36	£380.49	£403.30
5	2	14.05	£278.85	£295.60
6	2	12.79	£254.34	£269.60
7	2	12.79	£254.34	£269.60
8	2	12.66	£254.34	£269.60
9	2	14.07	£278.85	£295.60
10	3	19.24	£380.49	£403.30
11	4	21.53	£427.31	£452.90
12	3	16.20	£318.41	£337.50
13	12		£1,301.65	£1,379.70
14	3	19.06	£375.45	£398.00
15	3	18.58	£365.46	£387.40
16	3	19.12	£375.45	£398.00
17	6	40.05	£600.00	£636.00
18	8	60.52	£890.00	£943.40
Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees				
Conference Room Hire Charges (excluding Vat. - which should be added at the prevailing rate)				
Althorpe Enterprise Hub Tenants:				
Per Hour			£20.00	£22.00
Half Day				
Morning 9.00 am to 12.30 pm			£60.00	£66.00
Afternoon 1.00 pm to 4.30 pm			£60.00	£66.00
Full Day				
9.00 am to 5.00 pm			£120.00	£132.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Althorpe Enterprise Hub Other Organisations:		
Half Day		
Morning 9.00 am to 12.30 pm	£80.00	£88.00
Afternoon 1.00 pm to 4.30 pm	£80.00	£88.00
Full Day		
9.00 am to 5.00 pm	£160.00	£176.00
NOTE: Times above are for guidance only and can be negotiated		
26HT		
Unit Number / No of Desks / Size (m2)		
1 8 27.68	£596.88	£638.70
2 8 28.10	£651.14	£696.70
3 3 11.90	£267.43	£286.20
4 10 30.41	£705.41	£754.80
5 5 15.90	£352.70	£377.40
6 4 16.74	£341.07	£364.90
7 4 17.16	£341.07	£364.90
Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate.		
Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees		
Court Street: COWork - Arch 4		
Pricing tariff - (including Vat.)		
Monthly subscription (cost per month) Dedicated desk package	£275.00	£302.50
P.A.Y.G		
Per day	£15.50	£17.10
Per half day	£9.50	£10.50
Per hour	£3.75	£4.10
Business Support and Events Team		
Markets		
(Free of Vat unless otherwise stated)		
Farmers' Market charge per stall per market to stallholders:		
Warwick (4-5 per year)	£42.00	£46.00
Leamington	£48.00	£53.00
Leamington (Covent Garden, 9 per year)	£48.00	£53.00
Market Contractor charge per stall per market to stallholders:		
Leamington and Warwick	£42.00	£46.00
Kenilworth	£33.00	£35.00
% of stall income due to Warwick District Council:		
Number of Stalls:	%	%
Up to 29	22.5%	22.5%
Up to 39	27.5%	27.5%
Up to 49	32.5%	32.5%
Up to 59	42.5%	42.5%
60-79	50.0%	50.0%
Over 80	50.0%	50.0%
Miscellaneous Charges		
Local Charitable/Community Events (Exempt from Vat)		
Deposit	£287.00	£320.00
Per Day	£132.00	£150.00
Small/Local Commercial Events (Exempt from Vat)		
Deposit	£575.00	£635.00
Per Day	£265.00	£300.00
Large/National Commercial Events (Exempt from Vat)		
Deposit	Dependant on size	
Per Day	By negotiation	

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
<hr/>		
Circuses And Fairs <i>(Exempt from Vat)</i>		
Deposit	£1,150.00	£1,200.00
Up to Seven Days	£2,450.00	£2,550.00
Each additional day or part thereof	£414.00	£425.00
<i>(Subject to negotiation and agreement by Heads of Finance & Community, Environment & Leisure Services)</i>		
Pump Room Gardens Corner Site (Per Day): <i>(Exempt from Vat)</i>	£231.00 minimum	£255.00
<i>(Subject to negotiation and agreement by Heads of Finance & Community, Environment & Leisure Services)</i>		
Filming		
Application fee and film permit		
Level 1 Students or good PR	£25.00	£28.00
Level 2 small, less than 20 crew	£100.00	£110.00
Level 3 medium crew, 21-75	£200.00	£220.00
Level 4 large crew, 75-150	£250 - £500	
Crews of over 150 people	by negotiation	
Filming On Wdc Land <i>(Exempt from Vat)</i>		
Full Day	£1,000.00	£1,000.00
Half Day	£500.00	£500.00
Extra Licences		
Drone or cherry picker	£50 - £200	
Requests not covered by fee structure	by negotiation	
Bowls - Championship Event Parking		
Victoria Park - Car Parking		
National Championship Bowls Events - per day	£5.50	£6.20
5 Day Parking Pass	£11.00	£25.00

Controllable Fees and Charges - Leisure Contract

Contract Definition –

The Contractor shall review the following core products and prices in September of each year and submit any proposed changes to the Authority for approval (the “Fees and Charges Report”):

1. Concessionary Swim (based on the list of concessions listed in paragraph 10.2 below)
 - a. Those in receipt of a disability benefit
 - b. Those in receipt of Job Seekers Allowance and those not working and in receipt of Universal Credit
 - c. Juniors (5 – 18yrs)* Note this should have been 5 – 17yrs; ie pay full price from 18yrs
 - d. Individuals in receipt of state pension
 - e. Students – full time of any age; any student under 25yrs
 - f. Exercise Referral clients
2. Junior swimming lesson
3. Casual concession gym session
4. Casual concession fitness class
5. School swimming lesson (currently calculated as a price per child)
6. Exercise Referral session

Free admission for:

- a. Children aged 4 and under (only casual swimming)
- b. Individuals in receipt of Carers Allowance when accompanying the person for whom they care
- c. Children accompanying an adult in receipt of Job Seekers Allowance or Universal Credit. (only casual swimming)

2024 Core Controllable Prices

Concession Swim To the following groups at the facilities		Newbold Comyn and St Nicholas Park Leisure Centres	Abbey Fields	Castle Farm
	Those in receipt of disability benefit	£4.90	Site Closed	N/A
	Those in receipt of Job Seekers allowance or universal credit	£4.90		
	Juniors 5 -17yrs	£4.10		
	Individuals in receipt of state pension	£2.60		
	Students fulltime any age, any student under 25years	£4.65		
	Exercise Referral Session	As per Everyone Health scheme		
Swim Lesson Fee	Junior Lesson Fee	£8.60	Site Closed	N/A
	Concessionary Junior Lesson fee	£5.95		
	School swimming lesson	£46.00		
Fitness	Casual Concession Gym Session	£6.10		£6.10
	Casual concession fitness class	£6.25	£6.25	
Exercise Referral	Exercise Referral Session	As per Everyone Health scheme.		

Terms of Reference Asset Compliance Committee
(adopted by Council 15 November 2023)

The Committee will meet monthly.

Their purpose will be to review and challenge the progress in respect to ensuring compliance for safety under the Social Housing (Regulation) Act. They provide assurance on the delivery of this to Cabinet (as the responsible body) on behalf of the Council.

The reports will be subject to pre meeting questions process.

The Committee will not be politically proportionate but will be composed of two Councillors from each Political group on the Council.

The Chairs of the Audit & Standards Committee & the Overview & Scrutiny Committees must be on the Committee and will form one of the representatives of their Group.

The Leader of the Cabinet will permit the Chair of this meeting to represent the views of the Group in line with the rights provided to the Chair of the Overview & Scrutiny Committee

The Leader and Portfolio Holder for Housing & Assets will be required to attend each meeting to observe or send a deputy from the Cabinet if they cannot attend.

Warwick District Council Probity in Planning

Foreword

This is based on the Local Government Association and Planning Advisory Service Probity in Planning guide. It clarifies how Councillors can get involved in planning discussions on plan making and on applications, on behalf of their communities in a fair, impartial and transparent way.

This guide has been written for Councillors and officers involved in planning, who both should be familiar with their respective codes of conduct and appropriate guidance.

This guide is not intended to, nor does it constitute, legal advice. Councillors and officers will need to obtain their own legal advice on any matters of a legal nature concerning matters of probity.

Introduction

Planning has a positive and proactive role to play at the heart of local government. It helps to stimulate growth whilst looking after important environmental areas. It can help to translate goals into action. It balances social, economic, and environmental needs to achieve sustainable development.

The planning system works best when Councillors and officers involved in planning understand their roles and responsibilities, and the context and constraints in which they operate.

Planning decisions involve balancing many competing interests. In doing this, decision makers need an ethos of decision-making in the wider public interest on what can be controversial proposals.

It is recommended that Councillors should receive regular training on code of conduct issues, interests and predetermination, as well as on planning matters.

The general role and conduct of Councillors and officers

Councillors and officers have different but complementary roles. Both serve the public but Councillors are responsible to the electorate, whilst officers are responsible to the Council as a whole. At Planning Committee officers advise based on their professional training and experience, Councillors and the Council decisions. Officers are employed by the Council, not by individual Councillors. A successful relationship between Councillors and officers is based upon mutual trust, understanding and respect for each other's positions.

Both Councillors and officers are guided by their respective codes of conduct. The 2011 Localism Act sets out a duty for each local authority to promote and maintain high standards of conduct by Councillors and to adopt a local code of conduct. In line with this, Warwick District Council, along with all Parish & Town Councils in Warwick District, has adopted the Local Government Association Model Code of Conduct.

The adopted codes of conduct for both Councillors and officers are consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

All Councillors and Officers should embrace the standards within the Code of Conduct central to the preservation of an ethical approach to Council business, including the need to register and disclose interests, as well as appropriate relationships with other Councillors, staff, and the public.

Officers who are chartered town planners are subject to the Royal Town Planning Institute (RTPI) Code of Professional Conduct, breaches of which may be subject to disciplinary action by the Institute.

In addition to these codes, the Council Procedure Rules set down the rules which govern the conduct of Council business.

Within their adopted Codes of Conduct, Councillors and officers are advised not to accept gifts and hospitality. Any Councillor or officer receiving any such offers over and above an agreed value must let the Council's Monitoring Officer know, in writing. Guidance on these issues for both Councillors and officers are set out in the Council's adopted code of conduct.

Serving Councillors and officers must not act as agents for people pursuing planning matters within their authority, even if they are not involved in the decision making on it.

The determination of a planning application is a formal administrative process involving the application of national and local policies, reference to legislation and case law as well as rules of procedure, rights of appeal and an expectation that people will act reasonably and fairly. All involved should remember the possibility that an aggrieved party may seek a Judicial Review of the Council's decision and/or complain to the Ombudsman on grounds of maladministration or a breach of the Council's codes of conduct.

Registration and disclosure of interests

The Code of Conduct for Councillors, adopted under the Localism Act, places requirements on Councillors regarding the registration and disclosure of their pecuniary interests and the consequences for a Councillor taking part in consideration of an issue in the light of those interests. The failure to register a disclosable pecuniary interest, participation in discussion or voting in a meeting on a matter in which a Councillor has a disclosable pecuniary interest, are criminal offences. Advice should always be sought from the Council's Monitoring Officer. Ultimately, responsibility for fulfilling the requirements rests with each Councillor.

The provisions of the Code of Conduct for Councillors goes further than the legal requirements of the Localism Act and includes other interests which may impact on the finance or well-being of the Councillor, a relative or close associate or a body of which they are a member. These place further requirements on Councillors for disclosure and on participation in decision making. Councillors should always think about how a reasonable member of the public, with full knowledge of all the relevant facts, would view the matter when considering whether the Councillor's involvement would be appropriate. If members are unsure, they should always be cautious in their approach.

It is always best to identify a potential interest early on. If a Councillor thinks that they may have an interest in a particular matter to be discussed at Planning Committee they should seek advice from the Monitoring Officer as early as possible.

Predisposition, predetermination, or bias

Members of a Planning Committee, (or Local Plan Advisory Group, Cabinet and Council when the local plan is being considered) need to avoid any appearance of bias or of having predetermined their views before taking a decision on a planning application or on planning policies.

The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave the Committee's decision susceptible to challenge by Judicial Review.

Clearly expressing an intention to vote in a particular way before a meeting (predetermination) is different from where a Councillor makes it clear they are willing to listen to all the considerations presented at the Committee before deciding on how to vote (predisposition). The latter is acceptable, the former is not and may result in a Court quashing such planning decisions.

Section 25 of the Localism Act also provides that a Councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.

This reflects the common law position that a Councillor may be predisposed on a matter before it comes to Committee, provided they remain open to listening to all the arguments and changing their mind in light of all the information presented at the meeting. Nevertheless, a Councillor in this position will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that the Councillor was biased.

For example, a Councillor who states "the proposed development is a blot on the landscape and I will oppose each and every windfarm application that comes before the Committee" will be perceived very differently from a Councillor who states: "Many people felt the development is ugly and noisy and I will need a lot of persuading that this should be allowed in our area."

If a Councillor has predetermined their position, they should withdraw from being a member of the decision-making body for that matter. They could, however, register to speak on this matter and could have a substitute take their place on the Committee for that meeting.

The Portfolio Holder responsible for Place can be a member of the Planning Committee, but significant caution needs to be applied and this should only be in limited circumstances, They should not participate in any Council application, ones from Council partners, or ones that come through as part of wider strategic projects or programmes. Like the Portfolio Holder for Place, other members of the Council, who have participated in the development of planning policies and proposals, need to exercise great caution during their involvement in decision making committees. This is because in both instances there is significant scope for predetermination or at least significant public concern of predetermination.

Development proposals submitted by Councillors and officers, and Council development

Proposals submitted by serving Councillors, officers and their close associates and relatives can easily give rise to suspicions of impropriety. Proposals could be either planning applications or, for example, local plan allocation proposals. Such proposals must be handled in a way that gives no grounds for accusations of favouritism.

For that reason, Councillors should play no part in the consideration of any proposals they submit to the Council.

Any proposals submitted by serving Councillors or officers will be reported to the Planning Committee and not dealt with by officers under delegated powers.

A Councillor would undoubtedly have a disclosable pecuniary interest in their own application and should not participate in its consideration. They do have the same rights as any applicant in seeking to explain their proposal to an officer, but as an applicant, the Councillor should not seek to improperly influence the decision.

Proposals for the Council's own development (which includes proposals from Milverton Homes (either solely or as part of another Joint Venture), any Joint Venture (or similar) of which the Council is a partner or Warwickshire County Council), other than for approval of routine minor developments will be treated with the same transparency and impartiality as those of private developers.

However unless the proposals are for minor routine developments, such proposals will be reported to Planning Committee for determination. The Cabinet will be recognised as the applicant in this instance and therefore no member of the Cabinet will be permitted to sit as a member of the Planning Committee for such an item.

Lobbying of and by Councillors

Lobbying is a normal part of the planning process. Those who may be affected by a planning decision, whether through an application, a site allocation in a development plan or an emerging policy, will often seek to influence it through an approach to their ward member or to a member of the Planning Committee.

The Nolan Committee's 1997 report stated: "It is essential for the proper operation of the planning system that local concerns are adequately ventilated. The most effective and suitable way that this can be done is through the local elected representatives, the councillors themselves".

Lobbying can lead to the impartiality and integrity of a Councillor being called into question, unless care and common sense is exercised by all the parties involved.

As noted earlier in this guidance note, the common law permits predisposition but nevertheless it remains good practice that, when being lobbied, Councillors (members of the Planning Committee in particular) should try to take care about expressing an opinion that may be taken as indicating that they have already made up their mind on the issue before they have been exposed to all the evidence and arguments.

In such situations, members of the Committee should restrict themselves to giving advice about the process and what can and can't be taken into account. Councillors can raise issues which have been raised by their constituents, with officers. If Councillors do express an opinion to objectors or supporters, it is good practice that they make it clear that they will only be in a position to take a final decision after having heard all the relevant arguments and taken into account all relevant material and planning considerations at Committee.

If any Councillor, whether or not a Committee member, speaks at the decision-making committee, they should withdraw from the meeting room once any public or ward member speaking opportunities had been completed in order to counter any suggestion that members of the Committee may have been influenced by their continuing presence.

The balance of roles between being a local Councillor and taking decisions with an open mind on Committee, is finely balanced and a significant challenge, but is the responsibility of the Councillor.

Planning decisions can only be made on the merits of the application, relevant national and local policies. They cannot be made on a party political basis and the use of political whips to seek to influence the outcome of a planning application is likely to be regarded as maladministration.

Planning Committee, local plan advisory group members and Cabinet members should, in general, avoid organising support for or against a planning application and avoid lobbying other Councillors.

Councillors should not put pressure on officers for a particular recommendation or decision, and should not do anything which compromises, or is likely to compromise, the officers' impartiality or professional integrity.

Members of the Council can request within the specified consultation period i.e. 21 days that an application is referred to Planning Committee for determination. All requests should clearly state the planning reasons why a Committee referral is required.

Pre-application discussions

The Council has an adopted procedure for a Proposed Development Review Forum that can be requested by applicants to engage with the Council head of significant development coming forward. This is available via the Council's website.

Councillors can support applicants in pre-application advise with Officers, however in these instances the Councillor should not have any involvement in the determination of the application, though can address Committee if the matter comes before Planning Committee.

Prior to the meeting

The agenda and reports will be published five clear working days in advance of the meeting, in line with legislation. The agenda will be available to access on the Warwick District Council website and also in paper form at the Town Hall, Parade, Royal Leamington Spa.

All Members of the Committee will be provided with access to the draft presentations by Officers to the Committee, normally at least five clear working

days, in advance of the Committee date. This is to enable Committee members to request the inclusion in the Officer presentation of any further information or images that they consider would be helpful/ would assist the Committee in reaching a decision.

All members will have considered the officers' reports prior to arriving at the meeting of the Committee.

The Chair and Vice-Chair will have a briefing on the items on the agenda ahead of the meeting, normally the Wednesday before the Committee. This will focus on the structure and administration of the meeting, key issues that may arise and a review of the officers' presentations. The Chair or Vice-Chair may request the inclusion of additional information in Officer presentations at this briefing.

Officer reports to Committee

Over a number of years, decisions made by the courts and the ombudsman have clarified what should be contained in officer reports to Committee. To provide guidance, based on these wider clarifications, officer reports on planning applications will include the following:

- The substance of any objections and other responses received to the consultation.
- A clear assessment of the application against the relevant Development Plan policies, relevant parts of the National Planning Policy Framework (NPPF), any financial contributions required from the development (e.g. S106 agreement), and any other material planning considerations.
- a written recommendation for a decision to be made.
- technical appraisals which clearly justify the recommendation.

If the report's recommendation is contrary to the provisions of the Development Plan, the material considerations which justify the departure must be clearly stated. This is not only good practice, but also failure to do so may constitute maladministration or give rise to a Judicial Review challenge on the grounds that the decision was not taken in accordance with the provisions of the Development Plan and the Council's statutory duty under s38A of the Planning and Compensation Act 2004 and s70 of the Town and Country Planning Act 1990.

Any oral updates or changes to the report should be recorded.

Public speaking at Planning Committees

Public confidence is generally enhanced and direct lobbying may be reduced by the ability to allow public speaking at meetings.

The Council's procedure rules set out who can speak at meetings. People wishing to speak will fall into five categories, and these are:

- Parish/Town Council;
- Warwick District Towns Conservation Area Advisory Forum;
- Objector(s) to the application;
- Applicants/Supporters of the application; and
- Warwick District Councillor.

Anyone wishing to speak at Planning Committee must register their request to do so by 10am on the working day before (not of) the Committee.

Members of the public are not permitted to circulate any new documents (i.e. documents that have not previously been submitted to the Council on the

relevant application) to the Planning Committee at the meeting, This is because Councillors will not be able to give proper consideration to the new information and officers may not be able to check for accuracy or provide considered advice on any material considerations arising. This is made clear to those who intend to speak by the Civic & Committee Services Team when an individual registers to speak.

At the Planning Committee meeting, messages including via mobile devices should never be passed to, or between individual Committee members, either from other Councillors, Committee members or from the public. Members should be mindful of the perception that may inadvertently be created by the use of mobile devices by Councillors within the meeting. The passing of messages could be seen as seeking to influence that member improperly and may create a perception of bias that would be difficult to overcome. It also creates the possibility for allegations being made that the Planning Committee did not take into account all the relevant information if members are seen to be using their devices and not paying attention to what is being said in the meeting.

Procedure at Planning Committee

The ruling of the Chairman for the meeting on the interpretation of any of either this document and the Council Procedure Rules, will not be challenged at any meeting of the Committee.

All Planning applications with public speakers will be dealt with first, followed by consideration of the remaining items in the order in which they appear above. This may not be the order in which they appear on the published agenda.

The Planning Officer will introduce their report, giving any updates since the preparation of the report.

The names of those persons registered to speak will then be announced by the Chair, in the order of: Parish/Town Councils, Warwick District Towns Conservation Area Advisory Forum, Objectors, Applicants/Supporters and District Councillors.

There will not be a specific formal questions slot.

After all the speakers have finished, the Chair will open the item up to the Planning Committee for questions of clarification of officers and then debate. In the debate no Officer or Councillor will be permitted to address the Committee without the permission of the Chair.

Finally, the Committee will be asked to take a decision on the application.

Reasons for Decisions

The law requires that decisions should be taken in accordance with the Development Plan, unless material planning considerations (which specifically include the NPPF) indicate otherwise (s38A Planning & Compensation Act 2004 and s70 of the Town and Country Planning Act 1990).

This applies to all planning decisions. Any reasons for refusal must be justified by reference to relevant Development Plan policies and other material considerations.

The courts have expressed the view that the Committee's reasons should be clear and convincing. The personal circumstances of an applicant or any other material or non-material planning considerations, for example a significant number people have objected and the application might cause local controversy will rarely satisfy the relevant tests.

Planning Committees can, and sometimes do, make a decision which is different from the officer recommendation. Sometimes this will relate to conditions or terms of a S106 obligation. Sometimes it will change the outcome of the application, from an approval to a refusal or vice versa. This will usually reflect a difference in the assessment of compliance of the application with relevant policies, or of the weight ascribed to material considerations.

Officers will provide advice to any member of the Committee on an application before it, either in advance of or during the meeting. In advance of the meeting Councillors are advised to do this by emailing the case officer and copying in planningcommittee@warwickdc.gov.uk. The responses to these enquiries will be included within the addendum to the agenda published before the meeting. A Councillor may also seek advice from officers via telephone if they so wish.

For any decision the proposer and seconder will identify relevant policies and/or other material considerations and give detailed reasons as to how and why they are applicable to the decision. In doing so, Members need to consider carefully any evidence for or against their reasons.

The Committee can consider adjourning for a few minutes to enable the proposer and seconder to take advice from relevant officers on framing the proposal they wish to put to the Committee.

When the Planning Committee makes a decision contrary to the officers' recommendation (whether for approval or refusal or changes to conditions or S106 obligations), a copy of the minute of the decision will be placed on the application file.

Officers will assist the Committee in formulating the reasons for a decision but to enable this, the Committee must identify the relevant policy and state how/why this is relevant to their decision. Councillors need to explain in full their planning reasons for not agreeing with the officer's recommendation. Pressure should never be put on officers to 'go away and sort out the planning reasons'. The officers have a duty to provide advice to the Committee and protect the wider Council. Therefore, they will advise on the implications of contrary decision, including an assessment of a likely appeal outcome, and chances of a successful award of costs against the Council, should one be made.

In proposing or seconding a decision, particularly where it is proposed to refuse planning permission contrary to the Officer recommendation, the proposer and seconder should understand they may be expected to contribute to written or verbal evidence at appeal including at Public Inquiries to support the Council's reason(s) for refusal.

All applications that are clearly contrary to the Development Plan must be advertised as such and are known as 'departure' applications. If it is intended to approve such an application, the material considerations leading to this conclusion must be clearly identified, and how these considerations justify overriding the Development Plan must be clearly demonstrated.

The application may then have to be referred to the relevant Secretary of State, depending upon the type and scale of the development proposed (s77 of the Town and Country Planning Act 1990). If the officers' report recommends approval of such a departure, the justification for this must be included, in full, in that report.

Following the meeting Officers have delegated Authority to "Formulate and issue decision notices following consideration by the Planning Committee in accordance with the resolution of the Planning Committee." This is not to change the decision but used to amplify the decision and ensure standard phrases and reasoning are included, in doing so making the decisions as robust as possible. This is in instances where Committee have changed or added conditions/notes and or come to a contrary view to the recommendation in the report.

Committee site visits

National standards and local codes of conduct also apply to site visits. Decisions to visit sites should be made on a clear and consistent basis to help avoid accusations that visits are arbitrary, unfair or a covert lobbying device. Officers will have visited the site and assessed the scheme against policies and material considerations already.

Site visits should only be used in exceptional circumstances where the benefit of carrying out a site visit is clear and substantial. A site visit is only likely to be necessary if:

- the impact of the proposed development is difficult to visualise from the plans and any supporting material, including photographs taken by officers or interested party; and/or
- the proposal is a significant regional or national development or particularly contentious.

Any Site visit undertaken by the Committee will be in accordance with the procedure set out at Appendix A to this document.

Procedures are in place to seek to minimise the deferral of planning applications to enable a site visit to take place. This is because such a deferral delays the determination of the application and increases both the financial and time costs of doing so.

Prior to the meeting, officers invite members to identify whether there are any sites that they consider necessitate a site visit and if so the reasons, as set out above, for that. This does not stop a site visit subsequently being requested at the meeting of the Committee as it may be further discussion at the meeting identifies a potential need to visit the site. A record of the reasons why a site visit is called will be recorded within the minutes of the Planning Committee.

When a site visit is proposed by a Committee member during debate, the Chair will ask for a seconder for that proposal and take a vote on it. If it is carried the item will stand deferred to enable a site visit. Prior to moving to the next item the Chair will seek any clarifications members of the committee would like to see on site and/or when the report comes back to Committee.

When a site visit is agreed, all Committee members are expected to attend.

A Councillor may visit an application site alone. In such a situation, a Councillor is only entitled to view the site from public vantage points and they have no individual rights to enter private property. They should also not discuss the application in any form with anyone at the site. Whilst a Councillor might be invited to enter a site (either the application site or an adjoining site) by the owner, it is not good practice to do so on their own, as this can lead to the perception that the Councillor is no longer impartial.

Review of decisions

It is good practice for Councillors to visit a sample of implemented planning permissions to assess the quality of the decisions and the development. This should improve the quality and consistency of decision-making, strengthen public confidence in the planning system, and can help with reviews of planning policy.

Reviews should include visits to a range of developments such as major and minor schemes; upheld appeals; listed building works and enforcement cases. Briefing notes should be prepared on each case. The Planning Committee should formally consider the review and decide whether it gives rise to the need to ask Cabinet for any policies to be changed or for the Committee to review its procedures.

Training

Planning is complex and as there are currently many changes in planning taking place, Warwick District Council has determined that all Councillors should attend relevant training before sitting on Planning Committee. The Council has also committed to having regular training sessions through the year for the Committee, which all District Councillors are invited to attend.

Appendix A

**Warwick District Council Planning Committee
Site Visit Procedure**

A minibus will be provided for the members of the committee (and any known substitutes) to attend the site visit along with officers.

Form of Site Visit

A site inspection is not a formal meeting of the Planning Committee. It is an informal arrangement to provide members with information to enable a decision to be made at a subsequent Planning Committee in the light of all relevant information available.

Attendance at Site Visits

Officers will obtain the agreement of the applicant/landowner, normally via the agent, for a site inspection to take place on their land, where access is required.

All Members of the Planning Committee, or their substitute, will be expected to be present and relevant Officers of the District Council will attend.

The ward councillors for the ward in which the application site is located will also be informed of the inspection and can attend as an observer if they so wish. If a ward councillor is unable to attend, then they may request a parish/town council representative to attend on their behalf as an observer.

The applicant or their agent will be invited to attend the site visit and this will only be to answer factual questions where members require clarification.

Objectors/supporters/amenity group representatives will not be invited to site inspections.

Site inspection arrangements will be confirmed in writing, normally via email, to applicants/agents, Planning Committee members and relevant ward councillors.

Procedure on Site

The following procedural rules will be observed in the holding of all site inspections:-

- (a) The Chair will control proceedings throughout.
- (b) The Chair will explain that the purpose of the site inspection is to obtain information relevant to the determination of the application. They will summarise the proceedings and constraints as set out below.
- (c) The Chair will introduce the Planning Officer who will describe the proposal with reference to features on the ground and the submitted plans and summarise the relevant issues and material considerations.
- (d) Other Officers may be present to provide other relevant specialist information where required e.g. Highways and Environmental Health Officers.

(e) The Officers will provide clarification on matters relating to the proposal in response to questions from elected Members. The applicant/agent may be asked by the Chair to provide clarification on any factual details that are unclear.

(f) During the site inspection, no separate discussions must take place between Officers or Members and applicants.

(g) No hospitality will be accepted from the applicant or any other party present at the site inspection.

(h) Members may visit an adjoining site to view the impact of the development on an affected property, where a prior request has been made for such a visit and members consider it essential to make such a visit in order to properly determine the application. Such a visit will be subject to all the other provisions set out in this procedure. Requests to visit adjoining affected properties made on the day of the site visit will be at the discretion of the Chair.

(i) The Chair will conclude the site inspection. No indication of the views of Members or the likely outcome of the Planning Committee deliberations on the application will be given. If Members require further information or clarification of any aspect of the development, the Officer attending will be asked to ensure that such information is available by the time of the subsequent Planning Committee meeting.

Warwick District Council Procurement Champions

Terms of Reference

1. Summary

Procurement Champions will provide guidance in shaping policies for on-going and future procurement activities by:

- Supporting the Procurement Strategy to ensure the vision of the Council can be delivered in accordance with the Council's Corporate Strategy.
- Support and promote continuous improvement in procurement activity by providing oversight that key messages are followed.

2. Membership

- One member from each political group as appointed by Council.
- Resources Portfolio Holder
Strategic Procurement & Creditors Manager

3. Corporate Procurement Champions Strategic Responsibility

- Raising the awareness of the 'Code of Procurement Practice' and ensure that procurement is properly considered within all committee decisions.
- Review and advise on Procurement strategy objectives and outcomes, covering the whole procurement cycle, including contract management
- Review of Procurement Pipeline to advise on prioritisation of projects and consider resourcing implications.
- Ensure a commercial approach is applied throughout procurement process, including Contract Management and Commissioning;
- Consider cross-cutting procurement issues, i.e. time allocated for contract management in staff roles, ensuring appropriate levels of professional expertise within projects, building up the skill base of the organisation, ensuring sufficient time allocation for best value procurement exercises

Frequency of meetings

Quarterly, to start in January 2024.

WARWICK DISTRICT COUNCIL

Draft minutes of the meeting of Warwick District Council held at Town Hall, Parade, Royal Leamington Spa, on Wednesday 26 September 2023, at 7.00pm.

PRESENT: Councillor Syson (Chairman); Councillors Aizlewood, Armstrong, Barton, Billiald, Boad, Chilvers, Collins, Cron, Davison, Day, K Dickson, R Dickson, Falp, B Gifford, C Gifford, Gorman, Hales, J Harrison, Kang, Kennedy, King, Kohler, Luckhurst, Margrave, Matecki, Milton, Payne, Redford, Roberts, Rosu, Russell, Sinnott, Sullivan, Tangri, Williams, Wightman and Yellapragada.

34. **Apologies for Absence**

Apologies for absence were received from Councillors Browne, Dray, D Harrison, Hunt, Noonan and Phillips.

35. **Declarations of Interest**

There were no declarations of interest made.

36. **Minutes**

The minutes of the meeting of the Council held on the 26 July 2023 were proposed, duly seconded, taken as read and signed by the Chairman as a correct record.

37. **Communications & Announcements**

The Chairman welcomed Deputy Chief Executive Darren Knight, who had joined the Council on 25 September 2023.

The Chairman informed Council that former District Council Employee Pat Wiggins and former Leamington Town Councillor Janet Alty had both passed away. The Chairman led the Council in a minute's silence as a mark of respect for Pat Wiggins and Janet Alty.

The Chairman reminded Council that this would be the last formal meeting of Council before meetings move to Shire Hall to enable building works to take place at the Town Hall.

The Chairman informed Council that she had:

- (1) accepted a request from Group Leaders for Council to consider an urgent Notice of Motion regarding the recent announcement by the Government in respect of their Climate Change Policy; and
- (2) agreed to take the Confidential Report from the Cabinet on 20 September 2023 as an urgent item so that if approved, the purchase of the properties could be completed rather than waiting until November for Council to consider the report.

Finally, the Chairman informed the Council that there was no business under item 5 - Petitions.

38. Notices of Motion

The Council received a Notice of Motion proposed by Councillor Kohler and Seconded by Councillor Williams that read as follows:

"This Council notes:

- The recent announcements by the Prime Minister, moving back the dates for the banning of sales of new petrol and diesel cars from 2030 to 2035, loosening the phase out of gas boilers and reducing the obligations on landlords to insulate their properties
- Delaying the ban on combustion engine car sales will mean that more petrol and diesel cars will be on our roads for longer, resulting in more harmful emissions for longer
- Loosening the phaseout of new gas boilers will mean that more gas boilers are in use for longer, resulting in more harmful emissions for longer
- Reducing the obligations on landlords to insulate their properties will also lead to higher emissions for longer and cost renters more in higher bills for longer
- Car and boiler manufacturers that have been working to the previous dates now have uncertainty over the investments there were making, creating doubt over their future strategy
- Even if the overall Net Zero target of 2050 is subsequently met, more greenhouse gases will have been emitted into our atmosphere, exacerbating the effects of Climate Change.

This Council therefore resolves that:

1. The Leader of the Council should write to the PM expressing our concern at this change in policy, our frustration that it will increase the impact of Climate Change and our anger that it will undermine our country's climate change strategy, and to urge the government to reverse its announcement
2. The Council should seek to join forces with other like minded Councils to explore the best way to challenge the Government's change in policy, for example, via a Judicial Review."

Councillors Kohler, Williams, Kennedy, Falp, Day, Hales, R Dickson, Davison, Barton, J Harrison, King, Boad, B Gifford, Matecki and Day addressed the Council on this item.

During the debate the proposer and seconder accepted an amendment to the Motion so that the final paragraph read as follows:

The Council should seek to join forces with other like-minded Councils to explore the best way to challenge the Government's change in policy, for example, by the Local Government Association.

On being put to the vote, it was

Resolved that

- (1) the Leader of the Council writes to the PM expressing the Council's concern at this change in policy, its frustration that this will increase the impact of Climate Change and the Council's anger that it will undermine the country's climate change strategy, and to urge the government to reverse its announcement; and

- (2) Council seeks to join forces with other like-minded Councils to explore the best way to challenge the Government's change in policy, for example, by the Local Government Association

39. **Leader and Portfolio Holders' Statements**

The Portfolio Holder for Arts & Economy, Councillor Billiald, informed Council that:

1. in respect of the Creative Quarter, the Old Nursery was now open with the first students arriving to undertake their courses, the former United Reform Church would be officially opening in October and the Stoneleigh Arms planning application had been submitted;
2. the Council's tenant Motionhouse had hosted a visit by the Chief Executive of the Arts Council for England, with Council representatives also in attendance. This led to positive discussions with Council officers regarding possible future projects and funding;
3. it had been a busy summer of events, the District had hosted two new events in its open spaces, Ibiza Orchestra and the Sausage and Cider festival. This was complimented by the usual mixture of successful events which concluded with EcoFest in the Pump Rooms featuring performances by Motion House; and
4. the new Arts Team Manager, Paul Roberts, had now started.

The Portfolio Holder for Climate Change, Councillor Kennedy, informed the Council that:

1. approval had been given for the upgrade of lighting in St Peters Multi-Storey Car Park. The new LED active lighting would reduce costs to the Council with a pay back in less than three years and would further reduce CO2 emissions; and
2. an Electric Vehicle (EV) charging point feasibility study had been commissioned to look at all South Warwickshire off street car parks and 10 village hall carparks. This study would look at the infrastructure in each location to understand the potential for installing EV charging points with a view to go to the market for a provider of these.

The Portfolio Holder for Place, Councillor King, informed the Council that:

1. the new £56million larger Kenilworth School for 2200 pupils had now opened. The Council had enabled this to take place through a combination of partnership working, providing forward funding and £9.6million Homes England funding to the Council to enable the Council to purchase the Leyes Lane and Rouncil Lane sites.
2. in the Local Authority Building Control (LABC) awards, two schemes supported by the shared Building Control team had been regional winners and therefore shortlisted for national awards. The shared Building Control team had also been nominated, by its users, for LABC team of the year;
3. awaiting the Inspector's report on the Awaiting Net-Zero DPD, which was anticipated to arrive in October. A Supplementary Planning Document (SPD) had been drafted, to support the DPD, with consultation on this due to take place soon; and
4. officers were progressing the procurement of a planning system to handle case management work.

The Portfolio Holder for Resources, Councillor Chilvers, addressed the Council and:

1. informed Council that all Councillors should now have the timetable for setting fees and charges and the overall budget and that as part of this timetable, testing of the Business Rate Volatility Reserve would commence in October;
2. reminded Members that to deliver a balanced budget for 2023/24, the Council had had to draw on its reserves and that it was anticipated as part of the Medium Term Financial Strategy that reserves would need to be used again to support a balanced budget for 2024/25;
3. informed Council that officers were working on prudent estimates of the level of central government funding that might be provided to the Council;
4. explained that as part of budget processes, budget managers had been asked to look for invest to save ideas that could be built into the budget;
5. informed Council that a review of capital projects was due to be undertaken by Cabinet in November; and
6. Cabinet was looking to set up an energy generation fund to invest in solar panels and other schemes to provide a revenue return over a number of years.

The Leader of the Council , Councillor Davison addressed the Council and:

1. explained that in future, the Cabinet would share Portfolio Holder statements with all Councillors, via email, when they were lengthy complex but the presumption was to try keep statements focussed; and
2. thanked the Programme Manager and their team for all their work on Abbey Fields Pool in arranging a briefing for all Councillors and general public in September.

40. **Questions to the Leader of the Council & Portfolio Holders**

Councillor Boad asked the Deputy Leader if the Labour Group agreed with the views of the Warwick & Leamington MP on the sale of Riverside House.

In response, Councillor King explained that he had had private conversations with the Warwick & Leamington MP and the public response, to the letter from the MP, provided by the Council, was factually correct.

Councillor Kohler asked the Portfolio Holder for Neighbourhood & Assets for an update on the investigation works at Southern and Ashton Courts in Lillington.

In response, Councillor Wightman explained that the investigation work was ongoing but the report on solutions was due. There had been a review of all high-rise blocks owned by the Council with cladding and in these two buildings initial findings suggested a styrene type substance within the cladding. This did not cause any concern in respect of fire safety assessments but had been linked to a fire in another area. Therefore the Council, as an interim measure, had upgraded the fire alarms so there was an alarm in each property and had a 24-hour watch at the properties as well. Testing of the cladding was taking place to look at the removal and replacement process so that it did not impact on the structural integrity of the building.

In response to a supplementary question, Councillor Wightman explained that residents would be kept informed when further details were known following the assessment report.

Councillor Redford asked the Portfolio Holder for Climate Change to clarify his earlier statement regarding the installation of EV charging points at 10 village halls, so that assessments would be made first to ensure capacity within the local electricity grid to enable the charging points to work.

In response, Councillor Kennedy explained that the work was to survey 10 village hall car parks in South Warwickshire to see if it was appropriate to supply them with charging points. This would include looking at grid and location capacity to see if the site was viable.

Councillor Day asked the Leader if he supported the concept of a working Council to ensure that all Councillors could participate in Council matters, especially when some Councillors were working full time. For example, the Climate Change Action Plan Working Group was taking place at 2pm.

In response, the Leader explained that there had been logistical challenges for finding an appropriate date and time for the Climate Change Working Group and a number of dates and times had been suggested to all members of the Group. This led to a decision on picking the best fit from those dates. There was not a single date when all participants could be available.

In responding to a supplementary question, he added that he wanted to ensure all Members could participate and asked officers to share the protocol on arranging such meetings with Councillors. He also reminded Council that he wanted to work with Group Leaders to look at a more structured approach to enable Councillor engagement in projects and areas of work.

Councillor Day asked the Deputy Leader to inform Council which way he would have voted at the previous Council meeting in respect of the recorded vote taken by Council on the Pump Rooms.

In response, Councillor King explained he would have supported the proposal from Cabinet.

Councillor Day asked the Deputy Leader if the MP for Warwick and Leamington had been very quiet on the Pump Rooms project and if he had received the views of the MP.

In response, Councillor King explained that he could not answer on behalf of the MP but if he was watching, the MP might contact Councillor Day directly. In response to a supplementary question, Councillor King explained the MP had not provided his views to him.

Councillor Day asked the Deputy Leader if he shared the view of the Warwick & Leamington MP on the Riverside House site disposal proposals.

In response, Councillor King explained he understood why there was criticism based on when the decisions were made about the site. He believed the MP felt the right process was not followed, including consultation with the public.

In response to a supplementary question, Councillor King explained that he supported the letter to the Warwick & Leamington MP and it was good for the community to see challenge to the Council from either the public or MPs.

Councillor Milton asked the Portfolio Holder for Place that now the Cabinet had approved funding to assist with the proposal to relocate the Wardens , what work

would be undertaken to mitigate the impact on quality of life for residents in that area.

In response, Councillor King explained that the use of the land had been allocated within the Local Plan and so the development was acceptable as long as it accorded with Local Plan Policy. The Club intended to run a public exhibition and engagement with the local community before they would submit a planning application. The Community would also be able to respond as part of the formal planning application consultation. In respect of transport, the Club would be submitting a transport statement and travel plan with the application, which would include sustainable travel.

Transport modelling of the site usage had previously been undertaken by WDC and would be included with the application. Car parking allocation, with any planning application, would need to be in line with the Council's SPD on parking standards. WCC highways would also be consulted on the application and in anticipation of this, the Club was liaising with WCC on highways.

In addition to this, he explained he had met with the Club's Chairman and sought a commitment on equalities commitment within its membership and encouraged the Club to look at supporting membership from people with low incomes.

Councillor Matecki asked the Portfolio Holder for Neighbourhood if it was appropriate for one for the Green Group Members to announce that extra resources were to be added by the Council to tackle fly-tipping. If this was the case, how many extra staff this would be and what resources were being cut to pay for it.

In response, Councillor Roberts outlined the revisions to the Service Area, which had seen reallocation of resources within the team with revised job descriptions. This followed a period of time reflecting on the ability to recruit to a post and the change in demands for the team. He also highlighted that part of the funding for the roles came from Warwick University.

In response to a supplementary question, Councillor Roberts recalled informing Council previously about this and a Waste Enforcement review was due to come to the Overview & Scrutiny Committee in November.

Councillor Matecki asked the Portfolio Holder for Climate Change if he was aware that Warwickshire County Council had been granted £3.3million for the introduction of around 2,200 Electric Vehicle charging points across the County. WCC would be asking the community to nominate locations such as village halls and off-street car parks. Councillor Matecki proceeded to ask if the Portfolio Holder was talking to WCC to avoid duplications.

In response, Councillor Kennedy explained officers were in contact with WCC about this.

Councillor R Dickson asked the Portfolio Holder for Neighbourhood for an update on the planned improvement to the green space play area off Glendale Avenue in Kenilworth.

Councillor Roberts explained that a project document was to be circulated that week to Ward Councillors for sign off, with invites to tender in October and installation in the early new year, depending on the timeline of the winning bidder. And in response to a supplementary question, Councillor Roberts explained he would be working with officers to ensure delivery on the agreed timeline.

Councillor R Dickson asked the Councillor for Resources how much money had been paid to Keir for Abbey Fields development since May 2023.

In response, Councillor Chilvers said he would ask officers to provide response in due course.

In response to a supplementary question, Councillor Chilvers thanked Councillor R Dickson for explaining that £540,000 had been paid to Keir since May 2023 and that the Cabinet was keen to look at the overall costs of the project.

Councillor Barton asked the Portfolio Holder for Communities and Leisure for an update on the action being taken, following complaints from Whitnash Residents, about Berry Polimers processing of plastic for recycling?

In response, Councillor Sinnott recognised the impact this had had on residents in the area and a detailed update had been provided to the Town Clerk of Whitnash last Thursday. There had been unannounced inspections of the site which did not identify any concerns for the District Council in respect of its responsibilities. However, the Environment Agency were primary agency for enforcement, because they had issued the licence, and therefore issues needed to be reported to them for investigation

Councillor Barton asked if the Royal Spa Centre had been checked for RAAC. In response, the Chief Executive explained that officers were undertaking a review across all properties owned by the Council. Initial indications from information held was that the Royal Spa Centre was safe, but there would still be tests as well to verify this.

Councillor Hales asked the Portfolio Holder for Resources that as procurement was central function, if he would encourage Members to attend training in October, and if he would set up a Members Procurement Board.

In response, Councillor Chilvers agreed it was an important function. He encouraged all Councillors to attend the training and welcomed the proposal of setting up a Procurement Board or Champions.

Councillor Hales asked the Portfolio Holder for Arts and Economy if she could pass the thanks of the Council back to the Events Team for the wide range of events delivered over the summer.

In response, Councillor Billiald agreed to pass the thanks of the Council back to the Events Team.

Councillor Hales asked the Portfolio Holder for Place if he would write to the former Deputy Chief Executive to thank him for all his work in helping deliver the new Kenilworth School.

In response, Councillor King agreed to write to the former Deputy Chief Executive to thank him for all his work in helping deliver the new Kenilworth School.

Councillor Yellapragada asked the Portfolio Holder for Place about what measures were in place for when the Council would approve new housing development to ensure infrastructure was in place for new residents; and for future developments, if the Council could require infrastructure to be in place before housing development was completed.

In response, Councillor King explained that officers were aware of issues around new any large development and while there was a framework in place for negotiations at an early stage there was room for improvement in this engagement. There was a lack of freedom to direct developers to do what the Council wanted rather than what they wanted, and the Council needed help from central government to provide more power. The Council was aware that a lot of new developments were car-reliant, but it had have limited influence to bring the benefits for residents. That said, there was the potential for work with WCC on highways and transport, including speed limits and service provision.

Councillor Armstong asked the portfolio Holder for Climate Change if he could provide an updated timetable on the NetZero DPD and associated SSPD.

Councillor Kenndey highlighted the response from Councillor King in his earlier statement that the report was awaited from the Planning Inspector and consultation on the SPD was due soon.

41. **Cabinet Report**

It was proposed by Councillor Day and seconded by Councillor Davison that the public report from the Cabinet meetings of 8 March 2023, 9 August 2023 and 20 September 2023 be approved.

The items to be considered were:

8 March 2023, the Housing Revenue Account Business Plan Review 2023
9 August 2023, the fees in relation to the Introduction of an Additional Licensing Scheme for HMO; the Resident Engagement Strategy residents in respect of Council Housing tenants and where appropriate, leaseholders; and
20 September the request to seek exemption from the Policy & Budgetary Framework Procedure Rules to enable the Corporate Strategy to be delivered early.

The Chairman expressed concern on behalf of Council regarding the 8 March excerpt not coming for approval earlier. The Chairman explained this was because the report at the time was not sufficiently clear if it was a Cabinet or Council decision. Initially it was passed as a Cabinet decision but after the last meeting and on review, it was a matter for Council to consider, hence why it was brought to Members at the earliest opportunity for consideration.

Resolved that the report of the Cabinet meetings held on 8 March 2023, 9 August 2023 and 20 September 2023, be approved.

42. **Appointments to Committee & Outside Bodies**

It was proposed by Councillor Davison, seconded by Councillor J Harrison, and

Resolved that

(1) the following appointments be made:

Overview & Scrutiny Committee

Members	Substitutes
Collins	Dray
Sullivan	Hunt
Browne	Kang
	Rosu

Audit & Standards Committee

Members	Substitutes
Kang	Collins
Browne	Dray
Rosu	Sullivan
	Hunt

Planning Committee

Members	Substitutes
Sullivan	Hunt
Kang	Dray
Collins	Browne
	Rosu

Licensing & Regulatory Committee

Members	Substitutes
Rosu	Harrison
Sinnott	Browne
King	Sullivan
	Kang
	Hunt
	Wightman

- (2) the appointment of Councillor Sinnott, by the Leader as the Warwick District Council Representative on the Police and Crime Panel, be noted.

43. Press and Public

The Chairman proposed, it was seconded by Councillor J Harrison and

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

44. Confidential Cabinet Report

The Chairman of the Council explained that she had accepted this item as an urgent item in order for the purchases to be completed if the recommendations were approved.

The Confidential report of the Cabinet of 20 September 2023 was proposed by Councillor Wightman and Seconded by Councillor Kennedy.

The item being considered was the finance for the associated costs for the purchase of 51 S106 Dwellings at the Asps, Banbury Road, Warwick and 20 S106 Dwellings at Thicktorn, Kenilworth.

Resolved that the confidential Cabinet report of 20 September 2023, be approved.

(The meeting resumed in public session.)

45. **Common Seal**

It was proposed by the Chairman, seconded by Councillor Davison, and

Resolved that the Common Seal of Warwick District Council be affixed to such documents as it may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 9.07pm)

CHAIRMAN
15 November 2023

Cabinet

Draft excerpt minutes of the meeting held on Wednesday 6 December 2023 in Shire Hall, Warwick at 6.00pm.

Present: Councillors Davison (Leader), Billiald, Chilvers, J Harrison, Kennedy, King, Roberts, Sinnott and Wightman.

Also Present: Councillors: Dickson (Liberal Democrat Group Observer), Day (Conservative Group Observer), Margrave (Whitnash Residents Association Group Observer), and Milton (Chair of Overview & Scrutiny Committee).

Part 1

(Items upon which a decision by the Council was required)

65. Q2 Budget Update 2023/24

The Cabinet considered a report from Finance which provided an update on the current financial position from 30 September 2023. It also provided a full year forecast for the 2023/24 financial year, and for the medium term through the Financial Strategy. Key variances and changes were highlighted to inform Members, with some recommendations also put forward for consideration.

The Medium-Term Financial Strategy showed that the Council was still reliant on making further changes to ensure that the Council operated within a balanced sustainable budget in future years, in addition to delivering the service initiatives that were previously agreed in December 2020, and last updated as part of the 2023/24 Budget Setting. With the significant risks facing the Council's finances in future years, it was important that officers and Members took all actions to ensure that the change management programme was developed to enable the Council to achieve this objective.

A full review and full year forecast had been completed by all Cost Centre Managers to estimate the total financial commitment for this current year. Accountancy had supported managers in the preparation of these figures. As of 30 September (end of Quarter Two (Q2)) there was an adverse forecast variance of £0.600m for the 2023/24 financial year to 31 March.

A summary by Portfolio of major variances was provided in the report. As part of the Vacancy Factor process for Q2, a full year forecast for all salary budgets had been completed, with the Vacancy Factor offset against forecast underspends in salary budgets. This forecast that 100% of the General Fund Vacancy Factor (£1.132m) had been met. This would be reassessed in Quarter three if any further savings against establishment would be reported.

Agency use was forecast over budget by £0.464m. A further review on the use of agency staffing would be carried out as part of a wider review into long-term vacancies held by the Council, forming part of the ongoing work in improving recruitment.

As reported in Quarter one (Q1), there was an increase in Homelessness Rent Rebates for which the authority did not receive full government subsidy. The number of residents that claimed this allowance, and the duration for which they claimed it, had increased in recent years, while the subsidy had remained at a level set back in 2011 (Local Housing Allowance Rate). Further work would take place to look at the accommodation in which people were placed, and whether there was more that could be done to reduce durations, particularly in accommodation such as hotels and B&Bs which were not fully reimbursed by the subsidy. The original plan to introduce the Arcus system with the authority had been withdrawn as agreed by Committee report completed by the Head of Service.

As reported in Q1, at budget setting in February 2023, contingency budgets were set to mitigate the unknown rising costs of contracts linked to inflation. These were held and managed centrally by the Head of Finance. In Q1, the contingency budgets had been forecast to offset some of the increased expenditure reflected in this report.

The increased cost of External Audit for the completion of the 2021/22 Statement of Financial Accounts was partly due to the additional work required because of the change of Financial System mid-year of 2021/22, and extra scrutiny required from the Council's External Auditors.

In terms of Housing Services, a Service level agreement (SLA) was in place between Warwick District Council (WDC) and Milverton Homes, to cover the cost of staff time and consultancy work. This income was not budgeted for at budget setting. The costs relating to this SLA would continue to be updated on an annual basis.

The Council had received an increase in grant for Homelessness Advice, which would be used in conjunction with previously allocated budgets within the homelessness service. The grant was ring-fenced to support the delivery of this specific service.

The reduced Move on & Prevention Grant received in year was offset against reduced expenditure in donations and expenses.

In terms of Neighbourhood and Assets, there had been a loss of income due to the closure of Covent Garden Car Park (only the surface car park remained open) of £0.230m. The closure of Linen Street car park meant no charges would be made in year, but there were still ongoing costs for the car park of £0.050m, as the basement was still used by tenants. Other car parks in Leamington had their income projections increased, totalling £120k, as part of assessing data from this year to date and last year, with a driver of this being the displacement of vehicles from Covent Garden. As part of the 2024/25 fees and charges process due to commence at the start of September, a comprehensive review of the Council's Car Parking portfolio would be carried out.

The original budget set in February 2023 estimated that WDC would move out of Riverside House in June 2023. The additional running costs for continuing to occupy Riverside House were estimated at £0.322m for this financial year.

Revised income projection for crematorium fees were based on current activity. This adjustment had been reflected within the Fees & Charges report for 2024/25 and was more realistic to the income the service would receive in this financial year and next.

It had been confirmed that WDC would receive Dry Waste Income from the new Sherbourne MRF. This would come into effect in the last quarter of the year. A prediction of income had been incorporated into the Forecast for Q2, once sales were made this would be reviewed and adjusted if required. At Budget setting, the overall budget was not set high enough, based on information received from third parties, thus showing an overspend. This service was expected to match estimated cost within the year. The Budget issue should be resolved in Budget setting 2024/25.

There was a reduced external printing income and reduced internal income from printer clicks estimated in year, this had been partially offset by reduced printing expenditure. Additional costs after HAY review had been included in the forecast and would be revised in Budget Setting 2024/25.

The centralised Occupational Health Budget was showing a forecast over budget, this estimate was based on the costs for last financial year, which were higher than agreed budget.

Due to the profile of the current apprentices, there was a surplus forecast within apprenticeship salaries. This related to new apprentices being employed at initial programme rates.

In terms of Place, Arts and Economy, planning fees had a reduced income based on current performance at Q2. This had not improved from Q1 and a lack of larger planning applications through the first half of the year had reduced the Outturn forecast. From 1 April 2024, new legislation which allowed the increase in planning fees of 25% for small applications, and 35% for larger application would increase the value of planning income, although the current predictions showed this would not meet Budget and would still show under achieved. Within the service area, large agency staff costs continued, which compounded the financial position with the reduction in income. Further review within this service was required for Budget Setting 2024/25 on both cost and income to ensure that it was with Budget constraints.

Building control reduction of income due to the service provision provided for Daventry returning to West Northamptonshire Council had been partially offset by a reduction in service delivery costs.

Due to the partial closure of the Town Hall for development, a loss of income had been forecast of £0.055m as the Council was unable to hire space out during this time.

The Women's cycle tour, which was due to take place in 2023, was unfortunately cancelled. Therefore the £0.030m budget that was in place would not be used in year. The event was scheduled to go ahead in 2024, and so it was expected that the budget would be carried forward to support this taking place.

New contract for Softcat install equipment and managements fees were included within this forecast. This would be reviewed for budget setting 2024/25. There was a loss of rent and ability to relet space at the Creative Quarter.

Extensive works were required in the maintenance of WDC outdoor paddling pools. There was a £0.021m reduction of income from sponsorships and sales of hanging baskets.

Regarding Abbey Field Cycle Track, the budget from New Homes Bonus in 2023/24 would not be used, this was to be deferred to 2024/25. Community Safety caused increase in staffing costs which were approved by ERF to cover sickness. There was also increase in Consultancy and staffing costs within the Service.

The bowls income budget was unachievable and this would be reviewed at budget setting 2024/25.

In terms of the Strategic Leadership portfolio, there was an increase in costs relating to the new Voter ID. This had now been realised after final payroll costs, and was partially offset by an increase in external grant received.

Funding was provided to address the most complex barriers to tree planting, including access to land. To date, no land had been purchased (although progress was being made via work with Forestry England) and the approach to the tree project was being reviewed to ensure alignment with the new Corporate Strategy (and linked to Biodiversity Action Programme). Whilst land purchase might be required (depending on the review), it was unlikely that this would be required in 2023/24 thus leading to the projected underspend.

There staffing cost increased to include Climate Change Projects and Delivery Officer. This post and overspend was to be funded by approved S106 funds.

Anticipated costs of the basic allowance showing a forecasted overspend in year. The Service Manager, supported by Accountancy would review and improve the monitoring process for future forecasts, and incorporate this into Budget setting for 2024/25.

Variations had been identified by the Accountancy Team in conjunction with the relevant budget managers, giving a full year adverse variance of £0.436m. A summary of the variations was included at section 1.2.1 in the report.

As part of the Vacancy factor process for Q2, a full year forecast of all Salary budgets had been completed and the Vacancy factor calculations had been made. This forecast that 100% of the for HRA Vacancy Factor (£0.235m) had been met. This would be reassessed in Q3 and if any, further savings against establishment would be reported.

Rent Rebates received from Beauchamp House were higher than the original Budget which was consistent with previous years income. This would be reviewed and updated as part of the Budget Setting 2024/25. Warwick Response- income received from HEART funding in 2022/23 and accounted for and used within 2023/24. This had been offset against increase to staffing costs within the team, including the use of Agency. Increased equipment costs were not budgeted (Income received in year but expenditure not budgeted high enough).

Increase in expenditure relating to Cleaning Contract i.e., communal areas were not Budgeted in year.

Increase in costs of Garage repairs in year compared to budget, estimated based on spend to date and known costs to the end of the Financial Year. The MTFS was last formally reported to Members in February as part of the Budget setting and Council Tax setting reports. In light of the variations highlighted in this report, the MTFS had been updated as outlined below:

	2023/24	2024/25	2025/26	2026/27	2027/28
	£000	£000	£000	£000	£000
Deficit-Savings Req (+)/Surplus (-) future years	600	4,334	2,476	1,525	1,501
Change on previous year	600	3,734	(1,858)	(951)	(24)

It was expected that some of the variances highlighted at Q2 might become recurrent (housing benefits / waste contract) were linked to ongoing decisions (Relocation project). Further work would be undertaken to assess their future impact and would be reflected in the Q3 budget review MTFS update.

It should be noted that the above revised MTFS did not include any provision for additional costs associated with the Abbey Fields Leisure Centre Project. Once confidential negotiations were concluded, all Councillors would be informed. If the decision was to then proceed with the project, the MTFS would be updated accordingly. It was expected that this decision should be made in time for inclusion in the MTFS as part of the 2024/25 Budget report in February.

Officers were continuing to review ways of reducing the deficit, including income generation, service efficiency and cost saving schemes, with the expectation that an update would be provided within the Q3 report in March, and help inform decisions for the budget setting process 2024/25. Capital had currently forecast a reduction in funding requirement in year of £12.662m for General Fund and £7.437m for HRA. A full breakdown of Capital Variances was shown in Appendix 1 to the report.

The table in the report presented the latest summary of available reserves as at Q2. This reflected non-committed, and non-ringfenced balances as at Budget Setting reports approved at Cabinet February each Financial Year, and ranged from 1 April 2020 (showing previous three years and current year) up to 1 April 2027 (the period covered by the current MTFs). This was subject to the final outturn of 2022/23 financial position, which was being completed as part of the draft statement of accounts process and to be reported to Cabinet.

The adjustments reflected approvals made since Budget Setting by Cabinet, showed those approved and reported in Q1, and those approved between Q1 reporting and now.

The Members allowances scheme defined that “[...] shall be increased by the annual local government pay percentage increase as agreed each April (linked to spinal column point 38 of the JNC scheme) to be implemented the following May in that year from the date of the Council Annual Meeting”.

This year, the pay award for all JNC scale points was £1,925. Following consultation with the Leadership Co-ordination Group, it was proposed that 3.8% should be the increase for this year. This was based on the basic allowance and how that equated to salaries for officers. The Independent Remuneration Panel for the Council were consulted on this proposal and raised no objections. This would have an adverse effect on the budget of over £16,000 before any on costs (national insurance contributions) were included.

In 2023/24, this would be funded from existing staffing budgets, and would be built into future budgets as baseline growth.

No alternatives were presented in the report.

The Overview & Scrutiny Committee noted the report and thanked officers for their work on it, especially for including the summary of reserves. The Committee asked that in the future, more work should be done on how the Council monitored its budgets on an ongoing basis, so that there was a lesser discrepancy between projections and the actuals.

The Overview & Scrutiny Committee asked for an update from the Portfolio Holder in relation to the underspent capital budget for disabled playground facilities, and what the plan for spending this budget was. The Committee asked for future reports to bring forward comments in the situations of underspend.

Councillor Chilvers proposed the report as laid out.

Recommended to Council that the Members allowance and allowance for the Chairman and Vice-Chairman of the Council up rating for 2023/24 be 3.8%, be approved.

Resolved that:

- (1) the latest current year financial position for (General Fund £0.600m Adverse and Housing Revenue Account £0.436m Adverse), with the key variations that drive these positions, be noted;
- (2) the impact on the Medium Term Financial Strategy (MTFS) due to changes detailed within the report, and how these changes are expected to be accommodated, be noted;
- (3) the ongoing forecast deficit outlined in the MTFS is reviewed further as part of a later report to Cabinet once proposals for tackling the deficit have been developed, be noted; and
- (4) the current capital variations for schemes originally approved in February 2023, be noted, and all changes approved.

(The Portfolio Holder for this item was Councillor Chilvers.)
Forward Plan Reference 1,386

CHAIRMAN
8 February 2024