

**Council meeting: Wednesday, 17 November 2021**

Notice is hereby given that a meeting of Warwick District Council will be held in the Pump Rooms, Royal Leamington Spa on Wednesday 17 November 2021, 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 meeting of the Council held on 20 October 2021.  
**(Pages 1 to 17)**

**4. Communications and Announcements**

**5. Petitions**

To receive a petition from the Kenilworth Lido Campaign of 952 signatures that reads as follows:

*"In view of the time that has passed since the original Kenilworth Leisure Facilities Consultation in 2018 much of the data on which decisions have been based is no longer correct. We are therefore asking that Warwick District Council pause the current Kenilworth leisure project and carry out a fair assessment of the feasibility of a modern Lido in Abbey Fields.*

*2/3rds of the people responding to WDC's Leisure Facilities Consultation wanted to keep and develop an outdoor pool in Abbey Fields, so it is hard to understand why WDC are ignoring the wishes of our community and have approved plans to build 2 indoor pools at a cost of £10 million when a Lido and one indoor pool would be less expensive. At a time when Lidos across the country are growing in popularity it seems a poorly judged and short-sighted decision by WDC, to close Kenilworth's outdoor pool in Abbey Fields.*

### **Why is this important?**

*Outdoor swimming in Kenilworth is part of the town's history. Abbey Fields Lido was one of the 1st in the country. The current outdoor pool is the furthest from the sea and the only safe public outdoor swimming facility within 30 miles. The pool's heritage is highly valued, but change is in its history. The original pool has already been rebuilt twice and we now have the perfect opportunity to create a lido for today; with the latest chemical free filtering, and the best 21st century design and eco credentials."*

## **6. Notices of Motion**

To consider a notice of Notice of Motion to be proposed by Councillor Mangat and second by Councillor Hales that reads as follows:

*"This Council Notes:*

*Across the UK harassment and violence towards women and girls is endemic. Women and girls suffer harassment and abuse every single day. The shocking prevalence of violence against women and girls has most recently been visible by in the appalling murders of Sarah Everard and Sabina Nessa. In the 28 days following the murder of Sarah Everard, a further 81 women were killed in the UK where the suspect was a man. This violence is fuelled by a toxic culture of misogyny, with a recent report on sexual harassment from the All Party Parliamentary Group for UN Women UK found that 71% of women of all ages in the UK have experienced some form of sexual harassment in a public space. Warwickshire is no exception. Sexual offences have seen a 26% increase in 5 years, Rape of a woman and girl has seen a 24% increase in 5 years, Sexual assault of a woman or girl has seen a 6% increase in five years Stalking and harassment shows a 1805% increase in five years. These statistics may not give us an accurate picture of the extent of crimes against women. Most of these types of crimes are never reported to the police. Under-reporting is contributed to by very low rates of detection and charging. In March 2020 just 1.4% of rape cases recorded by police resulted in a suspect being charged (or receiving a summons).*

*Studies have shown that the intersectional nature of discrimination means that women with additional protected characteristics, such as those who are from Black, Asian or Ethnic Minority communities, disabled or LGBT+, are even more likely to experience discrimination, harassment, and abuse.*

*In all levels of society, we must come together to end the narrative that tells women and girls that they are responsible for preventing male harassment, abuse, and violence. Instead, we must tell perpetrators and potential perpetrators that we will not tolerate harassment, abuse, and violence against women and girls any longer.*

*The Council Resolves:*

- 1. That its representatives on the Safer South Warwickshire Board and South Warwickshire Community Partnership to raise this issue and provide all Councillors with an update on the work these Groups are doing to tackle violence against women and girls;*
- 2. To write to the Police & Crime Commissioner to ask them to report on performance on tackling street violence against women and what their strategy is moving forward (including their strategy for tackling the issue at source with prevention work on stopping perpetrators or potential perpetrators before they inflict damage) as well as the allocation of*

*resources to support this and request our representative on the Warwickshire Police and Crime Panel to raise these points at the next meeting of the Panel and for the representative to report back to this Council February 2022; and*

3. *The Council asks the Leader to consider, with the relevant Portfolio Holders, what steps this Council could take to promote that this is not a 'Women's issues', men can play a crucial part in culture change across Warwick District and report back to the Cabinet in February 2022."*

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

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

**9. Cabinet Reports**

To consider the report from Cabinet on 4 November 2021 **(Pages 1 to 107)**

**10. Licensing & Regulatory Committee**

To consider the report from Licensing & Regulatory Committee on 15 November 2021 **(To follow)**

**11. Appointments to South Warwickshire Community Safety Partnership**

To consider appointing Councillor Ian Davison to the Council's vacancy on the South Warwickshire Community Safety Partnership as an interim appointment to the end of the Municipal year.

**12. 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 9 November 2021

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

Minutes of the meeting held at the Pump Rooms, Royal Leamington Spa on Wednesday 20 October 2021, at 6.00pm.

**PRESENT:** Councillor Murphy (Chairman); Councillors Ashford, Bartlett, Boad, Cooke, Cullinan, Davison, Day, J Dearing, K Dickson, R Dickson, Evans, Falp, B Gifford, C Gifford, Grey, Hales, Illingworth, Jacques, Kennedy, Kohler, Leigh-Hunt, Luckhurst, Mangat, Margrave, Matecki, Milton, Morris, Noone, Nicholls, Quinney, Redford, Rhead, Roberts, Russell, Syson, Tangri, Tracey and Wright.

## 28. **Apologies for Absence**

Apologies for absence were received from Councillors A Dearing, Grainger and Norris.

## 29. **Declarations of Interest**

Minute 32 Notice of Motion (a)

During the item Councillors Falp, Cooke, Roberts, Matecki and B Gifford made Council aware they were WCC Councillors.

## 30. **Minutes**

The minutes of the meeting of the Council held on the 28 July 2021 were proposed, duly seconded taken as read and signed by the Chairman as a correct record.

## 31. **Councillor Tony Heath**

The Chairman informed Council that since it met in July, the Vice-Chairman of the Council, Councillor Tony Heath had passed away on the 23 September 2021. Councillor Heath had Served on the Council from May 1983 to May 1991 and then again from May 2007 to September 2021, a total of 22 years and 5 months.

Councillors Margrave, Boad, Davison, Nicholls, Day and Falp all paid tribute to Councillor Heath. The Chairman then led the Council in a minute's silence as a mark of respect.

## 32. **Communications and Announcements**

The Chairman expressed his shock and sadness over the killing of Sir David Amess MP. He highlighted to the Council the recent publicity regarding the abuse directed towards elected representatives at all levels of government. As a result, he explained that he had working with Councillor Hales and the Head of People & Communications to promote the support available for any Councillor who received such abuse, details of which would be shared with all Councillors.

The Chairman explained he was aware that some Councillors had concerns over their personal address being available on the Council's website. He reminded Councillors it was their choice if we have they had their home address published on their personal page on the website. In respect of Disclosable Pecuniary Interest, Councillors had a legal duty to disclose any Land they had an interest in within the District, which included their home, even if it was rented accommodation. The

Council was required to publish this information online and did so on a designated tab within each Councillor's page. Councillors could request for the information not to be disclosed on the basis that it *"could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring officer agrees"*.

The Chairman welcomed Phil Grafton, the Head of Law & Governance and Monitoring Officer, to the meeting.

The Chairman informed Council that there was no business for Item 5 Petitions.

### 33. **Notices of Motions**

(a) It was proposed by Councillor Boad and seconded by Councillor Kohler, that:

*"Given this Council's Climate Emergency Declaration and its associated drive to improve air quality we call upon the District Council to join with the Royal Leamington Spa Town Council in calling on Warwickshire County Council to investigate and implement revisions to the routing of the University bus services (frequency every 8-10 minutes) as a matter of urgency.*

The primary objective being the rerouting of the services off the Parade, which will reduce both air pollution and traffic congestion through the town centre, and passenger congestion around the bus stops, particularly at the top of the Parade.

Additionally, we ask Warwickshire County Council to engage with the bus companies operating through the District to establish when they are proposing to change their fleets to clean, electric or hydrogen, power.

In the meantime, we urge them to introduce a clear identification system for the engine Euro Emission Rating on the side of their buses to give assurance to the public that the current vehicles in use are to the highest Euro 6 specification."

It was proposed by Councillor Davison that the Motion should be amended to read as follows:

*"Given this Council's Climate Emergency Declaration and its associated drive to improve air quality we call upon the District Council to join with the Royal Leamington Spa Town Council and Warwickshire County Council to include consideration of a Low Emission Zone for Leamington as part of the transformation framework unanimously approved at the last Council meeting.*

*In the meantime, we ask that the passenger congestion around the bus stops, particularly at the top of the Parade, is addressed as a matter of urgency. This could be achieved by revisions to the routing of the University bus services (frequency every 8-10 minutes).*

*Additionally, we ask Warwickshire County Council to engage with the bus companies operating through the District to establish when they are proposing to change their fleets to clean, electric or hydrogen, power. In the meantime, we urge them to introduce a clear identification system for the engine Euro Emission Rating on the side of their buses to give assurance to the public that the current vehicles in use are to the highest Euro 6 specification."*

The amendment was accepted by Councillor Boad and Councillor Kohler and therefore became the substantive motion for debate by Council.

Councillors Boad, Kohler, Davison, Nicholls, Wright, Grey, Noone and Leigh-Hunt all spoke on this item all spoke on this item.

**Resolved** that the motion as amended, be approved.

- (b) It was proposed by Councillor R Dickson and second by Councillor Russell, that:

*"This Council notes that:*

- (a) when the demolition and construction work starts at Abbey Fields Swimming Pools and Castle Farm Leisure Centre the facilities will close for at least 18 months. This work will also put the tennis courts and basketball court in Abbey Fields out of use.*
- (b) existing users of the Pools and Leisure Centre who are members of Everyone Active will be able to use the facilities in Newbold Comyn, Leamington Spa and St Nicholas Park, Warwick.*
- (c) in 2022 Warwick District will celebrate hosting elements of the 2022 Commonwealth Games which is an opportunity to encourage as many residents as possible to exercise.*
- (d) in a recent survey of more than 80 Kenilworth-based Everyone Active users only 25% said that, during the demolition and construction period, they would travel to the leisure centres operated by Everyone Active at Newbold Comyn or St Nicholas Park.*
- (e) any loss of members by Everyone Active during the demolition and construction work will result in lost income to the District Council and so will be a potential cost to local taxpayers.*

*This Council therefore asks Cabinet to work with Everyone Active to put in place creative and imaginative solutions to ensure that, during the demolition and construction work at Abbey Fields and Castle Farm, as many existing members of Everyone Active are both retained and encouraged to take exercise."*

Councillors R Dickson, Russell, Bartlett, Kennedy, Quinney, Wright, Falp all spoke on this item.

**Resolved** that the Motion as set out be approved for Consideration by the Cabinet in December along with a report from officers.

#### 34. **Leader's & Portfolio Holders' Statements**

The full statements made by the Portfolio Holders for Community Protection, Place & Economy and Climate Change were set out at Appendix 1 to the minutes.

The Portfolio Holder for Homes, Health & Wellbeing, Councillor Matecki, informed Council that:

- (1) there was a need to make some minor amendments to the Housing Allocations Policy which would be brought through the Programme Advisory Board for their view;
- (2) the number of families from Afghanistan coming to Warwick District would be 25, which would be matched by Stratford-on-Avon District Council. This could see around 300 people being moved into South Warwickshire, and he thanked Warwickshire County Council for their support in enabling this to happen;
- (3) the Council had received the first sets of keys for the houses on the triangle, and these would be energy efficient homes available at social rent; and
- (4) he and the Council were open minded about the right approach to the design build of Council buildings. He appreciated that there was a view all should meet the Passivhaus standard but he reminded Council there was a need to remain open minded when taking decisions and therefore considering the appropriate options for each site. That said, the Council would be developing a Passivhaus scheme to see how this compared in terms of cost and performance with other developments.

The Portfolio Holder for Culture, Tourism & Leisure, Councillor Bartlett:

- (1) thanked the Pump Rooms Team for delivering the meeting and for their work in fixing the PA at the Town Hall;
- (2) congratulated the team at the Spa Centre on their recovery programme and getting shows on again;
- (3) informed Council that the keys to the new Whitnash Civic Centre would be handed over to Whitnash Town Council within the next week;
- (4) reminded Council that Planning permission had been approved for the redevelopment of Abbey Fields Swimming Pool and Castle Farm Leisure Centre and that these two projects represented £19million of investment into Kenilworth and the wider District;
- (5) informed Council that all the District Council owned Leisure Centres had remained open despite the challenges of Covid-19 and staffing, and at present there were 3415 children booked for swimming lessons, which was 440 more than at the before Covid-19;
- (6) reminded Council that there was ongoing consultation on tennis facilities provision by the Council and that a report on the outcome of the Consultation would be coming to Cabinet in December; and
- (7) informed that the Commonwealth Games were 281 days away, and the both the physical and promotional work for the District were well underway.

The Portfolio Holder for Transformation & Resources, Councillor Hales, informed Council that:

- (1) after two years of hard work, the new Financial Management System for the Council would become operational over next new two weeks, which would bring significant benefits to the Council including enhanced financial reporting of accounts, and he thanked the project board and Councillor Syson for their hard work on this project;
- (2) the formal sign off of accounts was on schedule to go to Finance & Audit Scrutiny Committee for approval in November;
- (3) the AR Grant scheme for not-for-profit and charitable sector was due to be launched on 1 November;



- (4) the consultation on the proposed merger between this Council and Stratford-on-Avon District Council would close on Sunday 24 October 2021, and encouraged everyone to participate in this;
- (5) the Transformation PAB had discussed the Race Equality Task & Finish Group report and how this could be progressed;
- (6) the Leamington Light Switch on 7 November and he thanked to Councillors Cooke and Mangat for their work on making this more inclusive event to celebrate diversity of the community that is Warwick District

The Leader, Councillor Day:

- (1) thanked all officers for making sure the Council could all attend and participate in full;
- (2) informed Council that on 1 October he had met with Campion School Governors, Warwickshire County Council, and AC Lloyd, along with Councillor Mangat as Ward Councillor to focus on practical solutions for the delivery of site and associated traffic issues. It should be remembered that the Council had a Local Plan that had to be delivered, where they had to have a five-year land supply, and if they dropped below this then the Council faced the risk of having to approve developments not included within the Local Plan, which the Council worked so hard to deliver. At present, the Council had a 5.1-year housing supply, which was the equivalent of just 32 houses more than was required for a five-year housing supply;
- (3) advised that in respect of Chesterton Gardens, the costs to the Council of the appeal were much less than anticipated but it should have been noted that if the Council had contested these would have been around £250,000;
- (4) had visited some of the rural areas of the District with Councillor Hales and Councillor Illingworth to see some of the significant Planning Enforcement challenges faced by the Council. The Cabinet recognised this was an important area of work for the Council, and proposals would be brought forward to address these; and
- (5) the final Government Grant settlement was due in December and while it was anticipated this would not be good news, the Council should have been proud of the tough decisions it took last December, which had resulted in more room for movement in this year's budget, but also in taking the tough decisions which meant that Leisure Centres were able to stay open, unlike in other Council areas where they remained shut or where services had been stopped.

### 35. **Questions to the Leader of the Council & Portfolio Holders**

Councillor Kohler asked the Portfolio Holder for Climate Change what guarantees could be provided to ensure that postponement of the green bin collections service was a one off and not a sign of things to come as the contract with Suez wound down, and what assurances could Council give that Suez would not redeploy drivers allocated to services to other Council areas where they had longer contracts.

In response, Councillor Rhead explained he had emailed a reply to all Councillors along with a press release and all Councillors should be able to have dialogue with residents on this. Nothing was guaranteed but he had asked officers to be robust in dealings with Suez as this could have been planned for, and a robust response was required because the concern was shared that this could be the sign of things to come as the contract wound down. In respect of diversion resources, he had no information on that point.

Councillor Kohler asked the Portfolio Holder for Place & Economy a question in respect of planning policy for sustainable development on historic and listed

buildings. This was responded to in writing and was set out at Appendix 2 to the minutes. In response to a supplementary question, Councillor Cooke explained that the Local Plan in place provided policy for such matters and he expected these would be covered more in the emerging Local Plan.

Councillor Kennedy asked the Portfolio Holder for Climate Change a question, in the absence of the Portfolio Holder for Planning. This was submitted in writing before the meeting and the written response was set out at Appendix 2 to these minutes. In response to a supplementary question, Councillor Rhead explained that declaring a climate emergency was relevant to consideration in determining applications and he shared frustration in delivering the DPD, but there was due process to be followed.

Councillor Luckhurst asked the Portfolio Holder for Homes, Health and Wellbeing, when the final homeless and rough sleeping strategy along with the outline plan for managing rough sleeping during this winter would be published.

In response, Councillor Matecki explained that the Rough Sleeping Strategy had been published and he would send a link to all Councillors. In respect of managing rough sleeping, the Council issued a winter plan each year that detailed the services available during this period. The Council had an approved Severe Weather Protocol (SWEPP) which went over and above the Government guidance. The Council employed a rough sleeping co-ordinator who arranged weekly meetings to discuss concerns about rough sleepers, street outreach workers, funded by Department of Levelling Up Housing and Communities, and health workers, funded by Warwickshire County Council.

Councillor Milton asked the Portfolio Holder for Climate Change that with the challenges of the new cashless car park ticket machines, if there had been a rise in complaints, an increase in parking enforcement notices, or a reduction in income and what plans there were to help with the transition.

In response, Councillor Rhead explained that five core issues had been identified which needed to be recognised, these were people knowing how to pay by card, how slow payments were, void payments, customers displaying their receipt not their ticket and the ticket machine freezing.

For each of these there was a detailed response which Councillor Rhead agreed to share with all Councillors, but he summarised as follows. In respect of people knowing how to use the machines, more detailed signage had been added next to the machine. In respect of reducing transaction times, where appropriate a wired internet connection had been added to the ticket machine rather than wireless. In some locations the Council, with their contractor, were trialling a new app to help reduce void payments along with the reliability of the machines. In respect of customers displaying the receipt rather than the ticket, there had been some complaints but not a significant increase, and this was a matter where the customer needed to take responsibility.

At present it was difficult to ascertain if machine issues had impacted income.

Councillor Boad asked the Portfolio Holder for Place and Economy to confirm that the application for the old Leper Hospital had not yet been approved as per his statement, but was due for consideration by the Planning Committee on 21 October.

In response, Councillor Cooke apologised and asked that the record of his statement be amended to reflect this.

Councillor Cullinan asked the Portfolio Holder for Homes, Health and Wellbeing if waste collection and noise issues could be checked, as a matter of routine, as part of the HMO licensing process and that if problems were identified a short term licence could be issued.

In response, Councillor Matecki explained that all HMO licences were issued in-line with the agreed Policy of the Council but Councillor Cullinan could bring this point forward to the Homes, Health & Wellbeing PAB for discussion.

Councillor Cullinan asked the Portfolio Holder for Homes, Health and Wellbeing if there were any indications that residents were struggling to pay Council tax and rent and if the government hardship funds would be available to support residents in coming months and years.

In response, Councillor Matecki explained that at present the Council had not been informed of what if any of the national hardship fund they would receive, but Warwickshire County Council did have a local hardship scheme which was available to residents.

In response to a supplementary question from Councillor Cullinan, Councillor Matecki explained that he was not aware of an increase in the number of people struggling to pay their Council house rent and that bailiffs were not used to remove tenants who were in financial difficulties. He explained that the team of officers worked to support tenants because this had a far more positive effect for all parties, including Council resources and housing stock. For this reason a new system had been introduced to help identify potential issues earlier so support could be offered at an earlier stage. In addition, he explained that during his time as Portfolio Holder, bailiffs had not been instructed for any housing debt matter.

Councillor Hales added to this in response in respect of Council Tax, and explained that bailiffs were a last resort and that officers worked with individuals to support them and provide individual schemes to help them.

Councillor Quinney asked the Portfolio Holder for Place & Economy as to what weight could be given to the emerging sustainable buildings DPD, because planning inspectors had been known to give significant weight to documents at a far earlier stage of development.

Councillor Cooke as Portfolio Holder deferred his answer to Councillor Rhead who had led on the development of the DPD.

Councillor Rhead explained that the answer to this matter was included within the detailed response to Councillor Kennedy that he had shared with all Councillors, and would be appended to the minutes of this meeting.

Councillor K Dickson asked a question of the Portfolio Holder for Climate Change regarding electric vehicle charging points in Kenilworth, and this, along with the response was set out at Appendix 2 to these minutes.

### 36. **Cabinet Reports**

Councillor Day proposed and Councillor Hales seconded the recommendations within the minutes of the Cabinet meeting held on 12 August and 23 September 2021.

**Resolved** that the recommendations of the Cabinet of 12 August and 23 September 2021, be adopted.

### 37. **Membership of Cabinet, Programme Advisory Boards (PABs) and Members/Trades Unions Joint Consultation & Safety Panel**

Councillor Day proposed the amendments as set out on the agenda along with the addition of Councillor Cullinan to be appointed to the Community Safety PAB and Councillor Grey to be added to the Resources PAB. This was seconded by Councillor Hales and

**Resolved** that

- (1) the notification from the Leader, that since the last Council meeting Councillor Noone has left the Cabinet and that the Resources Portfolio work will be undertaken by Councillor Hales, be noted;
- (2) the additional appointments to the PABs as follows, be approved:  
  
Transformation - Councillor A Dearing.  
Climate Change - Councillor Skinner.  
Homes, Health & Wellbeing – Councillor Leigh-Hunt.  
Culture, Tourism & Leisure – Councillors A Dearing and Russell.  
Place & Economy – Councillor Skinner.  
Planning – Councillor B Gifford.  
Community Protection - Councillors Cullinan, Illingworth and C Gifford.  
Resources – Councillor Grey.
- (3) Councillor Quinney be appointed in place of the Labour Vacancy and Councillor Kennedy be appointed in place of the Green Vacancy to the Members/Trades Unions Joint Consultation & Safety Panel; and
- (4) Councillor A Dearing be appointed as a substitute to the Members/Trades Unions & Joint Consultation Panel for the Green Group.

### 38. **Urgent Item**

With the permission of the Chairman, Councillor Boad informed Council that it was unlikely the PA system at the Town Hall would be fixed in time for Planning Committee on 21 October. Therefore to avoid any further delay in determining the applications on the Planning Committee agenda for the 21 October Councillor Boad proposed that:

*"Council delegates authority to the Manager Development Services to issue the decisions for the applications on the agenda for Planning Committee on 21 October 2021, subject to them receiving the views of the Planning Committee, in the form of a vote, via a remote meeting on MSTeams."*

He explained that this way all Members of the Committee (or their substitutes) and public speakers could participate and the meeting could be broadcast the meeting via YouTube.

The proposal was seconded by Councillor Morris and

**Resolved** that authority be delegated to the Manager Development Services to issue the decisions for the applications on the agenda for Planning Committee on 21 October 2021, subject to them receiving the views of the Planning Committee, in the form of a vote, via a remote meeting on MSTeams.

The Chairman of the Council had agreed to take this as an urgent item because the meeting of Planning Committee was due to take place the following evening.

### 39. **Public & Press**

The Chairman proposed, Councillor Hales seconded and it was

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items 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.

### 40. **Confidential Cabinet Report**

Councillor Day proposed and Councillor Hales seconded the recommendations within the minutes of the Cabinet meeting held on 23 September 2021.

**Resolved** that the recommendations of the Cabinet of 23 September 2021, be adopted.

### 41. **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 7.30pm)

CHAIRMAN

17 November 2021

### **Community Protection Portfolio Holder Statement**

I am very proud to announce members of my Community Protection team were put forward for an award for their work when Covid started and their continued work as the crisis continued.

The Association for Public Service Awards where they were nominated as finalists in two categories:

The Best Service Team Award 2021 Environmental Health, Community Safety and Housing

The Best Collaborative Working Initiatives where our team worked with partners from the County Council, Police and other Borough and Districts.

This excellent work was recognised with them being awarded as winners in this category. I am sure you would want me to congratulate them on behalf of all the council.

I was also proud of the role of my team working collaborative with the blue light services during the tragic fire in South Leamington where resident David Boswell sadly lost his life. Our thoughts are with his family.

Covid has not gone away. We continue to play a leading role in keeping our residents safe while trying to get back to our day to day work as well. We have filled some of our vacancies but we are still not fully staffed.

We are delighted that Marianne Rolfe is now Head of Service at Stratford as well as at Warwick District. Most of the work we cover is the same in both districts and most areas are under the same government legislation. As you would have seen from the now monthly bulletins we send out to you we are reporting on the work in both Districts

## **Place & Economy Portfolio Holder Statement**

**Kenilworth School** At long last building has commenced. However, the progress of the build is being delayed because WCC has still not yet agreed to the second construction access. The longer the build is delayed the more the knock on effect on other local plan sites will be felt. Pressure is being brought to bear from WDC & Kenilworth School.

**New Pool & Sports Hall** Planning Permission has been granted for the new Pool in Abbey Fields Kenilworth, and the new Sports Hall in Fishponds Road. We have heard that this will now **not** be called in by the Secretary of State.

**CPO on St Michael's Hospital** The Planning Inspector granted a compulsory purchase order on the historic Leper Hospital site in Warwick. A planning application to build new homes whilst preserving the importance of the site is due to be considered by the Planning Committee on 21 October.

**Joint Local Plan Officer Team** The excellent joint working between both authorities on the South Warwickshire Plan continues. A Joint Officers Team has been appointed to lead on the work with 2 officers each from Warwick & Stratford. Our two Officers are Hayley Smith & Michael Brown.

**Local Plan Call for Sites** This has produced well over 500 submissions that will now have to be carefully assessed. Roughly 300 were in Stratford and 200 in Warwick. We will not be releasing ownership details of the sites or their locations until considerably more work has been undertaken for obvious reasons.

### **Housing and Economic Land Availability Assessment (HELAA)**

Councillor Pemberton & myself have agreed on the methodology for preparation of this vital document required for the new Local Plan. A HELAA is the same as a SHLAA but also assesses sites for economic development. In due course, this new HELAA will replace existing SHLAAs.

**Leamington Spa Transformation** It is intended to set up a Transformation Board to oversee the future development of Royal Leamington Spa. Such a review has not taken place since the mid 1980's. The Transformation Board will bring together members from all three levels of Local Government to oversee technical aspects of proposals made. An Advisory Board will also be set up.

## Climate Change Portfolio Holder Statement

Following the inspired Earthshot programme of last Sunday, the link for which I sent to each Members, I thought I would refer to the Councils Climate Emergency Action Plan which is set out under the headings of three ambitions.

**Ambition 1 – Net Zero Carbon Council by 2025**

**Ambition 2 – Low Carbon District by 2030**

**Ambition 3 – Communities to have adapted to a 3 degree rise in global temperatures by 2100**

In particular I would like to refer to one of the Ambition 2 items which sets out the following:

*Recognising the importance of green hydrogen as a low carbon fuel, we will explore the feasibility of a green hydrogen production, storage and fuelling facility in south Warwickshire.*

Today I attended a webinar entitled 'Making Hydrogen Happen'

This virtual briefing brought together local government councillors and officials, with leading representatives of the UK hydrogen industry. The discussion focused on opportunities for collaboration and investment in local hydrogen projects to support green job creation and decarbonisation efforts. There were 3 discussion points :-

- Looking ahead, what can realistically be delivered and achieved by local government and industry between now and 2030?
- What are the biggest barriers to developing hydrogen projects at scale at a local level? What are the suggested solutions to these issues?
- What do businesses need from local government to get started on transformative hydrogen projects?

Various points

- UK is the only country that has a hydrogen giga factory
- There are various funds including a £240 million hydrogen fund and various industrial cluster funds
- There will need to be a regulatory approach
- Shropshire pursuing hydrogen for RCV's and have contacts through the Midlands Connect and the Midlands Hub. They are also obtaining help from Manchester who have a hydrogen facility at Tydesley
- A presenter from Thames Estuary Growth Board on investment ideas
- All agreed that hydrogen for transport is particularly suitable for rural areas
- Canterbury City Council are building a green hydrogen facility utilising offshore wind power for green hydrogen. Their intended use is for buses
- A presenter confirmed that hydrogen can be put through existing pipeline infrastructure and this has received HSE approval
- A presenter from H2GREEN set out that they were a company focused on hydrogen for transport

I have asked for details of every participant so that we can contact them as we deem fit for more and better information.



**Question from Councillor Kohler to Portfolio Holder for Place & Economy**

*"Our previous Local Plan had a Sustainable Buildings SPD, which contained guidance on "Renewable Energy and the Historic Environment". Can you confirm if our current Local Plan contains equivalent guidance?"*

In response Councillor Cooke explained:

Warwick District Local Plan 2011-2029 Policy CC2 'Planning for Renewable Energy and Low Carbon Generation' supports proposals for new low carbon and renewable technologies in principle subject to various criteria being demonstrated. One of these is part c) which states: "the design will ensure that heritage assets including local areas of historical and architectural distinctiveness are conserved in a manner appropriate to their significance".

Policy CC3 'Building Standards and other Sustainability Requirements' is also a relevant Local Plan policy when considering sustainable construction, although this does not specifically refer to the historic environment.

The Council is one of the first local authorities to look to produce policy on net zero carbon development and we are doing this through the preparation of a Net Zero Carbon (NZC). Development Plan Document (DPD). We anticipate that the draft Net Zero Carbon DPD, if and when adopted, will provide up-to-date planning policy to support the delivery of sustainable buildings. We have recently undertaken a public consultation on the DPD and are in the process of analysing and responding to the representations received and will report back to Members once this process has been completed.

The NZC DPD aims to focus on minimising carbon emissions from new buildings within the District to support the achievement of national and local carbon reduction targets. From adoption (and earlier where possible) the DPD will aim to ensure all new developments should be net zero carbon in operation.

In preparing the draft DPD the policy team has engaged with the Council's Principal Conservation Officer and also with Historic England both of whom are supportive of the principle of the NZC DPD and we will carefully consider any detailed feedback provided ahead of the next consultation on the DPD. Historic England also have produced a number of publications around energy efficiency and historic buildings, responsible retrofitting of traditional buildings and also retrofitting of small-scale renewables.

Tackling climate change is one of the key principles set out in the Scoping Consultation document of the South Warwickshire Local Plan (SWLP). Given that both Warwick and Stratford Council's have declared climate emergencies and owing to the widely acknowledged importance of addressing this issue, we intend to have strong policy relating to this in the SWLP and this will build on the policy contained within the DPD, which will hopefully be adopted in advance of the new Plan.

## **Councillor Kennedy question to Portfolio Holder for Climate Change, in the absence of the Portfolio Holder for Planning:**

*"Planning officers brought forward a major application for consideration at the Planning Committee on 12 October for Item 06 - W 21 1165 -Land at the corner of Ramsey Road and St Mary's Road, Royal Leamington Spa.*

*As usual for a major application policies CC1, CC2 and CC3 were listed as relevant to the application. However in the report prepared by officers there was no reference to any of these policies, and no sustainability plan set out. Officers responded to a question about this by saying this was 'an oversight.' The same issue (the lack of any response to these three policies) has occurred on a number of major applications over the last year. At a time when we and many other local authorities have declared climate emergencies and as we approach the COP26 Conference next month, it is disappointing that the Planning Department does not seem to regard these policies as important enough to be an essential part of the consideration of planning applications.*

*(a) Can the portfolio holder for Planning please assure us that for all future planning decisions the application of these policies (CC1, CC2 & CC3) will, where relevant, be comprehensively addressed?*

*(b) Other local authorities are increasingly building their climate emergency policies into the planning process from the start, by, for example Somerset West and Taunton in its planning guidance:*

*Confirms that the Climate Emergency will be generally material to planning applications. In order to help assess how applications respond to the Climate Emergency on key issues, applicants will be required to submit a completed Climate Emergency Checklist at validation stage. The answers to the questions will not be scored or given any particular weighting, although they will feed into the Council's evaluation of the proposal under adopted planning policies.*

*As a minimum, can the portfolio holders for Climate Change and Planning consider how a statement of this type can be included in planning guidance, pending the issuing of the new DPD on Sustainable Housing and the new Local Plan?"*

Councillor Rhead shared the following response via email:

Thank you for advising me of your question and, having consulted with Officers I now set out our response to your questions below:-

*Policies CC1, CC2 and CCC3 are material planning considerations in the assessment of planning proposals. It is recognised that to date, some reports on planning applications have not always consistently reflected their significance. For that reason, looking forward, for all relevant proposals, the Officers report will now specifically include a section summarising and assessing sustainability issues and set out any proposed related planning conditions.*

*With regard to the materiality of the Declared Climate Emergency in considering planning applications, the officer advice is as follows.*

- Climate change is a material planning consideration.*
- The weight that can be given to any material planning consideration is a matter of judgement. It will depend, in large part, on the existence and status of any relevant planning policy. Where a plan is adopted (such as the Warwick District Local Plan), the weight that should be given to planning policies is significant. Where any planning policies are contained in emerging plans (such as,*

*in this case, the Council's Net Zero Carbon DPD), that weight given to those policies will be less.*

- The declaring by Warwick District Council of a climate emergency is relevant in a discussion about material planning considerations, but does not, in itself, change planning policy. The Declaration of the Climate Emergency is the Council's expression of its commitment to tackle climate change. This commitment will be articulated (in part) in the production of the Net Zero Carbon DPD. In view of the early stage that the Net Zero Carbon DPD has reached, and the fact that it raises matters of development viability (and consequently deliverability), officer advice is that we give limited weight to policies in the emerging Net Zero Carbon DPD at the present time.*
- For that reason, in the absence of a clear policy "hook", at this time, it isn't considered to be appropriate to propose a checklist as suggested by Councillor Kennedy. However, once the DPD preparation and Local Plan review are sufficiently advanced, the most appropriate means of ensuring that planning submissions include that information can be considered.*

*In view of the importance of this matter, we are looking to see how we can provide additional guidance and training for Planning Committee members on this important matter.*

### **Councillor K Dickson to the Portfolio Holder for Climate Change:**

*"Electric charging points were installed in Abbey End carpark Kenilworth more than five months ago. Since that time they have not worked properly for any sustained time and frequent reports have been made.*

*Whilst the Council has recognised the importance of electric vehicles and their ability to reduce emissions into the environment, do we have any information of when the points will be repaired to provide a dependable source of charging in the council's car parks?"*

In response Councillor Rhead sent the following email:

*"Dear Councillor Mrs Dickson*

*Thank you for your early question. I have discussed this with officers on a number of occasions and I set out below their responses.*

*"I wanted to provide you with an update on the above, following my initial email to you, dated 27 August 2021.*

*I asked for a meeting between Neil Bridges and I, Warwickshire County Council (WCC) and representatives from BP Pulse and that meeting occurred on Wednesday 8 September and during that meeting we were able to articulate our concerns about the very poor compliance on the chargers within our district.*

*Following that BP Pulse provided some feedback and proposed timescales and attached is a report supplied by WCC. In summary it states: -*

- 1. The Server is not able to meet the demand from the growing number of public and home EV charging transactions**

**Proposed solution:** *The home charging part of the BP Pulse IT support will be moved to a new server, releasing bandwidth for public charging*

**Timescale:** *"BP Pulse have indicated this is likely to happen towards the end of 2021."*

*I have subsequently asked for a more definitive timescale and BP Pulse have indicated November, but there potentially could be slippage on this date*

- 2. An internal component within the charger is not able to deal with increased use. Sourcing new components has been affected by the global microchip shortage**

**Proposed solution:** A restricted supply of components will be used to upgrade one charge point per problematic location and then following increased component supply all charge points will be upgraded.

**Timescale:** Restricted upgrade starting in late September and then in October all charge points

3. **Customers unable to access help because lack of call centre training and recruitment due to COVID restrictions/lockdowns**

**Proposed solution:** A separation of services between drivers and business users. A new B2B unit to be set up to support charge point hosts i.e. WDC. Also there will be continued investment in Field Service Engineers

**Timescale:** New B2B unit to be in service by the end of September

4. **Problems with the App. The BP Pulse app does not reflect the operating platform and shows the charge points as available, when they are out of service**

**Proposed solution:** Update to the App will be made. Until new components are added to chargers, those charge points will not appear on the public map

**Timescale:** WCC are seeking clarity from BP Pulse as to when the updated App will be available

I have asked for clarification on what public map they are not going to appear on, will it be the map on the BP Pulse App, because as of yesterday (16 September) they are still visible on the BP Pulse App

5. **Zap Map. This public site is currently showing the BP Pulse chargers that are out of service, as available**

**Proposed solution:** BP Pulse will add appropriate content to the comment box on Zap Map to indicate the charge point is not available

**Timescale:** No timescale provided. As of today (17 September) there are no comments against the chargers on Zap Map

6. **Awareness of users**

**Proposed solution:** Proposed communication to Warwickshire based residents who are registered to the network. The draft text is within the report attached

**Timescale:** WCC to confirm they are comfortable with the wording and confirm back to BP Pulse, before it is circulated"

As a further update I have also been provided with the following information:

"For my part I have had correspondence with Cllr Kate Dickson earlier this year along with Cllr Alix Dering and Richard Dickson also. They had on-going feedback from me and appreciated my help and time pursuing this. I was desperate to get them working ahead of our new EV permit scheme at the time to promote further overnight incentives to use EVs.

I not only got involved with trying to get the machines working in the first place in Kenilworth but actually advised the ground team installing them to reconfigure their layout. I had received a number of complaints the moment the team started to dig up the pavement to fit them. A mobility scooter user could not get through and a blind person was tripping on the raised rectangular concrete bases for the round charge points! It is a bit of a slalom run now but everyone is happy, including the ground working team too.

I had signed up to the BP app to test the machines myself and could not get them to work despite looking like they do. I pursued this with the team for a number of months to a point when I asked for Graham Folkes-Skinners support as he had changed roles. He has been working with WCC, whose contract these were installed with, to tackle the delay and has been actively pursuing a case to instigate KPI penalties from the contract. WCC seem reluctant to do this until the new year and Dave Barber has also been following up to urge them too.

Graham's attached email adds more detail or clarity but I have copied him in on this nonetheless in case he wants to add more. In essence I have been told this since March:

- Sims not getting a strong enough signal – BP were looking at changing supplier to one that works better in our locality. This appeared to be the case when I hooked up my EV but I disputed the case when I compared different mobile phones/sim packages at the location myself and other frustrated users.
- 'A fault with the machine, not sure what' came the response from the BP help team.
- I had emails earlier this year with frustrated customers trying to use them and I 'talked through' a few including needing to load the app with a £5 upfront payment to instigate a charge of whatever length. Surprisingly they had all been grateful with my help but concluded that they had lost faith with BP, not WDC and begged us to change supplier.
- BP later reveal issues with an under powered server and had separated their home charge network from the public network to lighten the strain on it – not sure if worked.
- BP reveal there is a GUI (interface board) causing the problem inside their units, a national problem, they cannot get them fast enough as there is a shortage of chips from abroad! An issue raised by EV manufacturers of late. They will replace each one unit per location nationally so that one region does not benefit more than another. Not clear how long this will take.
- They have removed these charging devices from their own app but I understand they remain on other apps such as Zap Maps which most EV owners would use. They have to remain on these apps as a criteria for their funding to have the chargepoints installed apparently.
- I am receiving reports from my team that most of the units are turning red, out of service, with what would appear to be failed 'whitelist' down loads overnight (config files).
- I am receiving an uncomfortable number of customer complaints to the team who cannot charge on them and some who were in a rare instance did get a charge found their cable was locked to the EV chargepoint. A call to BP (yesterday) told them that it was a fault with the local authority not them!!! I'm furious and I told my team leaders how to respond and firmly say it is not us and that this is a third party managed service on our land. I understand that BP have had a fast turnaround of helpline staff and issues with training. I advised my staff that the cable lock issue is because the charging unit itself lost comms or failed an update whilst the vehicle was charging. If the customer calls BP (and copes with the long wait) to say who they are and that the cable is locked that they will send an engineer out and recover it for them, posting it back quickly to their address. As you can imagine this does not go down very well, some customers need to charge every day.

*I have suggested not pursuing a second tranche of installations with BP if at all possible and that it would be a good opportunity to source another supplier, contract permitting, so as not to put all our eggs in one basket."*

As you will appreciate these charging points are installed under a contract with the County Council and while we have a liaising role, we are not the initial customer. I hope this provides you with answers to your question."

Title: Petition

Lead Officer: Graham Leach

Portfolio Holder: Councillor Bartlett

Wards of the District directly affected: Kenilworth Abbey

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**1. Addendum**

- 1.1. The Chairman has asked that Councillors be made aware of the following points for consideration of the petition.
- 1.2. The petition presented to officers contains 952 signatures 48.5% of which are within Warwick District more specifically 35.1% of signatures are from the CV8 postcode.
- 1.3. There will be a public speaker on this matter who will be permitted to speak up to five minutes on the petition.
- 1.4. The Council will then have up to 15 minutes debate the petition, unless a motion is proposed, seconded, and resolved to increase this time limit.
- 1.5. The petition relates to an Executive function and therefore Council can only who decide if the petition should, or should not, be passed to the Cabinet for consideration.
- 1.6. If the matter is passed to Cabinet, it is their decision to take and they can decide either to accept the petition or reject it. The petition to Cabinet would normally be accompanied with a report from officers explaining the potential impact of accepting the proposal within the petition.

# Cabinet

Excerpt of the minutes of the meeting held on Thursday 4 November 2021 in the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillors Day (Leader), Bartlett, Cooke, Falp, Grainger, Hales and Rhead.

**Also Present:** Councillors: Boad (Liberal Democrat Group Observer), Davison, (Green Group Observer), Cullinan (Labour Group Observer), Milton (Chair of Overview & Scrutiny Committee) and Nicholls (Chair of Finance & Audit Scrutiny Committee and Labour Group Observer)

## 57. **Declarations of Interest**

There were no declarations of interest made.

### **Part 1**

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

## 60. **Fees and Charges 2022/23**

The Cabinet considered a report from Finance which detailed the proposals for discretionary Fees and Charges in respect of the 2022 calendar year. It also showed the latest Fees and Charges 2021/22 income budgets, initial 2022/23 budgets and the actual out-turn for 2020/21.

The Council was required to update its Fees and Charges in order that the impact of any changes could be fed into the setting of the budget for 2022/23. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Council.

In the current financial climate, and with the impact of COVID-19 still being felt throughout the Council and its services, it was important that the Council carefully monitored its income, eliminated deficits on service specific provisions where possible and minimised the forecast future General Fund revenue deficit.

In accordance with the Financial Strategy and Code of Financial Practice it was appropriate to consider certain other factors when deciding what the Council's Fees and Charges should be:

- The impact of the Fees and Charges levels on the Council's Business Plan.
- The level of prices the market could bear including comparisons with neighbouring and other local authorities.
- The level of prices needed to be sufficient to recover the cost of the service and the impact on Council Finances, where this was not the case.
- The impact of prices on level of usage.
- The impact on the Council's future financial projections.
- Ensuring that fees, in particular those relating to licensing, reflected the current legislation. The regulatory manager had to ensure that

the fees charged should only reflect the amount of officer time and associated costs needed to administer them.

- Whether a service was subject to competition from the private sector, such as Building Control. This service had to ensure that charges set remained competitive within the market.
- Income generated from services including Building control, land charges and licensing was excluded from the Medium Term Financial Strategy and was managed through ring-fenced accounts, due to the legislation and criteria under which they operated.
- Management of the Council's Leisure Centres was by Everyone Active. The contract definition stated that 'The Contractor shall review the core products and prices in September of each year and submit any proposed changes to the Authority for approval (the "Fees and Charges Report")'. Appendix C outlined the core fees.

Managers were challenged on ensuring income maximisation and cost recovery where appropriate and provided commentary on the rationale behind some of the charges highlighted below.

Within the savings proposals agreed by Council in December 2020, a target of 15% was agreed in respect of additional income generated from discretionary fees and charges. Consequently, Budget Managers were tasked with seeking to achieve this increase, with the exception for some fees and charges, where legislation and other factors might make it unviable. These were set in accordance with such legislation and service knowledge provided by the managers. This was intended to make a contribution towards the savings that the Council needed to make in its overall Financial Strategy, with the timeline for making significant savings being significantly reduced due to the impact of COVID-19.

As a result of this, the fees and charges outlined in Appendix A to the report presented an overall forecast increase in income of £828,000, or 13.8%. Amounts totalling £398,800 were already factored into the MTFS (£153,800 inflation uplift and £245,000 as per service initiatives programme), with the additional income to be incorporated into the Medium Term Financial Strategy totalling £429,200. This excluded the additional income from certain ring-fenced charges (Building Control, Licensing and Land Charges).

Appendix A to the report also outlined an increase in income within the Housing Revenue Account of £117,000, or 26.6%. This would be factored into the HRA budgets and Business Plan.

The revenue effects of the proposed Fees and Charges were summarised in the following table (ring fenced accounts were removed):



<b>General Fund Services</b>	<b>Actual 2020/21 £ '000</b>	<b>Original Budget 2021/22 £ '000</b>	<b>Forecast 2021/22 £ '000</b>	<b>Forecast 2022/23 £ '000</b>	<b>Change Original 2021/22 - 2022/23 %</b>
ICT	35	30	20	45	50%
Culture	57	229	229	246	7.1%
Place & Economy Development	233	287	262	309	8%
Comm. Protection	50	72	71	82	14%
Housing	18	27	27	31	15.7%
Environment & Ops	33	23	26	28	18%
	3,350	5,342	5,488	6,098	14.1%
<b>Total General Fund Services</b>	<b>3,776</b>	<b>6,010</b>	<b>6,122</b>	<b>6,838</b>	<b>13.8%</b>
<b>Housing Revenue Account</b>	<b>415</b>	<b>440</b>	<b>537</b>	<b>557</b>	<b>26.6%</b>

A breakdown of the key drivers of the 2022/23 Fees and Charges was provided in Appendix B to the report.

Increased income from Fees and Charges would seek to ensure where possible the costs of the provision of respective services were covered. Any increases would reduce the ongoing savings target within the Financial Strategy.

The current forecasts for 2021/22 and 2022/23 would be reviewed within both the Base Budget Report (December) and Budget setting Report (February 2022). Managers would also continue to review their projections on a monthly basis.

The recommendations would enable the Council to continue to offer and deliver services while reducing and eliminating deficits on specific service provisions, supporting the overall financial position of the Council going forward.

In terms of alternative options, the Council could either leave fees and charges at 2021 levels or increase at a reduced level. This would increase the savings to be found over the next five years unless additional activity could be generated to offset this.

Another alternative option would be to increase at a level higher than proposed in the report. Excessive increases could deter usage where the take up is discretionary. Customers might choose to use the service less frequently or use an alternative supplier where one is available.

Both of the above were not realistic options given the current position of the Financial Strategy, and the level of savings required.

Public speaker, Mr Gill, addressed the meeting on this item. He raised concern about the proposed increase in fees for the use of community rooms such as those on Charles Gardner Road. This was because the Groups which use the rooms were often small in number and also less wealthy. In some instances, they were used by groups who were normally harder to engage with as a community and provided important community

facility and links. Therefore, to introduce these increases would have a disproportionate affect to other charges with the proposals.

The Finance and Audit Scrutiny Committee supported the recommendations in the report.

Councillor Hales acknowledged that 15% might be a large increase but pointed out that this decision would come to Council for debate. He then proposed the report as laid out.

**Recommended** to Council that

- (1) the Fees and Charges proposals set out in Appendix A to the report operate from 3 January 2022 unless stated otherwise, be agreed; and
- (2) provided the changes proposed by Everyone Active to the core products and prices from January 2022 are within the September RPI, the Heads of Culture and Finance, in consultation with the relevant Portfolio Holders (Cllrs Bartlett and Hales), can accept the changes.

(The Portfolio Holder for this item was Councillor Hales)  
Forward Plan Reference 1,194

#### 61. **Adoption of revised Enforcement Policy and Business Charter**

The Cabinet considered a report from Health and Community Protection which sought the Council's adoption of the revised joint Warwick District and Stratford-on-Avon District Council (SDC) Enforcement Policy and Business Charter covering a range of the two Council's regulatory services.

The Enforcement Policy was reviewed and updated to reflect a joint policy across the two Councils, with the inclusions of additional regulators and changes to enforcement powers.

The Warwick District Council policy was last reviewed in 2018.

The main changes were:

- Inclusion of additional enforcement areas within the scope of the policy. Namely: parking.
- Inclusion of an SDC Development Service appendix to the enforcement policy.
- Updates to legislation and governing guidance for relevant enforcement activities.
- Updated wording to provide additional clarity and understanding.

The Business Charter was reviewed and updated to reflect a joint business charter across the two Councils and the support organisations which represented our businesses.

The Warwick District Council Charter was last reviewed in 2018 and was being introduced for Stratford-on-Avon District Council.

The main changes were:

- Updated wording to provide additional clarity and understanding.
- Inclusion of Stratford District Council contact details.

The Department for Business, Innovation & Skills introduced the Regulators' Code which came into force on 6 April 2014. Its aim was to provide a regulatory framework that supported compliance and growth while enabling resources to be focussed where they were most needed. It set out a framework for proportionate and accountable regulatory delivery and established principles of how local authorities should engage with businesses to avoid imposing unnecessary regulatory burdens.

Business Support Organisations were consulted regarding the policy and charter. These included:

- Landlords Groups;
- Chamber of Commerce; and
- Federation of Small Businesses

All comments received from the organisations were given due consideration and incorporated into the Policy and Charter as appropriate. Those comments which were better suited for inclusion in other relevant documents or upon the website were forwarded for consideration in those publication reviews.

As this was a statutory duty, the Council needed to adopt an effective enforcement policy.

Alternative content could have been considered. However, the proposed version reflected the Government's recommended approach. There was no requirement to produce a single Council-wide policy and Members could prefer service-specific policies rather than the associated appendix to the report, which outlined variations of specific powers which were not detailed within the corporate Enforcement Policy.

There was no requirement to have a Business Charter and therefore Councillors could have chosen not to adopt the Charter. However, the content of the Charter reflected the Better Business for All agenda which sought to ensure that businesses were supported by regulators and a level playing field was established.

WDC had a Business Charter in place since 2018 and received only positive feedback in relation to the balanced approach of the Charter and Enforcement Policy.

Councillor Falp stated that the Policy had worked well over the last few years and she proposed the report as laid out.

**Recommended** to Council that

- (1) the revised Enforcement Policy and its associated appendices as set out in Appendix 1 to the report be adopted; and
- (2) the Business Charter as set out in Appendix 2 to the report, be adopted.

The Portfolio Holder for this item was Councillor Falp)  
Forward Plan Reference 1,242

(The meeting ended at 7.12pm)

CHAIRMAN

9 December 2021

**Fees and Charges 2022/23**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>General Fund Services</b>				
<u>ICT</u>	34,655	30,000	20,000 <b>-33.3%</b>	45,000 <b>50.0%</b>
<u>Culture, Tourism &amp; Leisure</u>	57,306	229,400	228,500 <b>-0.4%</b>	245,800 <b>7.1%</b>
<u>Place &amp; Economy</u>	232,799	286,600	261,900 <b>-8.6%</b>	309,400 <b>8.0%</b>
<u>Development</u>	50,151	71,500	71,000 <b>-0.7%</b>	81,500 <b>14.0%</b>
<u>Community Protection</u>	17,723	26,700	26,700 <b>0.0%</b>	30,900 <b>15.7%</b>
<u>Housing</u>	33,225	23,300	26,200 <b>18.0%</b>	27,500 <b>18.0%</b>
<u>Environment &amp; Operations</u>	3,349,694	5,342,100	5,487,500 <b>2.7%</b>	6,097,500 <b>14.1%</b>
<b>Total General Fund Services</b>	<b>3,775,554</b>	<b>6,009,600</b>	<b>6,121,800</b> <b>1.9%</b>	<b>6,837,600</b> <b>13.8%</b>
<b>Housing Revenue Account</b>				
<u>HRA</u>	414,831	440,000	537,000 <b>22.0%</b>	557,000 <b>26.6%</b>
<b>Ring Fenced Accounts</b>				
Land charges	106,381	115,000	115,000	132,000
Building Control	810,200	840,000	840,000	882,000
Licensing	117,625	212,200	212,200	244,200

## Notes:

- i) Recommended charges to operate from 3rd January 2022 (unless otherwise stated).
- ii) Charges inclusive of VAT where applicable (unless otherwise stated).
- iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)

**ICT**

<b>ICT - GIS section</b>	<b>Current Charge £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Street Naming and Numbering</b>			
Rename/number existing property	41.00	45.00	9.76%
Amend a Development Layout	83.00	90.00	8.43%
Add a name to existing numbered property	Nil	45.00	
Naming of a New Street	134.50	145.00	7.81%
Numbering of New Development -			
1-10 plots	£83 per plot	£90 per plot	
11+plots	£830 plus £23 per plot	£900 plus £25 per plot	
Additional copies of 'Confirmation of Address' letters	Upon request	Upon request	
Renaming of a street	Upon request	Upon request	

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>ICT - GIS section</b>				
<u>Street Naming and Numbering</u>	34,655	30,000	20,000	45,000
<b>Total ICT GIS Section</b>	<b>34,655</b>	<b>30,000</b>	<b>20,000</b>	<b>45,000</b>

**Culture, Tourism & Leisure**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Culture and Heritage:</b>				
<u>Royal Spa Centre</u>	6,785	81,900	77,100	94,200
<u>Royal Pump Room</u>	614	1,200	5,100	5,100
<u>Town Hall Room Hire</u>	21,570	75,000	75,000	75,000
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Culture and Heritage</b>	<b>28,969</b>	<b>158,100</b>	<b>157,200</b>	<b>174,300</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Recreation and Sport:</b>				
<u>Tennis</u>	779	2,100	2,100	0
<u>Bowls</u>	2,250	16,600	16,600	12,400
<u>Football, Rugby, Hockey Pitches</u>	4,278	18,700	18,700	21,500
<u>Edmondscote Track</u>	7,086	19,200	19,200	22,100
<u>Miscellaneous Charges</u>	3,530	5,000	5,000	5,800
<u>Lillington Recreation Centre</u>	10,414	9,700	9,700	9,700
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Recreation and Sport</b>	<b>28,337</b>	<b>71,300</b>	<b>71,300</b>	<b>71,500</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Culture, Tourism &amp; Leisure</b>	<b>57,306</b>	<b>229,400</b>	<b>228,500</b>	<b>245,800</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Culture, Tourism & Leisure****Culture and Heritage****Royal Spa Centre**

(Free of V.A.T. unless otherwise stated)

**Avon Hall:****Current  
Charge****Proposed  
Charge  
From 3/1/22****With the exception of below, all charges are by negotiation****Catering:**

When light refreshments are required, these shall be provided by the Arts Section's Customer Services Team, , with whom arrangements should be made

When the premises are booked for functions requiring licensed refreshments, the Bar 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 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 hire charges.

**Studio / Cinema**

by negotiation by negotiation

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income (Net of V.A.T.)</b>				
Events	6,785	79,800	75,000	91,800
Additional Facilities	0	2,100	2,100	2,400
<b>Total Royal Spa Centre</b>	<b>6,785</b>	<b>81,900</b>	<b>77,100</b>	<b>94,200</b>



**Culture, Tourism & Leisure****Culture and Heritage**

	<b>Current Charge</b>	<b>Proposed Charge</b>	
	<b>£</b>	<b>From 03/1/22</b>	
<b>ROYAL PUMP ROOM</b>		<b>£</b>	
<i>(All prices inclusive of V.A.T. unless otherwise stated)</i>			
<b>ASSEMBLY ROOM: ALL BY NEGOTIATION</b>			
<b>PRIVATE, NON-COMMERCIAL BOOKINGS:</b>	80%	80%	
<b>COMMERCIAL BOOKINGS:</b>	100%	100%	
<b>VOLUNTARY ORGANISATIONS:</b>	65%	65%	
<b>ANNEXE:</b>			
<b>PRIVATE, NON-COMMERCIAL BOOKINGS:</b>	80%	80%	
<b>COMMERCIAL BOOKINGS:</b>	100%	100%	
<b>VOLUNTARY ORGANISATIONS:</b>	65%	65%	
<b>EDUCATION ROOM:</b>			
Schools, Colleges & Educational Groups:			
- per day	45.00	100.00	122.22%
- per session (Half day)	35.00	50.00	42.86%
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)	80.00	92.00	15.00%
	+VAT	+VAT	
<b>ART GALLERY AND MUSEUM:</b>			
<b>Art Exhibitions :</b>			
- commission on pictures sold	30%	30%	
	<b>Actual</b>	<b>Original</b>	<b>Latest</b>
	<b>2020/21</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>2021/22</b>	<b>2021/22</b>	<b>Original</b>
<b>INCOME (Net of V.A.T.)</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>2022/23</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Assembly Room, Annexe, Education Room	614	1,100	5,000
Art Exhibitions - Commission on sales	0	100	100
<b>Total Royal Pump Room</b>	<b>614</b>	<b>1,200</b>	<b>5,100</b>

**Culture, Tourism & Leisure****Culture and Heritage**

<b>TOWN HALL ROOM HIRE</b> (Free from V.A.T.)	<b>Current Charge</b> £	<b>Charge From 3/1/22</b> £
--	----------------------------	--------------------------------

**All charges are by negotiation**

<b>PRIVATE, NON-COMMERCIAL BOOKINGS:</b>	80%	80%
<b>COMMERCIAL BOOKINGS:</b>	100%	100%
<b>VOLUNTARY ORGANISATIONS:</b>	65%	65%

	<b>Actual 2020/21</b> £	<b>Original Forecast 2021/22</b> £	<b>Latest Forecast 2021/22</b> £	<b>Original Forecast 2022/23</b> £
<b>Income (Net of V.A.T.)</b>				
<b>Town Hall Room Hire</b>	<b>21,570</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>

**Culture, Tourism & Leisure****Recreation and Sport****Tennis**

Per court per hour

(Excluding All Weather Pitch)

Victoria Park Tennis operates as a concession with the operator setting the charges

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
<b>Income (Net of V.A.T.)</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Total Tennis</b>	<b>779</b>	<b>2,100</b>	<b>2,100</b>	<b>0</b>

<b>Bowls</b>	<b>Charge From 4/1/21</b>	<b>Proposed Charge From 3/1/22</b>	
	<b>£</b>	<b>£</b>	
Per person - per hour	5.50	6.30	14.55%
Senior Citizens	2.75	3.10	12.73%
Under 18's / Disabled / Unemployed	2.75	3.10	12.73%
Under 5s	Free		
Season Ticket	78.00	89.70	15.00%
Club Season Ticket	36.00	41.40	15.00%
Club Member Season Ticket	36.00	41.40	15.00%
Commonwealth Games Rate for 1 green plus function Roor	45.00	50.00	11.11%
Commonwealth Games Rate for 1/2 green plus function Ro	23.00	25.00	8.70%
Commonwealth Rate room hire	45.00	50.00	11.11%

Hire of Green (for morning, afternoon or evening session) by negotiation by negotiation

**Club Bookings**

Subject to negotiation and agreement by Heads of Finance and Cultural Services

New rates introduced in recognition of non profit making organisations and Commonwealth

Nations booking the bowls in in relation to the 2022 Commonwealth Games

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
<b>Income (Net of V.A.T.)</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Individuals	0	2,400	2,400	2,200
Clubs, bookings etc.	0	4,600	4,600	4,200
Local club rentals	2,250	9,600	9,600	6,000
<b>Total Bowls</b>	<b>2,250</b>	<b>16,600</b>	<b>16,600</b>	<b>12,400</b>

**Culture, Tourism & Leisure****Recreation and Sport****FOOTBALL, RUGBY, HOCKEY, ROUNDERS PITCHES - CHANGING ROOMS AND SHOWERS**

Football	Current Charge 2021/22 Season		Proposed Charge 2022/23 Season	
	Adult £	Junior £	Adult £	Junior £
<b>Hire of Pitch:</b>				
a) Pitch only	42.00	23.00	48.50	26.50
b) With Dressing Room / Showers	67.00	42.00	77.00	48.50
<b>Hire of Pitch for Season (Once a week):</b>				
a) Pitch only *	583.00	305.00	670.00	350.00
b) With Dressing Room / Showers *	1,055.00	525.00	1,200.00	600.00
<b>Hire of Pitch for Season (Once fortnightly):</b>				
a) Pitch only *	290.00	152.00	335.00	175.00
b) With Dressing Room / Showers *	525.00	262.50	600.00	300.00
<b>Rounders Pitch</b>	N/A			

	Actual 2020/21 £	Original Forecast 2021/22 £	Latest Forecast 2021/22 £	Original Forecast 2022/23 £
<b>INCOME (Net of V.A.T.)</b>				
<b>Total Football, Rugby, Hockey Pitches</b>	<b>4,278</b>	<b>18,700</b>	<b>18,700</b>	<b>21,500</b>

\* Exclusive of VAT. However, if bookings do not fulfil Customs and Excise criteria for VAT free charge, VAT must be added.

Summary of requirements for VAT free hire of sports facilities:

- 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.

**Culture, Tourism & Leisure****Recreation and Sport**

<b>Edmondscote Athletics Track</b>	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Athletic Track:</b>			
<b>Day Tickets:</b>			
- Adults	5.50	6.30	14.55%
- Juniors / Senior Citizens	3.00	3.40	13.33%
<b>Season Tickets:</b>			
- Adults *	137.50	158.00	14.91%
- Juniors / Senior Citizens *	69.50	79.00	13.67%
* Season Tickets - charges are reduced from 1st October to March 31st by 60%			
<b>Reservation of Track for Group Sessions:</b>			
<b>Training:</b>			
- Session not exceeding 4 hours	60.00	69.00	15.00%
- Schools / Junior	46.00	52.90	15.00%
<b>Sports Meetings - per session of four hours or part thereof:</b>			
<b>Weekdays:</b>			
- Schools / Junior	68.00	78.20	15.00%
each additional hour or part thereof	24.00	27.60	15.00%
- Others	105.00	120.75	15.00%
each additional hour or part thereof	35.00	40.25	15.00%
<b>Saturdays:</b>			
- Schools / Junior	95.00	109.25	15.00%
each additional hour or part thereof	35.00	40.25	15.00%
- Others	151.00	173.65	15.00%
each additional hour or part thereof	52.00	59.80	15.00%
<b>Sundays:</b>			
- Schools / Junior	123.00	141.45	15.00%
each additional hour or part thereof	46.00	52.90	15.00%
- Others	191.50	220.25	15.01%
each additional hour or part thereof	68.00	78.20	15.00%
Use Of Floodlighting - per hour or part thereof	11.00	11.00	0.00%
Use of P.A. System - per period	27.50	27.50	0.00%
Use of Pavilion Facilities - per 4 hour period	49.50	49.50	0.00%
- each additional hour (or part)	20.00	20.00	0.00%

**Culture, Tourism & Leisure****Recreation and Sport**

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
	£	£	£	£
<b>Income (Net of V.A.T.)</b>				
<b>Total Edmondscote Track</b>	<b>7,086</b>	<b>19,200</b>	<b>19,200</b>	<b>22,100</b>

\* The Floodlighting rate has never been applied as it would be unaffordable to all clubs and the condition of lighting was poor. We have now improved the lighting and wish to apply a rate that is considered affordable.

<b>Miscellaneous Charges</b>	<b>Charge From 4/1/21</b>	<b>Proposed Charge From 3/1/22</b>	
	£	£	
<b>Pavillion Hire:</b>			
Hire of Vic Park Bowls Pavilion -external hirers per hr up to	46.50	50.00	7.53%
Hire of Victoria Park Bowls Pavilion - internal hirers per day	57.50	66.00	14.78%
Hire of Victoria Park Bowls Pavilion - internal hirers up to 3	44.00	50.00	13.64%

<b>Parks Exercise Permits</b>	<b>Monthly Current</b>	<b>Annual Current</b>	<b>Monthly From 3/1/22</b>	<b>Annual From 3/1/22</b>
	£	£	£	£
<b>1-3 Sessions per week</b>				
Groups up to 5	30.00	310.00	30.00	310.00
Groups of 6 or more	75.00	760.00	86.25	874.00
<b>4 or More sessions per week</b>				
Groups up to 5	50.00	510.00	57.50	586.50
Groups of 6 or more	125.00	1,260.00	143.75	1,449.00

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
	£	£	£	£
<b>INCOME (Net of V.A.T.)</b>				
Sporting Events in Parks	<b>3,530</b>	<b>5,000</b>	<b>5,000</b>	<b>5,800</b>

**Community Sports Development**

Various courses of a variety of durations and 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.

**Culture, Tourism & Leisure****Recreation and Sport**

<b>LILLINGTON RECREATION CENTRE</b>	<b>Proposed Charge</b>	<b>Proposed Charge</b>		
	<b>From 4/1/21</b>	<b>From 3/1/22</b>		
	<b>£</b>	<b>£</b>		
<b>Sporting and Youth Organisations:</b>				
- per morning / afternoon	26.00	26.00	0.00%	
- per evening / weekend (per 2 hour session)	26.00	26.00	0.00%	
- each additional hour or part thereof	13.00	13.00	0.00%	
<b>Other Organisations:</b>	by negotiation	by negotiation		
	<b>Actual</b>	<b>Original Forecast</b>	<b>Latest Forecast</b>	<b>Original Forecast</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Total Lillington Recreation Centre</b>	<b>10,414</b>	<b>9,700</b>	<b>9,700</b>	<b>9,700</b>

**FACILITIES FOR PERSONS IN RECEIPT OF UNEMPLOYMENT BENEFIT AND INCOME SUPPORT AND STUDENTS**

## 1. Facilities available at reduced charges during times shown.

Edmondscote Athletic Track - Monday to Thursday 5.30 -Junior rate and Sunday mornings

Coaching Courses -Reduced price on selected courses (see local press for details)

Art Gallery / Craft Courses -Reduced price on selected courses (see local press for details)

Royal Spa Centre -Reduced ticket prices at selected performances (see local press for details)

-Standby tickets for some concerts and shows, 50% reduction, dependant upon availability

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**

2. 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

For full details of our services, or for further information on leisure opportunities, please ring the Cultural Services Department 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

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



**Place & Economy**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
Markets	5,787	26,300	33,000	33,000
Events Team - Open Spaces	500	49,300	39,300	39,300
Bowls Championship - Parking	0	18,700	13,400	0
Enterprise Team	226,512	192,300	176,200	237,100
<b>Total Place &amp; Economy</b>	<b><u>232,799</u></b>	<b><u>286,600</u></b>	<b><u>261,900</u></b>	<b><u>309,400</u></b>

**Business Support and Events Team**

<b>MARKETS</b> (Free of V.A.T. unless otherwise stated)	<b>Proposed Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
Farmers' Market charge per stall per market to stallholders:			
- Warwick (4-5 per year)	35.00	35.00	0.00%
- Leamington	40.00	40.00	0.00%
- Leamington (Covent Garden, 9 per year)	40.00	40.00	0.00%
Market Contractor charge per stall per market to stallholders:			
- Leamington and Warwick	35.00	35.00	0.00%
- Kenilworth	30.00	30.00	0.00%
 % of stall income due to Warwick District Council:			
	%	%	
	20.0%	22.5%	
	25.0%	27.5%	
	30.0%	32.5%	
	35.0%	42.5%	
	40.0%	50.0%	
	50.0%	50.0%	

<b>INCOME (Net of V.A.T.)</b>	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Total Markets</b>	<b>5,787</b>	<b>26,300</b>	<b>33,000</b>	<b>33,000</b>

**Place & Economy****Business Support and Events Team**

<b>MISCELLANEOUS CHARGES</b>	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Deposits:</b> (VAT not applicable)			
Charitable/Community events <250 people	115.00		
Other Charitable/Community events	287.50	See	
Commercial with 15 or under trading units	287.50	new	
Commercial with over 15 trading units	575.00	charges	
Fairs with 5 or fewer rides	575.00	below	
Fairs with over 5 rides	1,150.00		
Deposits should be paid in advance and repaid after the event less cleaning / reinstatement costs (if appro			
<b>LOCAL CHARITABLE / COMMUNITY EVENTS</b>			
(Exempt from V.A.T.)			
Deposit	As above	250.00	
Per Day	By negotiation	115.00	
<b>SMALL / LOCAL COMMERCIAL EVENTS</b>			
(Exempt from V.A.T.)			
Deposit	As above	500.00	
Per Day	By negotiation	230.00	
<b>LARGE / NATIONAL COMMERCIAL EVENTS</b>			
(Exempt from V.A.T.)			
Deposit	By negotiation	Dependant on size	
Per Day	By negotiation	By negotiation	
<b>CIRCUSES AND FAIRS</b>			
(Exempt from V.A.T.)			
Deposit	As above	1,000.00	
Up to Seven Days	2,127.50	2,130.00	0.12%
Each additional day or part thereof (subject to negotiation and agreement by Heads of Finance and Cultural Serv	356.50	360.00	0.98%
<b>PUMP ROOM GARDENS CORNER SITE (per day):</b>	201.25	201.25	0.00%
(Exempt from V.A.T.)	minimum	minimum	
(Subject to negotiation and agreement by Heads of Finance & Cultural Services)			
<b>FILMING ON WDC LAND</b>			
(Exempt from V.A.T.)			
Full Day	by negotiation	500.00	
Half Day	by negotiation	250.00	

**Place & Economy****Business Support and Events Team****WASTE COLLECTION (Public Waste Only)**

At cost + VAT    At cost + VAT

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
	£	£	£	£
<b>INCOME (Net of V.A.T.)</b>				
Special Events	500	45,000	35,000	35,000
Circuses and Fairs	0	4,300	4,300	4,300
<b>Total Miscellaneous Charges</b>	<b>500</b>	<b>49,300</b>	<b>39,300</b>	<b>39,300</b>
	=====	=====	=====	=====

**BOWLS - CHAMPIONSHIP PARKING**

	<b>Charge From 4/1/21</b>	<b>Proposed Charge From 3/1/22</b>
	£	£

**Victoria Park:**

## Car Parking:

- National Championship Bowls Events - per day	5.75	0.00	-100.00%
- 5 Day Parking Pass	23.00	0.00	-100.00%

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
	£	£	£	£
<b>INCOME (Net of V.A.T.)</b>				
<b>Car Parking - Victoria Park -Bowls</b>	<b>0</b>	<b>18,700</b>	<b>13,400</b>	<b>0</b>

**Place & Economy****Enterprise Team**

<b>Charge</b>	<b>Proposed</b>
<b>From 1/4/21</b>	<b>Charge</b>
<b>£</b>	<b>From 1/4/22</b>
	<b>£</b>

**Court Street Creative Arches**

Annual Rent Excluding V.A.T. - which should be added at the prevailing rate.

All Units

by negotiation by negotiation

**Althorpe Enterprise Hub**

Office Tariff: Monthly Licence Fee (excluding V.A.T. - which should be added at the prevailing rate)

Includes Service Charge

Unit Number

1	497	523	5.19%
2	520	547	5.19%
3	635	668	5.19%
4	565	595	5.19%
5	414	436	5.20%
6	378	398	5.19%
7	378	398	5.19%
8	378	398	5.19%
9	414	436	5.20%
10	565	595	5.19%
11	635	668	5.19%
12	473	498	5.19%
13	2,037	2,147	5.39%
14	558	587	5.19%
15	543	571	5.19%
16	558	587	5.19%
17	2,076	2,188	5.39%

Fees include service charge and 1 parking space - except Unit 12 which does not have parking allocated

Conference Room Hire Charges (excluding V.A.T. - which should be added at the prevailing rate)

Althorpe Enterprise Hub Tenants:

Per Hour	17.00	17.50	2.93%
Half Day	51.00	52.50	2.93%
	51.00	52.50	2.93%
Full Day	102.00	105.00	2.94%

**Place & Economy****Enterprise Team**

	<b>Charge From 1/4/21 £</b>	<b>Proposed Charge From 1/4/22 £</b>	
Althorpe Enterprise Hub Other Organisations:			
Half Day	68.00	70.00	2.94%
	68.00	70.00	2.94%
Full Day	136.00	140.00	2.94%

NOTE: Times above are for guidance only and can be negotiated

**26 H.T.**

	<b>Charge From 1/4/21 £</b>	<b>Proposed Charge From 1/4/22 £</b>	
Includes service charge			
Unit Number			
1	910.75	952.01	4.53%
2	987.50	1,031.89	4.50%
3	413.00	431.71	4.53%
4	1,080.00	1,128.09	4.45%
5	537.50	561.85	4.53%
6	521.00	544.59	4.53%
7	521.00	544.59	4.53%

**Court Street: COWork - Arch 4**

	<b>Charge From 1/4/21 £</b>	<b>Proposed Charge From 1/4/22 £</b>	
Pricing tariff - (including V.A.T.)			
Monthly subscription (cost per month) Dedicated desk package	275.00	275.00	0.00%
P.A.Y.G			
Per day	15.50	15.50	0.00%
Per half day	9.50	9.50	0.00%
Per hour	3.75	3.75	0.00%

	<b>Actual</b>	<b>Original Forecast</b>	<b>Latest Forecast</b>	<b>Original Forecast</b>
<b>INCOME (Net of V.A.T.)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Enterprise Team</b>	<b>226,512</b>	<b>192,300</b>	<b>176,200</b>	<b>237,100</b>

**Development Services**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Building Control</b>				
<u>Building Control Fees</u>	810,200	840,000	840,000	882,000
<b>Total Building Control</b>	<b>810,200</b>	<b>840,000</b>	<b>840,000</b>	<b>882,000</b>
<b>Development Control</b>				
<u>Development Control</u>	49,196	70,000	70,000	80,500
<b>Total Development Control</b>	<b>49,196</b>	<b>70,000</b>	<b>70,000</b>	<b>80,500</b>
<b>Self Building Section</b>	955	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>
<b>Land Charges</b>				
Local Land Charges	106,381	115,000	115,000	132,000
<b>Total Land Charges</b>	<b>106,381</b>	<b>115,000</b>	<b>115,000</b>	<b>132,000</b>
<b>Total Development Services</b>	<b>966,731</b>	<b>1,026,500</b>	<b>1,026,000</b>	<b>1,095,500</b>

**Development****The Building (Local Authority Charges) Regulations 2010****TABLE 1: NEW BUILD OF HOUSES OR FLATS (Dwellings / flats up to 300m<sup>2</sup>)****Notes:**

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	Current Charge £	Proposed Charge From 1/4/22 £	
<u>Full Plans Applic: Submission Fee</u>			
1	£330.00	£350.00	6.06%
2	£390.00	£410.00	5.13%
3	£450.00	£475.00	5.56%
4	£510.00	£535.00	4.90%
5	£570.00	£600.00	5.26%
6	£630.00	£665.00	5.56%
<u>Full Plans Applic: Inspection Fee</u>			
1	£600.00	£630.00	5.00%
2	£770.00	£810.00	5.19%
3	£950.00	£1,000.00	5.26%
4	£1,130.00	£1,190.00	5.31%
5	£1,300.00	£1,365.00	5.00%
6	£1,480.00	£1,555.00	5.07%
<u>Building Notice</u>			
1	£930.00	£980.00	5.38%
2	£1,160.00	£1,220.00	5.17%
3	£1,400.00	£1,475.00	5.36%
4	£1,640.00	£1,725.00	5.18%
5	£1,870.00	£1,965.00	5.08%
6	£2,110.00	£2,220.00	5.21%

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 300m<sup>2</sup> 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.

**Development****The Building (Local Authority Charges) Regulations 2010****TABLE 2: CERTAIN BUILDING WORK IN DWELLINGS****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.



**Development****TABLE 2: CERTAIN BUILDING WORK IN DWELLINGS (Continued)**

	Charge From 1/4/21	Charge From 1/4/22	
	£	£	
<b>Full Plans Application: Submission Fee</b>			
1	Full (or part) garage conversion	£305.00	£320.00 4.92%
1	Replacement windows	£135.00	£145.00 7.41%
1	Domestic Re-roofing up to £10,000 value	£200.00	£210.00 5.00%
	Solar panels and replacement thermal elements	£200.00	£210.00 5.00%
2	Erection of a garage or car port up to 60m <sup>2</sup>	£305.00	£320.00 4.92%
	Domestic extensions up to 40m <sup>2</sup>	£180.00	£190.00 5.56%
3	Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£220.00	£235.00 6.82%
3	Loft or basement conversions up to 40m <sup>2</sup>	£180.00	£190.00 5.56%
3	Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£220.00	£235.00 6.82%
4	Underpinning	£400.00	£420.00 5.00%
<b>Full Plans Application: Inspection Fee</b>			
1	Full (or part) garage conversion	Nil	Nil
1	Replacement windows	£135.00	£145.00 7.41%
1	Domestic Re-roofing up to £10,000 value	£200.00	£210.00 5.00%
	Solar panels and replacement thermal elements	£200.00	£210.00 5.00%
2	Erection of a garage or car port up to 60m <sup>2</sup>	Nil	Nil
	Domestic extensions up to 40m <sup>2</sup>	£300.00	£315.00 5.00%
3	Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£400.00	£420.00 5.00%
3	Loft or basement conversions up to 40m <sup>2</sup>	£300.00	£315.00 5.00%
3	Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£400.00	£420.00 5.00%
4	Underpinning	Nil	Nil
<b>Building Notice</b>			
1	Full (or part) garage conversion	£305.00	£320.00 4.92%
1	Replacement windows	£135.00	£145.00 7.41%
1	Domestic Re-roofing up to £10,000 value	£200.00	£210.00 5.00%
	Solar panels and replacement thermal elements	£200.00	£210.00 5.00%
2	Erection of a garage or car port up to 60m <sup>2</sup>	£305.00	£320.00 4.92%
	Domestic extensions up to 40m <sup>2</sup>	£480.00	£505.00 5.21%
3	Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£620.00	£655.00 5.65%
3	Loft or basement conversions up to 40m <sup>2</sup>	£480.00	£505.00 5.21%
3	Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£620.00	£655.00 5.65%
4	Underpinning	£400.00	£420.00 5.00%
1	There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft of basement conversions) if these works are taking place at the same time as a domestic extension.		
2	Garages in excess of 60m <sup>2</sup> should be calculated using Table 3.		
3	Domestic extensions over 60m <sup>2</sup> should be calculated using Table 3. Minimum fee of £655.		
4	Loft and basement conversions fees in excess of 60m <sup>2</sup> should be calculated using Table 3.		
5	For full plans applications the fees are split. The submission fee is 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.		

**Development****The Building (Local Authority Charges) Regulations 2010****TABLE 3: ALL OTHER BUILDING WORK****Notes:**

1. For loft / basement conversions there is a minimum fee of £655
2. For domestic extensions over 60m<sup>2</sup> there is a minimum fee of £655
3. If a 'full plans' application is being made for work requiring a fee of £270 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'.
4. The estimated cost should be in line with recommended RICS rates, not including VAT or fees paid to architects, etc.
5. 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
6. 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.

**Development****The Building (Local Authority Charges) Regulations 2010****TABLE 3: ALL OTHER BUILDING WORK (Continued)**

<b>Estimated Cost of Building Work</b>	<b>Charge From 1/4/21 £</b>	<b>Proposed Charge From 1/4/22 £</b>	
<b>Full Plans Application: Submission Fee</b>			
£0 to £5,000	£240.00	£255.00	6.25%
£5,001 to £10,000	£305.00	£320.00	4.92%
£10,001 to £15,000	£140.00	£150.00	7.14%
£15,001 to £20,000	£170.00	£180.00	5.88%
£20,001 to £30,000	£200.00	£210.00	5.00%
£30,001 to £40,000	£230.00	£245.00	6.52%
£40,001 to £50,000	£260.00	£275.00	5.77%
£50,001 to £60,000	£290.00	£310.00	6.90%
For works valued over £60,000 please contact us for a quote			
<b>Full Plans Application: Inspection Fee</b>			
£0 to £5,000	Nil	Nil	
£5,001 to £10,000	Nil	Nil	
£10,001 to £15,000	£230.00	£245.00	6.52%
£15,001 to £20,000	£270.00	£285.00	5.56%
£20,001 to £30,000	£310.00	£330.00	6.45%
£30,001 to £40,000	£350.00	£370.00	5.71%
£40,001 to £50,000	£390.00	£410.00	5.13%
£50,001 to £60,000	£430.00	£455.00	5.81%
For works valued over £60,000 please contact us for a quote			
<b>Building Notice</b>			
£0 to £5,000	£240.00	£255.00	6.25%
£5,001 to £10,000	£305.00	£325.00	6.56%
£10,001 to £15,000	£370.00	£395.00	6.76%
£15,001 to £20,000	£440.00	£465.00	5.68%
£20,001 to £30,000	£510.00	£540.00	5.88%
£20,001 to £40,000	£580.00	£610.00	5.17%
£40,001 to £50,000	£650.00	£685.00	5.38%
£50,001 to £60,000	£720.00	£760.00	5.56%

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 work 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 submission fee.

**Fees are inclusive of V.A.T.**

**Development****The Building (Local Authority Charges) Regulations 2010  
BUILDING REGULATIONS - SUPPLEMENTARY CHARGES**

	<b>Charge From 1/4/21 £</b>	<b>Proposed Charge From 1/4/22 £</b>	
(All the following supplementary charges are plus VAT)			
Returned Cheques	55.00	58.00	5.45%
Reactivating Archived Files	55.00	58.00	5.45%
Additional Inspections	55.00	58.00	5.45%
Re-directing Invoices	55.00	58.00	5.45%
Copies of decision notices and completion certificates	25.00	26.00	4.00%
Research	55.00	58.00	5.45%
Pre-application site inspections	55.00	58.00	5.45%

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>INCOME (Net of V.A.T.)</b>				
<b>Building Control Fees</b>	<b>810,200</b>	<b>840,000</b>	<b>840,000</b>	<b>882,000</b>

**Development****Development Control**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
High Hedges Complaints	350.00	400.00	14.29%
Permitted Development Enquiries (Self Assessment online free)	0.00	0.00	
Local Plan 2011-2029 Publication Draft	N/A	N/A	
Written requests relating to the Planning History of a Site	200.00	230.00	15.00%

**Pre-Application Advice Fees****Tier:**

<b>1:</b>	Self service advice via the WDC website	No charge	No charge	
<b>2A:</b>	Written response request if plan permission is req	100.00	-	-100.00%
<b>2B:</b>	Request for a written response to Householders acceptability of a minor proposal other proposals	100.00 250.00	100.00 250.00	0.00% 0.00%
<b>2C:</b>	Provision of verbal advice at the Development Management / Building Control householder drop in session	No Charge	No Charge	
<b>3:</b>	Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6			
	per meeting	300.00	300.00	0.00%
	written response	300.00	300.00	0.00%
	both	600.00	300.00	-50.00%
<b>4A:</b>	Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 1 dwelling			
	per meeting	600.00	400.00	-33.33%
	written response	600.00	400.00	-33.33%
	both	1,200.00	800.00	-33.33%
<b>4B:</b>	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	600.00	700.00	16.67%
	written response	600.00	700.00	16.67%
	both	1,200.00	1,400.00	16.67%
<b>4C:</b>	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	600.00	1,000.00	66.67%
	written response	600.00	1,000.00	66.67%
	both	1,200.00	2,000.00	66.67%

**Development****Development Control**

<b>Tier 5:</b> 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	1,200.00	1,500.00	25.00%
	written response	1,200.00	1,500.00	25.00%
	both	2,400.00	3,000.00	25.00%
<b>Tier 6:</b> 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	1,800.00	2,200.00	22.22%
	written response	1,800.00	2,200.00	22.22%
	both	3,600.00	4,400.00	22.22%

All fees are exclusive of V.A.T.

A fee will be charged for advice which:

- and 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.

	<b>Actual</b>	<b>Original</b>	<b>Latest</b>	<b>Original</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2020/21</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Development Control</b>	<b>49,196</b>	<b>70,000</b>	<b>70,000</b>	<b>80,500</b>

**Development****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.

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
<b>INCOME (Net of V.A.T.)</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Total Self Build Register</b>	<b>955</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>

**Local Land Charges**

	<b>Charge From 4/1/21</b>	<b>Proposed Charge From 3/1/22</b>	
	<b>£</b>	<b>£</b>	
<b>Search Fee (non-electronic)</b>			
CON29R Official Search (includes VAT)	110.50	130.00	17.65%
<b>Part II - Optional Enquiries</b>			
CON290 (PARTII)	14.00	16.00	14.29%
CON290 (PARTII) Enquiry 22 (refer direct to County Council)	0.00	0.00	0.00%
<b>Other Work</b>			
Additional (Non-standard) Questions	27.50	32.00	16.36%
Additional land parcel (all search types)	14.00	14.00	0.00%

All of the above fees are outside the scope of V.A.T. unless otherwise stated.

	<b>Actual 2020/21</b>	<b>Original Forecast 2021/22</b>	<b>Latest Forecast 2021/22</b>	<b>Original Forecast 2022/23</b>
<b>INCOME (Net of V.A.T.)</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Local Land Charges (ringfenced account)</b>				
<u>Local Land Charges</u>	<u>106,381</u>	<u>115,000</u>	<u>115,000</u>	<u>132,000</u>

**Development****Legal Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>CHARGES FOR LOCAL AUTHORITY LEGAL WORK</b>			
<b>Disposals, Licences, Easements, etc.</b>			
Disposals (excluding those on the open market)	At cost	At cost	
Leases	At cost	At cost	
Licences	At cost	At cost	
Licence to plant in Highway - Initial Fee	At cost	At cost	
Rights of Way / Easements	At cost	At cost	
Licenses to Assign (Commercial / Residential)	At cost	At cost	

(refer to County Council if possible)

**Mortgages**

Supply of Epitome and Abstract of Title: Photocopy	See below	See below	
Redemption of Mortgages	No charge	No charge	
Council entering into Conveyance releasing part of mortgaged property	At cost	At cost	
Postponement of Council's Discount provisions	101.00	101.00	0.00%
Release of one party to mortgage	287.50	287.50	0.00%
Applic for retrospective consents to Property Altera	75.00	75.00	0.00%

**Miscellaneous Agreements concerning the Development of Land**

Sect 106 Agreements - Town & Country Plan Act ' available via w available via website

**Photocopying (Inclusive of V.A.T.)**

A4 Single sided	0.13	0.15	18.58%
A4 Single sided - colour	1.00	1.15	15.00%
A4 Double sided	0.25	0.30	18.58%
A4 Double sided - colour	1.75	2.00	14.29%
A3 Single sided	0.25	0.30	18.58%
A3 Single sided - colour	2.10	2.50	19.05%
A3 Double sided	0.50	0.60	20.00%
A3 Double sided - colour	3.45	4.00	15.94%
A0 Plans	20.00	25.00	25.00%
A0 Plans - colour	69.00	80.00	15.94%



**Community Protection**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Licensing</b>	<b>117,625</b>	<b>212,200</b>	<b>212,200</b>	<b>244,200</b>
<b>Environmental Health:</b>				
<u>Pest Control</u>	1,369	2,700	2,700	3,100
<u>Food Safety</u>	2,975	3,000	3,000	3,500
<u>Pollution Control</u>	936	1,700	1,700	2,000
<u>Licensing</u>	12,443	19,300	19,300	22,300
<b>Total Environmental Health</b>	<b>17,723</b>	<b>26,700</b>	<b>26,700</b>	<b>30,900</b>
<b>Total Community Protection</b>	<b>135,348</b>	<b>238,900</b>	<b>238,900</b>	<b>275,100</b>

**Licensing**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>INCOME (Net of V.A.T.)</b>				
Sex Establishments	2,300	7,000	7,000	8,100
Consent for Street Trading	10,450	7,000	7,000	8,100
Small Lotteries	1,660	2,000	2,000	2,300
Hackney Carriages / Private Hire	102,374	194,000	194,000	223,100
Scrap Metal	841	1,000	1,000	1,200
CCTV	0	1,200	1,200	1,400
<b>Total Licences (ringfenced)</b>	<b>117,625</b>	<b>212,200</b>	<b>212,200</b>	<b>244,200</b>

**Community Protection****Licensing**

<b>LICENSING and REGISTRATION:</b> (V.A.T. not applicable)	<b>Current Charge</b> <b>from 4/1/21</b> <b>£</b>	<b>Proposed Charge</b> <b>From 3/1/22</b> <b>£</b>	
Hackney Carriage / Private Hire Licence +Horse Drawn Vehicles:			
Vehicle Licence (PH) - Application Fee	50.00	57.50	15.00%
Vehicle Licence (PH)	84.00	96.60	15.00%
Vehicle Licence (PH) Renewal- Application Fee	50.00	57.50	15.00%
Vehicle Licence Renewal (PH)	80.00	92.00	15.00%
2nd Vehicle Licence Renewal (PH) -	50.00	57.50	15.00%
2nd Vehicle Licence Renewal (PH) - licence	41.00	47.15	15.00%
Vehicle Licence (HC) - Application Fee	51.00	58.65	15.00%
Vehicle Licence (HC)	84.00	96.60	15.00%
Vehicle Licence (HC) Renewal- Application Fee	51.00	58.65	15.00%
Vehicle Licence Renewal (HC)	81.50	93.73	15.00%
2nd Vehicle Licence Renewal (HC) - app	51.00	58.65	15.00%
2nd Vehicle Licence Renewal (HC) - licence	40.75	46.86	15.00%
Vehicle Licence (PH) with Dispensation- App Fee	52.00	59.80	15.00%
Vehicle Licence (PH) with Dispensation- Licence Fee	84.50	97.18	15.00%
2nd annual (PH) renewal with dispensation - app	52.00	59.80	15.00%
2nd annual (PH) renewal with dispensation - lic	42.75	49.16	15.00%
Renewing Vehicle Licence with Dispensation (PH)- app	52.00	59.80	15.00%
Renewing Vehicle Licence with Dispensation (PH)- lic	82.00	94.30	15.00%
2nd Vehicle Licence Renewal with Dispensation (HC)	85.00	97.75	15.00%
Vehicle Licence - Transfer of Vehicle	41.50	47.73	15.00%
Medical Admin fee (included with new/renewal app)	18.00	20.70	15.00%
Annual Medical (without Application)	20.00	23.00	15.00%
HC/PH driver licence - grant 3years (new) -application	108.00	124.20	15.00%
HC/PH driver licence - grant 3years (new) - licence	257.00	295.55	15.00%
HC/PH driver licence - renewal 3years (new) -app	93.50	107.53	15.00%
HC/PH driver licence - renewal 3years (new) - licence	257.00	295.55	15.00%
Replacement Driver's Badge	32.50	37.38	15.00%
Replacement Driver's or Vehicle's Paper Licence	20.00	23.00	15.00%
Replacement Drivers Dashboard ID	37.75	43.41	15.00%
Replacement Vehicle Plate	25.50	29.33	15.00%
New Driver's Knowledge Test	73.50	84.53	15.00%
Private Hire Operator's Licence (5year) - New App	107.00	123.05	15.00%
Private Hire Operator's (5year) -Licence	795.50	914.83	15.00%
Private Hire Operator's Licence (5year) - renew App	56.00	64.40	15.00%
Private Hire Operator's (5year) - Renew Licence	795.50	914.83	15.00%

**Community Protection****Licensing**

	<b>Current Charge from 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>LICENSING and REGISTRATION:</b> (V.A.T. not applicable)			
DBS Check	76.50	87.98	15.00%
Local Government (Misc. Provisions) Act 1982			
Sex Establishments Licence - new Application	2,500.00	2,875.00	15.00%
Sex Establishments Licence - new Licence	4,700.00	5,405.00	15.00%
Sex Establishments Licence -renewal Application	2,350.00	2,702.50	15.00%
Sex Establishments Licence -renewal Licence	4,700.00	5,405.00	15.00%
Transfer	2,300.00	2,645.00	15.00%
Variation	2,300.00	2,645.00	15.00%
Street Trading Consent Licence:			
Static Pitch - new application	76.50	87.98	15.00%
Static Pitch - licence	214.00	246.10	15.00%
Touring Pitch - new application	71.00	81.65	15.00%
Touring Pitch - licence	204.00	234.60	15.00%
Day Trading	61.00	70.15	15.00%
Group Trading:			
Category 1 (up to 20)	102.00	117.30	15.00%
Category 2 (21 to 49)	127.50	146.63	15.00%
Category 3 (50 to 75)	153.00	175.95	15.00%
Category 4 (76 to 99)	178.50	205.28	15.00%
Category 5 (over 100 traders)	204.00	234.60	15.00%
Transfer of Consent	40.75	46.86	15.00%
Variation to Consent	61.00	70.15	15.00%
Replacement Badge	25.50	29.33	15.00%
Replacement Paper Consent	20.00	23.00	15.00%
Additional Employee	40.75	46.86	15.00%
Small Lotteries - renewal	20.00	23.00	15.00%
Small Lotteries -new	40.00	46.00	15.00%
Scrap Metal:			
Site Licence (3 year)	810.00	931.50	15.00%
Additional Site licence	678.00	779.70	15.00%
Renewal of Site licence	679.00	780.85	15.00%
Variation of Site licence	76.50	87.98	15.00%
Collectors licence (renewal) -	627.00	721.05	15.00%
Collectors Licence (3 year)	652.00	749.80	15.00%
Variation Collectors Licence	76.50	87.98	15.00%
Replace or copy licences	20.00	23.00	15.00%
Change of licence details (address etc.)	30.60	35.19	15.00%
Change of site manager	71.00	81.65	15.00%
Change of site	158.00	181.70	15.00%
Replacement ID Badge	30.50	35.08	15.00%
CCTV viewing charge	114.00	131.10	15.00%

**Community Protection****Environmental Health**

<b>PEST CONTROL</b> (Inclusive of V.A.T.)	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>		
<b>RODENT CONTROL:</b> (Control of Rat & Mice Infestation)				
<b>Non Domestic Premises (without contract):</b>				
- One man and van per hour	92.00	105.80	15.00%	
- Two men and van per hour	121.00	139.15	15.00%	
<b>Domestic Premises:</b>				
Rat Infestation	Free	Free		
Mice Infestation:				
- Standard Charge	80.00	92.00	15.00%	
- Persons in receipt of Inc Support / Jobseekers Allowance	Free	Free		
Persons in receipt of a State pension/Pension Credits	40.00	46.00	15.00%	
Persons Registered Disabled	40.00	46.00	15.00%	
<b>TREATMENT FOR OTHER PESTS:</b>				
- Standard Charge				
- Bedbugs	86.00	98.90	15.00%	
- Fleas and Cockroaches	86.00	98.90	15.00%	
- Persons in receipt of Inc Support / Jobseekers Allowance	Free	Free		
Persons in receipt of a State pension/Pension Credits	43.00	49.45	15.00%	
Persons Registered Disabled	43.00	49.45	15.00%	
<b>STRAY DOGS:</b>				
- Administration charge for processing stray dogs	27.00	31.05	0.15	
	<b>Actual</b>	<b>Original</b>	<b>Latest</b>	<b>Original</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2020/21</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Pest Control	1,369	2,100	2,100	2,400
Stray Dogs processing- administration	0	600	600	700
<b>Total Pest Control</b>	<b>1,369</b>	<b>2,700</b>	<b>2,700</b>	<b>3,100</b>

**Community Protection****Environmental Health**

<b>FOOD SAFETY:</b>	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>		
Food Inspection: - Non-Statutory Inspections	198.00	227.70	15.00%	
Health Certificate	77.00	88.55	15.00%	
<b>INCOME (Net of V.A.T.)</b>	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Total Food Safety Charges</b>	<b>2,975</b>	<b>3,000</b>	<b>3,000</b>	<b>3,500</b>

<b>POLLUTION CONTROL:</b>	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>		
Contaminated Land Search	120.00	138.00	15.00%	
<b>INCOME (Net of V.A.T.)</b>	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Total Pollution Control Charges</b>	<b>936</b>	<b>1,700</b>	<b>1,700</b>	<b>2,000</b>

**Community Protection****Environmental Health**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>LICENSING</b>			
(V.A.T. not applicable)			
Dangerous Wild Animals Act	463.00	532.45	15.00%
New Zoo Licence (5yr)	1,514.00	1,741.10	15.00%
Renewal Zoo Licence (6 years)	1,730.00	1,989.50	15.00%
<b>Animal Welfare Licence</b>			
<b>Home/Day Boarder</b>			
Application fee	157.50	181.13	15.00%
Licence Fee 1 yr	105.00	120.75	15.00%
Licence Fee 2 yr	147.00	169.05	15.00%
Licence Fee 3 yr	189.00	217.35	15.00%
Additional Host (franchise) added to Application fee	63.00	72.45	15.00%
<b>Commercial Boarding (A) (1-25 dogs)</b>			
Application fee	210.00	241.50	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	178.50	205.28	15.00%
Licence Fee 3 yr	220.50	253.58	15.00%
<b>Commercial Boarding (B) (more than 25 dogs)</b>			
Application fee	262.50	301.88	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	178.50	205.28	15.00%
Licence Fee 3 yr	220.50	253.58	15.00%
<b>Pet Shop Licence</b>			
Application fee	315.00	362.25	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	178.50	205.28	15.00%
Licence Fee 3 yr	220.50	253.58	15.00%
<b>Exhibition &amp; Performance Licence</b>			
Application fee	210.00	241.50	15.00%
Licence Fee 3 yr	105.00	120.75	15.00%
<b>Hiring of Horses A (1-16)</b>			
Application fee	210.00	241.50	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	241.50	277.73	15.00%
Licence Fee 3 yr	346.50	398.48	15.00%

**Community Protection****Environmental Health**

	<b>Charge</b>	<b>Proposed</b>	
	<b>From 4/1/21</b>	<b>Charge</b>	
	<b>£</b>	<b>From 3/1/22</b>	
		<b>£</b>	
<b>LICENSING (CONTINUED)</b>			
(V.A.T. not applicable)			
<b>Hiring of Horses B (17 or more)</b>			
Application fee	262.50	301.88	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	241.50	277.73	15.00%
Licence Fee 3 yr	346.50	398.48	15.00%
<b>Dog Breeding Licence A (1 to 10 bitches)</b>			
Application fee	210.00	241.50	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	178.50	205.28	15.00%
Licence Fee 3 yr	220.50	253.58	15.00%
<b>Dog Breeding Licence B (11 or more bitches)</b>			
Application fee	262.50	301.88	15.00%
Licence Fee 1 yr	136.50	156.98	15.00%
Licence Fee 2 yr	178.50	205.28	15.00%
Licence Fee 3 yr	220.50	253.58	15.00%
Variations (charge depends on nature of variation and if a v	42.00	48.30	15.00%
Requests for re-inspections	189.00	217.35	15.00%
<b>Any vets charges accrued are charged back to the applicant</b>			

**Local Government (Misc. Provisions) Act 1982**

Premises Registration Ear Piercing, Tattooing (Application)	157.50	181.13	15.00%
Premises Registration Ear Piercing, Tattooing (Lic Fee)	126.00	144.90	15.00%
Personal Registration Electrolysis, Acupuncture (App)	115.50	132.83	15.00%
Personal Registration Electrolysis, Acupuncture (Lic Fee)	126.00	144.90	15.00%
Temp Event Premises registration (per business) -App	73.50	84.53	15.00%
Temp Event Premises reg (per business at event) -Licence	126.00	144.90	15.00%
Variations to above licences (From) - new charge	36.50	41.98	15.00%

**Community Protection****Environmental Health**

<b>INCOME (Net of V.A.T.)</b>	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
Total Licensing - Skin Piercing/Tattooing	4,513	3,700	3,700	4,300
Riding Establishments	970	4,200	4,200	4,800
Zoos	1,373	0	0	0
Animal Boarding Establishments	4,358	9,400	9,400	10,800
Animal Breeding	386	1,100	1,100	1,300
Pet Shops	843	500	500	600
Exhibit/Performing Animals	0	400	400	500
<b>Total Licensing</b>	<b>12,443</b>	<b>19,300</b>	<b>19,300</b>	<b>22,300</b>



**Housing**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Private Sector Housing Renewal</b>				
<u>HMO Renewal</u>	33,225	23,300	26,200	27,500
<b>TOTAL HOUSING and PROPERTY</b>	<b>33,225</b>	<b>23,300</b>	<b>26,200</b>	<b>27,500</b>

	<b>Proposed Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
Charges for The Administration of Improvement Grants	at cost	at cost	
Home Improvement Agency fee (% cost of works)	12.5%	15.0%	
Immigration Inspection Fee	140.60 + VAT	147.60 + VAT	5.00%
Statutory Notice Administrative Fee	at cost	at cost	

**Housing in Multiple Occupation Licensing**

		<b>Charge From 4/1/21 £</b>	<b>Charge From 3/1/22 £</b>	
<b>New Applications:</b>				
Full Fee	5 only	874.00	917.70	5.00%
	6 to 12	1,012.00	1,062.60	5.00%
	13 to 20	1,159.00	1,217.00	5.00%
	21+	1,339.00	1,406.00	5.00%
Multiple Discounted Fee *	5 only	N/A	N/A	
	6 to 12	N/A	N/A	
	13 to 20	N/A	N/A	
	21+	N/A	N/A	
<b>Licence Renewal Fees:</b>				
Full Fee	5 only	665.00	698.30	5.01%
	6 to 12	765.00	803.00	4.97%
	13 to 20	880.00	924.00	5.00%
	21+	1,012.00	1,062.60	5.00%
Multiple Discounted Fee *	5 only	N/A	N/A	
	6 to 12	N/A	N/A	
	13 to 20	N/A	N/A	
	21+	N/A	N/A	

\* Multiple Discount Fee Removed from 4/1/21

**Housing****Housing in Multiple Occupation Licensing****(Continued)**

Late Licence Application Fee (after initial reminder letter)	126.50	132.80	4.98%
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Appointment of Manager Fee:	Manager Fee	N/A	N/A
	Discounted Fee**	N/A	N/A

\*\* Payable where manager has been 'fit and proper person' checked in the last 5 years

**Administrative Charges:**

Repeat requests for documents	64.00	67.20	5.00%
Finder's Fee for unlicensed HMO (penalty)	187.50	196.90	5.01%
(If the landlord/owner has failed to notify wdc of the licensable HMO)			
Photocopying Charges:Additional copying (per document)	6.25	6.60	5.60%

**Mobile Homes Act 2013 Fees****Mobile Home Site New Application/Variation Fee**

sites with up to 10 units	324.00	340.20	5.00%
sites with 11 to 50 units	362.50	380.60	4.99%
sites with 51 to 100 units	401.00	421.00	4.99%
sites with more than 100 units			

**Mobile Home Site Annual Inspection Fee**

sites with up to 10 units	259.00	272.00	5.02%
sites with 11 to 50 units	298.00	312.90	5.00%
sites with 51 to 100 units	336.00	352.80	5.00%
sites with more than 100 units			

Mobile Home Site Re-inspection Fee	95.50	100.30	5.03%
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Mobile Home Site Administrative Fee	38.50	40.40	4.94%
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**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

£4,000 and a publication penalty for renting out a non-compliant property for 3 months or more.

£1,000 and a publication penalty for providing false or misleading information on the PRS Exemptions Register

£2,000 and a publication penalty for failure to comply with a compliance notice

**Environment & Operations**

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Car Parking</b>				
<u>Car Parking</u>	1,016,800	3,037,000	3,037,000	3,487,300
<b>Total Car Parking</b>	<u>1,016,800</u>	<u>3,037,000</u>	<u>3,037,000</u>	<u>3,487,300</u>
<b>Waste Collection:</b>				
<u>Refuse Collection</u>	261,309	173,400	173,400	199,500
<b>Total Waste Collection</b>	<u>261,309</u>	<u>173,400</u>	<u>173,400</u>	<u>199,500</u>
<b>Bereavement Services:</b>				
<u>Cemeteries</u>	439,186	559,200	497,800	551,000
<u>Crematorium</u>	1,632,400	1,572,500	1,779,300	1,859,700
<b>Total Bereavement Services</b>	<u>2,071,586</u>	<u>2,131,700</u>	<u>2,277,100</u>	<u>2,410,700</u>
<b>Total Environment &amp; operations</b>	<u><b>3,349,694</b></u>	<u><b>5,342,100</b></u>	<u><b>5,487,500</b></u>	<u><b>6,097,500</b></u>

**Bereavement Services**

<b>CEMETERIES</b>	<b>Charge</b>	<b>Proposed</b>	
(Free of V.A.T. unless otherwise stated)	<b>From 4/1/21</b>	<b>Charge</b>	
	<b>£</b>	<b>From 3/1/22</b>	
		<b>£</b>	
<b>SALE OF BURIAL RIGHTS * (For a period of 50 years)</b>			
Each Grave - Area without kerbstones			
Each Grave - Area with kerbstones			
Standard grave with/without kerbstone for coffin/casket 6'9" x 25"	1,580.00	1,815.00	14.87%
Large Grave	1,970.00	2,265.00	14.97%
Selection Fee (Grave space chosen out of rotation)	430.00	495.00	15.12%
Selection Fee (as above) - for child, 1/2 Size & Ashes	215.00	250.00	16.28%
Child's grave	700.00	805.00	15.00%
Half size grave for Cremated Remains	700.00	805.00	15.00%
Exclusive Burial Rights - Garden of Remembrance	290.00	340.00	17.24%
Extension of expired rights (standard* grave 5 year ext)	158.00	182.00	15.19%

\* 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 \***

**Request delegated authority to Head of service in conjunction with Portfolio Holder to change or introduce fees for enhanced services required as a result of extraordinary or emergency events**

Person aged 17 years and above :

Adult interment (irrespective of depth)	1,045.00	1,200.00	14.83%
Cremated Remains	220.00	255.00	15.91%
Cremated Remains - St. Nicholas Church Yard	220.00	255.00	15.91%
Children :			
Still-born to not exceeding 1 month (Parents are resident in WDC area)			
Still-born to not exceeding 1 month (Parents NOT resident in WDC area)	135.00*	155.25*	15.00%
Child aged between 1 month & 16 years (parents resident in WDC area)			
Child aged between 1 month & 16 yrs (parents not resident in WDC area)	135.00*	155.25*	15.00%
Body Parts		155.00	
Woodland Burial (Oakley Wood)	1,495.00	1,650.00	10.37%
Surcharge of 50% for non-residents			

\*In most cases Fee recoverable from Central Government and is NOT charged to bereaved parents

**Bereavement Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>MEMORIAL FEES :</b>			
Headstone and other memorials up to 3' 6" -incl 1st inscript	255.00	295.00	15.69%
Vase and other memorials under 1' 0" - incl 1st inscript	255.00	295.00	15.69%
Additional Inscription	115.00	135.00	17.39%
Kerbstones			
Kerbset memorials (including the first inscription)	483.00	495.00	2.48%
<b>OTHER CHARGES:</b>			
Manual search of Burial Registers (per 30 mins or part thereof)			
Search burial register for genealogical research,per deceased - Includes email confirmation of details.	55.00	65.00	18.18%
Search burial register for genealogical research,per deceased - Includes confirmation of details sent by post	80.00	95.00	18.75%
Specialist contractor services	Cost + 20%	Cost + 20%	
Assistance making arrangements without a funeral director	86.00	100.00	
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for funeral payment)	No charge	No charge	
<b>CEMETERIES</b>			
Use of Kenilworth Cemetery Chapel	130.00	145.00	11.54%
Late arrival (charged after 10mins + each add 15mins)	200.00	230.00	15.00%
Transfer exclusive right of burial	95.00	110.00	15.79%
Preparing documents for relinquish of grant	95.00	110.00	15.79%
Marking out grave	60.00	69.00	15.00%
Temporary grave marker (1 year only)	35.00	40.00	
Late deliv of burial paperwork (after 10am,3 working days prior to burial)	65.00	75.00	15.38%
Late cancel of burial -after 10am, 3 work days prior	230.00	265.00	15.22%
Very Late cancellation of burial-if excavation has already been carried out		Full cost of Interment	
Late notification of coffin size or incorrect coffin size (after 10am, 3 working days prior to burial)	230.00	265.00	15.22%
Personal Delivery of cremated remains to Cemetery or within Warwick District	115.00	135.00	17.39%
* Surcharge of 200% for non-residents on sale of burial rights and interments			

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>INCOME (Net of V.A.T.)</b>				
Burial Rights	183,585	202,300	227,900	252,900
Interments	206,504	300,000	204,600	226,200
Memorials	36,748	48,300	56,000	61,600
Cemeteries - other	12,349	8,600	9,300	10,300
<b>Total Cemeteries</b>	<b>439,186</b>	<b>559,200</b>	<b>497,800</b>	<b>551,000</b>

**Bereavement Services**

<b>CREMATORIUM</b>	<b>Charge</b>	<b>Proposed</b>	
(Free of V.A.T. unless otherwise stated)	<b>From 4/1/21</b>	<b>Charge</b>	
	<b>£</b>	<b>From 3/1/22</b>	
		<b>£</b>	
<b>CREMATION FEE: (Including use of music system and/or Organ)</b>			
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)	135.00	155.00	14.81%
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)	135.00	155.00	14.81%
Person aged 17 years and above	920.00	970.00	5.43%
Person aged 17 years and above - non-resident	920.00	970.00	5.43%
Body Parts	135.00	155.00	14.81%
Additional Service Time - per half hour	175.00	225.00	28.57%
Late arrival	210.00	230.00	9.52%
Communal cremation of foetal remains (PER COFFIN)	135.00	155.00	14.81%
Cremation where there is no service	640.00	640.00	0.00%
Premium on top of cremation fee for Saturday service	220.00	430.00	95.45%

**Request delegated authority to Head of Service in conjunction with Portfolio Holder, to change or introduce fees for enhanced services required as a result of extraordinary or emergency events**

**CASKETS AND OTHER MEMORIALS (Inclusive of (VAT))**

Scattering tube	24.00	25.00	4.17%
Mini scattering tube	12.00	15.00	25.00%
Ashes casket	55.00	65.00	18.18%
Mini ashes casket	20.00	25.00	25.00%
Ashes keepsake	40.00	46.00	15.00%
Additional Biodegradable Oakley Wood caskets (1 supplied free with ashes that are collected)	10.00	12.00	20.00%
Grave Marker (supplied at time of burial)	35.00	40.00	14.29%
Carved wooden grave marker (supplied at the time of the burial)	80.00	92.00	15.00%
DVD recording of service	50.00	65.00	30.00%
Live streaming of service	No charge	80.00	

**Request delegated authority to Head of Service in conjunction with Portfolio Holder**

**Bereavement Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>OTHER SERVICES</b>			
Disposal of remains from other Crematoria	100.00	115.00	15.00%
Certified copy of an entry in the Cremation register	12.00	14.00	16.67%
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	27.00	27.00	0.00%
Despatch of Cremated Remains by courier	250.00	290.00	16.00%
Duplicate certificate for cremated remains	12.00	14.00	16.67%
Late arrival of paperwork (after 10am, 2 working days prior to cremation)	65.00	75.00	15.38%
Late cancellation of service(after 10am,2 working days prior to cremation)	230.00	265.00	15.22%
Assistance when making arrangements without a funeral director	86.00	100.00	16.28%
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)		No charge	
<b>BOOK OF REMEMBRANCE (inclusive of VAT)</b>			
2 Line Inscription	130.00	150.00	15.38%
5 Line Inscription	175.00	200.00	14.29%
8 Line Inscription	230.00	265.00	15.22%
Crests, etc.	100.00	115.00	15.00%
<b>REMEMBRANCE CARDS (inclusive of VAT)</b>			
With 2 Line Inscription	65.00	75.00	15.38%
With 5 Line Inscription	90.00	105.00	16.67%
With 8 Line Inscription	115.00	135.00	17.39%
Crests, etc.	100.00	115.00	15.00%

**Bereavement Services**

<b>CREMATORIUM</b> (Free of V.A.T. unless otherwise stated)	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>MEMORIAL GARDEN (inclusive of VAT):</b>			
Sanctum 2000 Unit	1,035.00	1,190.00	14.98%
	500.00	575.00	15.00%
	375.00	432.00	15.20%
	210.00	242.00	15.24%
	260.00	299.00	15.00%
	4.05	4.70	16.05%
	230.00	265.00	15.22%
	360.00	414.00	15.00%
Refurbished columbaria with new plaque and 10 year lease	835.00	960.00	14.97%
Vase Block and Inscribed relief tablet -Supply and 10 year lease	575.00	662.00	15.13%
	250.00	288.00	15.20%
	180.00	207.00	15.00%
	190.00	219.00	15.26%
	100.00	115.00	15.00%
Refurbished vase with new plaque and 10 year lease	500.00	575.00	15.00%
Wooden Memorial Benches	1,500.00	1,725.00	15.00%
Granite Memorial Benches (with one plaque)	1,450.00	1,668.00	15.03%
Granite Memorial Bench (with two plaques)	1,625.00	1,870.00	15.08%
Granite Memorial Bench (with three plaques)	1,800.00	2,070.00	15.00%
Plaque on communal memorial bench	405.00	465.00	14.81%
Refurbish memorial bench	Cost + 20%	Cost + 20%	
Memorial tree	Cost + 20%	Cost + 20%	
Habitat memorial (eg bird or bat box)	175.00	202.00	15.43%
Additional or replacement plaque (private benches)	175.00	202.00	15.43%
Leaf or Acorn plaque	375.00	430.00	14.67%
Bird plaque	400.00	460.00	15.00%
Sustainable plaque scheme	380.00	430.00	13.16%
Any other type of commemoration			

**Request delegated authority to Head of Service in conjunction with Portfolio Holder**



**Bereavement Services**

	<b>Actual</b>	<b>Original</b>	<b>Latest</b>	<b>Original</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2020/21</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
		<b>£</b>	<b>£</b>	<b>£</b>
Cremation	1,603,219	1,530,500	1,730,700	1,805,900
Book of Remembrance & Rememb Cards	19,829	26,700	31,600	35,000
Memorial Garden	9,352	15,300	17,000	18,800
<b>Total Crematorium</b>	<b><u>1,632,400</u></b>	<b><u>1,572,500</u></b>	<b><u>1,779,300</u></b>	<b><u>1,859,700</u></b>
<b>Bereavement Services:</b>				
Cemeteries	439,186	559,200	497,800	551,000
Crematorium	1,632,400	1,572,500	1,779,300	1,859,700
<b>Total Bereavement Services</b>	<b><u>2,071,586</u></b>	<b><u>2,131,700</u></b>	<b><u>2,277,100</u></b>	<b><u>2,410,700</u></b>

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>LEAMINGTON</b>			
<b>Bedford Street, Chandos Street, Covent Garden Surface</b>			
7 Days a week charges			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 Hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hour Maximum	4.40	5.00	13.64%
Overnight Charge	1.50	2.00	33.33%
<b>Adelaide Bridge, Rosefield Street</b>			
7 Days a week charges			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 Hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	5.00	13.64%
4.5 to all day	6.00	7.00	16.67%
Overnight Charge	1.50	2.00	33.33%
<b>Bath Place, Court St, Packington Place</b>			
30 minutes (Minimum charge 1 hour)	0.30	N/A	
1 Hour	0.50	1.30	160.00%
2 hours	1.00	2.50	150.00%
3 hours	1.50	3.80	153.33%
4 hours	2.00	5.00	150.00%
24 hours	4.50	7.00	55.56%
Overnight Charge	1.50	2.00	33.33%
<b>Multi-storey: Royal Priors</b>			
up to 3 hours	2.00	2.00	0.00%
3 to 4 hours	3.50	3.50	0.00%
4 to 6 hours	5.50	5.50	0.00%
15-24 hours	8.00	8.00	0.00%
Sundays	1.20	1.20	0.00%

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Covent Garden multi-storey car park</b>			
7 Days a week charges - Long Stay (Pay and display)			
30 minutes (Minimum charge 1 h	0.50	N/A	
1 Hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
All day charge	4.00	7.00	75.00%
48 hours (New tariff)	0.00	16.00	
72 hrs (New tariff)	0.00	24.00	
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%
<b>St. Peter's multi-storey car park</b>			
7 Days a week charges - Long Stay (Pay and display)			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	5.00	5.80	16.00%
All day	6.00	8.00	33.33%
48 hours (New tariff)	0.00	16.00	
72 hrs (New tariff)	0.00	24.00	
Overnight Charge 6pm until 8am	1.50	2.00	33.33%
<b>Station Approach (Lower Road)</b>			
7 Days a week charges - Long Stay (Old Town rates originally?)			
30 minutes (Minimum charge 1 hour)	0.30	N/A	
1 Hour	0.50	1.30	160.00%
2 hours	1.00	2.50	150.00%
3 hours	1.50	3.80	153.33%
4 hours	2.00	5.00	150.00%
All day	4.50	7.00	55.56%
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%
<b>Station Approach</b>			
7 Days a week charges - Long Stay			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 Hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	5.00	13.64%
All day (New tariff)	0.00	7.00	
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>KENILWORTH</b>			
<b>Abbey End &amp; Square West car parks</b>			
7 Days a week charges - Long Stay			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 Hour	1.00	1.20	20.00%
2 hours	1.80	2.10	16.67%
3 hours	2.50	3.00	20.00%
4 hours	3.00	3.90	30.00%
All day	5.50	6.30	14.55%
Overnight Charge 6pm to 8am Sundays	1.50	2.00	33.33%
<b>ABBEY FIELDS</b>			
7 Days a week charges - Long Stay			
0-2 hours	Free	Free	
3 hours	2.50	3.00	20.00%
4 hours	3.00	3.90	30.00%
All day	5.50	6.30	14.55%
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%
<b>WARWICK</b>			
<b>St. Nicholas Park: (Charges apply 8am - 6pm only)</b>			
7 Days a week charges - Long Stay			
30 minutes (Minimum charge 1 hc)	0.50	N/A	
1 hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	5.00	13.64%
All day	6.00	7.00	16.67%
<b>Castle Lane, The Butts, Priory Road and West Rock</b>			
7 Days a week charges - Long Stay			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	5.00	13.64%
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Linen Street multi-storey car park</b>			
7 Days a week charges - Long Stay (Pay and display)			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 hour	1.10	N/A	
2 hours	2.20	N/A	
3 hours	3.30	N/A	
4 hours	4.40	N/A	
4.50 to 24 hours	6.00	N/A	
Overnight Charge (6pm to 8am)	1.50	N/A	
<b>New Street / Westgate</b>			
7 Days a week charges - Short Stay			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 hour	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	5.00	13.64%
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%
<b>Hampton Road (Formerly known as St. Mary's Lands Area 2)</b>			
7 Days a week charges - Long Stay			
30 minutes (Minimum charge 1 hc	0.50	N/A	
All Day	1.00	2.00	100.00%
Overnight Charge (6pm to 8am)	1.00	2.00	100.00%
Motorhome/Caravan Parking (New tariff)	1.00	5.00	400.00%
<b>Bread and Meat Close (Formerly known as St. Mary's Lands Area 3)</b>			
7 Days a week charges - Short Stay			
0-2 hours	Free	Free	0.00%
3 hours	2.20	2.50	13.64%
4 hours Maximum	3.30	3.80	15.15%
<b>Vittle Drive (Formerly known as St. Mary's Lands Area 4)</b>			
7 Days a week charges - Long Stay			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 hours	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	4.40	0.00%
All day -	5.00	5.00	0.00%
Overnight Charge (6pm to 8am)	1.50	2.00	33.33%

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Myton Fields</b>			
7 Days a week charges - Long Stay			
Seasonal opening only, April - November (Daily 8am to 8pm weather dependant)			
30 minutes (Minimum charge 1 hour)	0.50	N/A	
1 hours	1.10	1.30	18.18%
2 hours	2.20	2.50	13.64%
3 hours	3.30	3.80	15.15%
4 hours	4.40	5.10	15.91%
All day	5.50	7.00	27.27%
<b>Barrack Street multi-storey car park</b>			
1 hours	Awaiting	Awaiting	0.00%
2 hours	info	info	0.00%
3 hours	from	from	0.00%
4 hours	WCC	WCC	0.00%
All day -			0.00%
<b>COACHES</b>	5.00	5.80	16.00%
<b>PENALTY CHARGE NOTICES (Exempt from V.A.T.)</b>			
<b>(Set by Central Government)</b>			
Higher Rate (50% disc if paid in 14 days)	70.00	70.00	0.00%
Lower Rate (50% disc if paid in 14 days)	50.00	50.00	0.00%
<b>SEASON TICKETS</b>			
Charges exclude V.A.T. which should be added at the prevailing rate			
<b>Leamington Spa, Warwick &amp; Kenilworth</b>			
<b>District Wide Long Stay ONLY (Excluding MSCP)</b>			
- Per Annum	676.00	780.00	15.38%
- Per Month	69.50	80.00	15.11%
<b>Leamington Spa Restricted Locations</b>			
<b>St. Peter's Pay on Foot (200 spaces only)</b>			
- Per Annum	522.00	600.30	15.00%
- Per Month	62.00	70.00	12.90%
<b>Leamington Spa Restricted Locations</b>			
<b>Covent Garden Pay on Foot (200 spaces only)</b>			
- Per Annum	284.00	325.00	14.44%
- Per Month	41.25	47.50	15.15%
<b>Royal Priors Multi Storey (50 spaces only)</b>			
-Per Month	107.00	N/A	
<b>Adelaide Road (20 passes only)</b>			
- Per Annum	425.00	490.00	15.29%
- Per Month	62.00	70.00	12.90%

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>SEASON TICKETS (Continued)</b>			
Charges exclude V.A.T. which should be added at the prevailing rate			
<b>Rosefield Street (20 spaces only)</b>			
- Per Annum	425.00	490.00	15.29%
- Per Month	62.00	70.00	12.90%
<b>Leamington Spa Old Town (Packington Place, Court St &amp; Bath Place)</b>			
- Per Annum	413.00	475.00	15.01%
- Per Month	60.00	70.00	16.67%
<b>Warwick Restricted Location Car Parks</b>			
<b>St. Nicholas Park, Warwick (100 spaces only)</b>			
- Per Annum	425.00	490.00	15.29%
- Per Month	62.00	70.00	12.90%
<b>West Rock (40 spaces only)</b>			
- Per Annum	425.00	490.00	15.29%
- Per Month	62.00	70.00	12.90%
<b>Hampton Road (St Mary's Lands Area 2 (150 spaces))</b>			
- Per Annum	92.00	105.00	14.13%
- Per Month	13.50	15.00	11.11%
<b>Vittle Drive (St Mary's Lands Area 4 (60 spaces))</b>			
- Per Annum	425.00	490.00	15.29%
- Per Month	62.00	70.00	12.90%
<b>Linen Street Multi Storey (100 spaces)</b>			
- Per Annum	521.50	N/A	
- Per Month	62.00	N/A	
<b>Priory Road, Warwick (10 spaces only)</b>			
- Per Annum	425.00	490.00	15.29%
- Per Month	62.00	70.00	12.90%
<b>Kenilworth Restricted Location Car Parks</b>			
<b>Square West (75 spaces only)</b>			
- Per Annum	378.00	425.00	12.43%
- Per Month	55.00	63.00	14.55%
<b>Abbey End (50 spaces only)</b>			
- Per Annum	378.00	378.00	0.00%
- Per Month	55.00	55.00	0.00%
<b>Abbey Fields (50 spaces only)</b>			
- Per Annum	378.00	435.00	15.08%
- Per Month	55.00	63.00	14.55%
-resident 12 month permit	25.75	30.00	16.50%
Overnight Parking Permits -Park specific (Available for car parks -excludes Royal Priors/Myton Fields)			
- Overnight Parking: 6 pm to 8am only	41.75	48.00	14.97%
Administration charge for Season Ticket Amend / Refunds	6.00	7.00	16.67%

**Environment & Operations****Parking Services**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Release of vehicles from Multi-Storey car parks</b>	50.00	60.00	20.00%
<b>Special Event Charge</b>	6.00	7.00	16.67%
<b>Skips and Scaffolds on car parks:</b>			
per day	50.00	60.00	20.00%
per week	200.00	230.00	15.00%

**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.

All of the above charges are inclusive of V.A.T. unless otherwise stated

<b>Income Summary: (Net of V.A.T.)</b>	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
Car Parking Charges	869,100	2,622,000	2,622,000	3,015,300
Season Tickets	69,400	200,000	200,000	230,000
Excess Charges	62,200	180,000	180,000	207,000
Other Income	16,100	35,000	35,000	35,000
<b>Total Income</b>	<b>1,016,800</b>	<b>3,037,000</b>	<b>3,037,000</b>	<b>3,487,300</b>



**Environment & Operations****Waste Collection**

<b>Refuse Collection:</b> (V.A.T. not applicable)	<b>Charge</b>	<b>Proposed</b>	
	<b>From 4/1/21</b>	<b>Charge</b>	<b>From 3/1/22</b>
	<b>£</b>	<b>£</b>	
Standard wheeled bin (grey and green)	29.00	33.35	15.00%
Recycling box and lid	5.00	5.75	15.00%
Recycling box lid only	1.50	1.73	15.00%
Recycling bag	2.50	2.88	15.00%
Food caddy	0.00	0.00	0.00%
Delivery charge	5.00	5.75	15.00%
Bulk Bin 660litre	289.00	332.35	15.00%
Bulk Bin 900litre	317.00	364.55	15.00%
Bulk Bin 1100litre	317.00	364.55	15.00%

**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	40.00	46.00	15.00%
Collection of 2 items	40.00	46.00	15.00%
Collection of 3 items	40.00	46.00	15.00%
Collection of 4 items	52.00	59.80	15.00%
Collection of 5 items	52.00	59.80	15.00%

- Senior Citizens / Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons

Collection of 1 item	20.00	23.00	15.00%
Collection of 2 items	23.00	26.45	15.00%
Collection of 3 items	26.00	29.90	15.00%
Collection of 4 items	30.00	34.50	15.00%
Collection of 5 items	36.00	41.40	15.00%

<b>Income Summary:</b> (Net of V.A.T.)	<b>Actual</b> <b>2020/21</b>	<b>Original</b> <b>Forecast</b> <b>2021/22</b>	<b>Latest</b> <b>Forecast</b> <b>2021/22</b>	<b>Original</b> <b>Forecast</b> <b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Additional Bins/Bags etc	156,960	104,400	104,400	120,100
Bulky Refuse Tickets	104,349	69,000	69,000	79,400
<b>Total Refuse Collection</b>	<b>261,309</b>	<b>173,400</b>	<b>173,400</b>	<b>199,500</b>

**Environment & Operations****Waste Collection**

<b>Fixed Penalty Notices</b>		<b>Fixed Penalty</b>	<b>Maximum</b>	<b>Discount</b>
<b>Depositing Litter</b> -S87/88 Env Protection Act (EPA) 1990		£80	£2,500	£50
<b>Graffiti &amp; fly-posting</b> -S3-47 Anti-Soc Behaviour Act 2003		£80	£2,500	£50
<b>Failure to Furnish documentation - (Waste Carriers Licence)</b> s5B(2) Control of Pollution (Amend) Act 1989		£300	£5,000	none
<b>Failure to Produce authority (Waste Transfer Notes)</b> S34A(2) EPA 1990		£300	£5,000	none
<b>Failure to comply with Waste Receptacle Notice</b> S46 & S47 EPA 1990		£100	£1,000	£60
<b>Community Protection Notices</b> - S52 ASB Crime & Policing Act 2014		£100	£2,500 unlimited in case of a body	£75 if paid in 10 days
	14 days to pay			
<b>Fly-Tipping</b> -Unauthorised deposit of Waste(Fixed Penalties) Regulations 2016		£400	unlimited	£300

**Environment & Operations**

		<b>Charge From 4/1/21</b>	<b>Proposed Charge From 3/1/22</b>	
		<b>£</b>	<b>£</b>	
<b>Jephson Gardens - Temperate House</b>				
Charities/Community Groups/Schools - whole day		51.75	59.51	15.00%
Charities/Community Groups/Schools - half day (up to 4 ho		34.50	39.68	15.00%
Small scale commercial / internal		69.00	79.35	15.00%
Small scale commercial / internal		46.00	52.90	15.00%
Large scale commercial		103.50	119.03	15.00%
Large scale commercial		69.00	79.35	15.00%
<b>Income Summary:</b>		<b>Original Forecast</b>	<b>Latest Forecast</b>	<b>Original Forecast</b>
(Net of V.A.T.)	<b>Actual 2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Jephson Gardens	3,485.00	8,625.00	2,500.00	9,900.00
<b>Total</b>	<b>3,485.00</b>	<b>8,625</b>	<b>2500.00</b>	<b>9900.00</b>

**Housing Revenue Account**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Warwick Response</b>			
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.			
Monitoring Service only	1.95	1.95	0.00%
Monitoring Service and Equipment Rental	3.65	3.65	0.00%
Discretionary services (New Tenants only):			
Supply and Install Lifeline	Cost + £50	Cost + £50	
Supply and Install Keysafe	Cost + £35	Cost + £35	
Moving Lifeline (i.e. to a different room)	38.50	45.00	16.88%
Service call out (faults) * per hour	38.50	45.00	16.88%
Replacement batteries *	Cost + £35	Cost + £35	
Replace lost cables *	Cost + £35	Cost + £35	
Replace pendant * program / post	Cost + £22	Cost + £22	
program / deliver	Cost + £35	Cost + £35	
Replace Lifeline	Cost + £35	Cost + £35	
* Charge will be made once the product's warranty expires			
<b>Lifeline Services Equipment and Products:</b>			
Lifeline Vi and My Amie pendant installed	75.00	75.00	
My Ami posted	60.00	60.00	0.00%
installed	85.00	85.00	0.00%
Neck Cord posted	5.00	5.75	15.00%
Thin wrist strap posted	5.00	5.75	15.00%
Thick wrist strap posted	5.00	5.75	15.00%
Easy press adapter installed	30.00	30.00	0.00%
posted	10.00	10.00	0.00%
Belt clip posted	5.00	5.75	15.00%
Key ring posted	5.00	5.75	15.00%
Minuet watch posted	95.00	95.00	0.00%
installed	110.00	110.00	0.00%

**Housing Revenue Account**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
<b>Lifeline Services Equipment and Products:</b>			
Cair pendant installed	70.00	70.00	0.00%
Cair brooch adapter posted	5.00	5.75	15.00%
Cair clip adapter posted	5.00	5.75	15.00%
Cair wrist strap posted	12.00	14.00	16.67%
Cair neck chain posted	12.00	14.00	16.67%
Footprint configured and posted (Price p/w - rental only)	4.95	4.95	
OwnFone configured and posted (Price p/w - rental only)	4.95	4.95	
Bogus caller/panic button posted	55.00	55.00	0.00%
installed	80.00	80.00	0.00%
Supra Keysafe install only	95.00	95.00	0.00%
Keyguard XL keysafe install only (WDC tenant)	45.00	45.00	0.00%
install only (private client)	65.00	65.00	0.00%
Pivotell medication dispenser posted	210.00	210.00	0.00%
installed	235.00	235.00	0.00%
Tunstall Smoke detector installed with Lifeline only	50.00	50.00	0.00%
Tynetec Reach IP lifeline with pendant Rental - mail order (price per week rental only)	4.50	4.50	0.00%
Rental - installation charge	75.00	75.00	0.00%
Tynetec Reach IP lifeline with falls detector Rental - mail order (price per week rental only)	4.60	4.60	0.00%
Rental - installation charge	75.00	75.00	0.00%
Vibby Falls Detector Purchase - installed	100.00	100.00	0.00%

**Housing Revenue Account**

	<b>Charge From 4/1/21 £</b>	<b>Proposed Charge From 3/1/22 £</b>	
Tynetec Falls Detector			
Purchase - mail order	100.00	100.00	0.00%
Purchase - installed	125.00	125.00	0.00%
Replacement Tynetec Pendant (lost or damaged)			
Mail order	60.00	60.00	0.00%
Installed	85.00	85.00	0.00%
Tynetec Smoke Detector			
Installed	95.00	95.00	0.00%
Tynetec Falls Detector			
Mail order	100.00	100.00	0.00%
Installed	125.00	125.00	0.00%
HEROS (Home Emergency Response Service) bolt on	£5 per month	£5 per month	
Guest room			
Guest/Relatives of residents - per night	20.00	23.00	15.00%
Guest/Relatives of residents - subsequent nights	15.00	17.25	15.00%
Homelessness - per night	15.00	17.25	15.00%
Community Room Hire (per hour)			
Tenants	from £0 - £5	from £0 - £5	
Charities and community groups	5.00	5.00	
Commercial	15.00	15.00	
20% discount for long term users on licence agreement to any of the above hire charges			

	<b>Actual 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>	<b>Latest Forecast 2021/22 £</b>	<b>Original Forecast 2022/23 £</b>
<b>Total Housing Revenue Account</b>	<b>414,831</b>	<b>440,000</b>	<b>537,000</b>	<b>557,000</b>



## **Stratford-on-Avon and Warwick District Councils Joint Enforcement Policy Version 4: September 2021**

### **Contents:**

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2. [What is this policy for?](#)
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### **1. Introduction**

- 1.1** This policy was developed following a review of Stratford-on-Avon District Council and Warwick District Council's (*'the Council'*) existing service-specific enforcement policies with a view to producing a single policy for both councils', and all services, compliant with the Regulators' Code. It should be read in conjunction with relevant service standards as published through each council's website. (Including but not limited to Statutory Service Plans, Employee Code of Conduct)

Some service areas of the council have powers, enforcement actions or considerations specific to their areas of work and therefore they have additional appendix documents to this policy.

- Appendix A – Food safety, Occupational Health and safety, Licensing
- Appendix B - Planning Enforcement, Warwick District Council
- Appendix C - Planning Enforcement, Stratford-on-Avon District Council.

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Business support organisations including Coventry and Warwickshire Chamber of Commerce, Federation of Small Businesses and the South Warwickshire Landlords Steering Group have been consulted in regards to this policy.

The policy sets out the approach of Stratford-on-Avon District Council and Warwick District Council to dealing with non-compliance and a commitment to good enforcement practice informed by the principles of good regulation. Whilst this policy has been jointly developed by both Stratford on Avon District Council and Warwick District Council, each council has regulatory powers within its own district. Commitments in the policy are made by 'The Council', which refers to both District Councils.

The Legislative and Regulatory Reform Act 2006, Part 2, requires the Council to have regard to the Principles of Good Regulation when exercising a specified regulatory function. For local authorities, the specified functions include those carried out by our environmental health, licensing, neighbourhood service, parking and private sector housing services.

Each Council will exercise its regulatory activities in a way which is:

- Proportionate – our activities will reflect the level of risk to the public and enforcement action taken will relate to the seriousness of the offence;
- Accountable – our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures;
- Consistent – our advice to those we regulate will be robust and reliable and we will respect advice provided by others. Where circumstances are similar, we will endeavour to act in similar ways to other local authorities;
- Transparent – we will ensure that those we regulate are able to understand what is expected of them and what they can anticipate in return; and
- Targeted – we will focus our resources on higher risk enterprises and activities, reflecting local need and national priorities.

### **Regulators' Code**

The Regulators' Code came into statutory force in April 2014 and provides a clear framework for transparent, open and accountable regulatory delivery. A copy can be found at:

[www.gov.uk/government/publications/regulators-code](http://www.gov.uk/government/publications/regulators-code)

The Council has had regard to the Regulators' Code in the preparation of this policy. In certain instances, we may conclude that a provision in the Code is either not relevant or is outweighed by another provision. We will ensure that any decision to depart from the Code will be properly reasoned, based on material evidence and documented.

### **Human Rights Act 1998**

The Council is a public authority for the purposes of the Human Rights Act 1998. We therefore apply the principles of the European Convention for the Protection of Human Rights and Fundamental Freedoms. This Policy and all associated enforcement decisions take account of the provisions of the Human Rights Act 1998. In particular, due regard is given to the right to a fair trial and the right to respect for private and family life, home and correspondence.

### **Data Protection Act 2018**

Where there is a need for the Council to share enforcement information with other agencies, we will follow the provisions of the Data Protection Act 2018 and any superseding legislation

### **The Code for Crown Prosecutors**

When deciding whether to prosecute the Council has regard to the provisions of The Code for Crown Prosecutors as issued by the Director of Public Prosecutions.

The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases. The Code sets out two tests that must be satisfied, commonly referred to as the 'Evidential Test' and the 'Public Interest Test':

Evidential Test - is there sufficient evidence against the defendant?

When deciding whether there is sufficient evidence to prosecute, the Council will consider what evidence can be used in court and the strength of that evidence. We must be satisfied there is enough evidence to provide a "realistic prospect of conviction" against each alleged offender.

Public Interest Test - is it in the public interest for the case to be brought to court?

The Council will balance factors for and against prosecution carefully and fairly, considering each case on its merits. The public interest factors that we will take into account are detailed under the enforcement options available to us in Section 6.1.

### **Regulatory Enforcement and Sanctions Act 2008 ('the RES Act')**

The Regulatory Enforcement and Sanctions Act 2008, as amended, established the Primary Authority scheme. We will comply with the requirements of the Act when we are considering taking enforcement action against any business or organisation that has a Primary Authority and will have regard to guidance issued by the Secretary of State in relation to Primary Authority.



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- 1.2** The Council is committed to avoid imposing unnecessary regulatory burdens, and to assessing whether similar social, environmental and economic outcomes could be achieved by less burdensome means.
- 1.3** This Enforcement Policy can be downloaded from the following websites:
- [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)
  - [www.stratford.gov.uk](http://www.stratford.gov.uk)
  - or copies can be obtained by emailing [information@warwickdc.gov.uk](mailto:information@warwickdc.gov.uk) to request a copy.
- 1.4** The Council's accessibility statement requires us to maintain and update our website as necessary in plain English in terms of the W3C guidelines. We will ensure that our publications and press statements are accessible to all communities and we aim to provide information in accessible formats on request. The Council also has membership of Language Line to provide language support where required.
- 1.5** This version of the policy was approved by Stratford on Avon District Council on the <<insert date>> and by Warwick District Council on the <<insert date>> before being issued on the <<insert date>>. It replaces all previous versions of the Council's Enforcement Policy and its appendices.
- 1.6** In addition to the Council's Enforcement Policy, the council provides the following guidance on the Council's website.
- Corporate and Service Area approaches to communication
  - Service Areas approaches to the provision of advice
  - Service Areas approaches to interventions
  - Fees and Charges
  - How to comment, compliment or complain

## **2. What is this policy for?**

- 2.1** This policy explains to anyone affected by the Council's regulatory activities what to expect in respect to its approach to dealing with non-compliance.
- 2.2** Authorised officers will act in accordance with the policy. All services are subject to internal audit to ensure actions are appropriate to the policy and performance data will be published on the Council's website through the relevant appropriate mechanisms, such as committee reports.

### **3. When does this policy apply?**

**3.1** This policy applies to the following regulatory services which are the responsibility of Stratford-on-Avon District Council and Warwick District Council:

- Anti-Social Behaviour
- Dog Control and Fouling
- Environmental Protection
- Food Safety
- Health and Safety
- Licensing
- Planning Enforcement
- Private Sector Housing
- Public Health
- Waste Enforcement
- Parking Enforcement

As stated in 1.1, some service areas of the council have powers, enforcement actions or considerations specific to their areas of work and therefore they have additional appendix documents to this policy.

- Appendix A – Food safety, Occupational Health and safety, Licensing
- Appendix B - Planning Enforcement, Warwick District Council
- Appendix C - Planning Enforcement, Stratford-on-Avon District Council.

In addition, there are Service-specific policies which sit under this generic policy, and these can be found on the Councils' websites: [www.stratford.gov.uk](http://www.stratford.gov.uk) or [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk).

### **4. Our approach to dealing with non-compliance**

#### **4.1 Explanation of the approach to dealing with non-compliance**

The general principle will always hinge around negotiation, advice guidance, education and support to ensure maximum benefit from minimum resource input, aiming to avoid imposing unnecessary regulatory burdens. Enforcement procedures will always follow statutory requirements and guidance. Whilst court proceedings including prosecution will normally be directed towards those who deliberately fail to comply there will also be occasions where proceedings are deemed to be appropriate in certain other circumstances (see 4.2).

We will clearly explain the non-compliance, the actions required, or decisions taken, with reasons for these.

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We will provide those who are subject to enforcement action with an opportunity for dialogue in relation to the advice given, actions required, or decisions taken in relation to non-compliance.

Dialogue with the business or regulated person is available through all communication channels (face-to-face, telephone, letter, email) and access to translators is available if required.

Whilst dialogue and negotiation are encouraged, where a criminal offence is being investigated, conversations or correspondence may need to be undertaken in accordance with the requirements of the Police and Criminal Evidence Act and its associated codes.

The Council's Scheme of Delegation gives the relevant Head of Service responsibility for managing investigations and making decisions on enforcement action. The Head of Service may authorise in writing other officers to act on his/her behalf.

Where it shares or has a complementary role with other agencies, the Council will consult those agencies, including Primary Authorities, before taking any formal enforcement action.

The Council will manage enforcement in relation to its own establishments and activities to ensure that decisions are free from any conflict of interest. For example, environmental health practitioners are free to investigate noise nuisance arising from a Council activity under the same protocols as any other investigation.

All staff must demonstrate commitment to equality in the performance of their regulatory duties and in their professional relationships with regulated persons to ensure fair and objective enforcement. The Council's Equalities and Diversity Framework can be downloaded at [www.stratford.gov.uk/council-democracy/equality-and-diversity.cfm](http://www.stratford.gov.uk/council-democracy/equality-and-diversity.cfm) or from [www.warwickdc.gov.uk/info/20623/equality\\_and\\_diversity](http://www.warwickdc.gov.uk/info/20623/equality_and_diversity)

The Council will always aim to publicise successful convictions to reassure compliant businesses or regulated persons that economic competition is a 'level playing field'.

### **4.2 Explanation that the action that the local authority chooses to take depends upon the particular circumstances and the approach of the business or regulated person to dealing with the breach**

Enforcement action will always be proportionate and follow statutory guidance. Formal court proceedings are usually a final step in a programme of enforcement actions. Enforcement action will usually be graduated. However, the council will deal firmly with those that deliberately or persistently fail to comply. Where an absolute offence exists (for example non-compliance with a notice, failure to obtain relevant permissions, consents or licences) prosecution may still be considered the most appropriate course of action regardless of aggravating circumstances or a previous history of non-compliance.

The Council encourages all of those regulated to request advice and guidance from Officers. Where incidents of non-compliance are revealed voluntarily and there is a willingness to resolve the issue the Council will provide support and seek to avoid the need for formal enforcement action.

#### **4.3 Explanation of the factors that influence the local authority's response to breaches of the rules**

The Council fully supports the principles in the Regulators' Compliance Code which sets out obligations in relation to enforcement. It sets out the need to consider a range of matters including economic progress, accountability, and risk assessment.

Where applicable, the Council will take note of the Primary Authority on responses to breaches.

The Council's approach to checking that non-compliances which were dealt with by providing advice or guidance have been rectified will generally be through the next scheduled visit. However, where significant improvement is required a revisit may be appropriate.

Where the Council considers that breaches should be investigated by another enforcement body, the details will be shared with that organisation.

#### **4.4 Explanation of the local authority's approach to complaints of non-compliance**

The Council will prioritise all complaints of non-compliance and take action as appropriate. Any follow-up will be dependent on the circumstances of each report and the requirements of the relevant legislation.

### **5. Conduct of investigations**

#### **5.1 Explanation of the processes for investigating alleged breaches**

All investigations will be carried out under the following legislation and in accordance with any associated guidance or codes of practice, in so far as they relate to the Council:

- the Police and Criminal Evidence Act 1984
- the Criminal Procedure and Investigations Act 1996
- the Regulation of Investigatory Powers Act 2000
- the Criminal Justice and Police Act 2001
- the Human Rights Act 1998
- Attorney Generals Guidelines
- The Protection of Freedoms Act 2012

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These Acts and the associated guidance control how evidence is collected and used and give a range of protections to citizens and potential defendants.

Our authorised officers will also comply with the requirements of the particular legislation under which they are acting, and with any associated guidance or codes of practice. Most of this legislation provides the officers with powers of entry at all reasonable times with the associated offence of obstruction if entry is refused.

Where a business is allegedly in breach of relevant legislation and has a partnership agreement with a Primary Authority, early communication will take place with that authority.

When exercising its statutory power to seize items during an investigation, the Council will follow the relevant legal process. If there is reason to believe access will be denied, the Council will apply to the Magistrates' Court for a warrant to execute this process.

Any person suspected of committing an offence will be invited to attend an interview under caution in accordance with the Police and Criminal Evidence Act at the Council offices or another appropriate location and will be given the opportunity to be legally represented at the interview. Interview questions may also be presented in writing and answers required within an identified timescale in accordance with the Police and Criminal Evidence Act. The Council will always endeavour to expedite investigations into non-compliance and in any case ensure that statutory time limits for investigations are achieved.

Formal proceedings will only be initiated where relevant evidential and public interest test have been met to the satisfaction of councils delegated and authorised officers and representatives.

### **5.2 A commitment to keep all parties informed on progress**

The Council will where possible aim to keep alleged offenders and witnesses informed on the progress of investigations.

## **6. Decisions on enforcement action**

### **6.1 The range of actions that are available to the local authority are set out in legislation and include**

#### **Compliance Advice, Guidance and Support**

The Council uses compliance advice, guidance and support as a first response in the case of many breaches of legislation that are identified. Advice is provided, sometimes in the form of a warning letter, to assist individuals and businesses in rectifying breaches as quickly and efficiently as possible, avoiding the need for further enforcement action. A warning letter will set out what should be done to rectify the breach and to prevent re-occurrence. If a similar breach is identified in the future, this letter will be persuasive in considering the most appropriate enforcement action to take on that occasion. Such a letter cannot be cited in court as a previous conviction, but it may be presented in evidence.

The Council recognises that where a business has entered into a partnership with a Primary Authority, the Primary Authority will provide compliance advice and support, and the Council will take such advice into account when considering the most appropriate enforcement action for it to take. It may discuss any need for compliance advice and support with the Primary Authority.

Where more formal enforcement action, such as a simple caution or prosecution, is taken, the Council recognises that there is likely to be an ongoing need for compliance advice and support, to prevent further breaches.

### **Voluntary Undertakings**

The Council may accept voluntary undertakings that breaches will be rectified and/or recurrences prevented. In accepting these voluntary undertakings, the council will expect that these are completed within agreed timescales.

The Council will take any failure to honour voluntary undertakings very seriously and enforcement action is likely to result.

### **Statutory (Legal) Notices**

In respect of many breaches the Council has powers to issue statutory notices. These include but are not restricted to: 'Abatement Notices', 'Prohibition Notices', 'Emergency Prohibition Notices', 'Improvement Notices', 'Planning Enforcement Notices' and Remedial Action Notices'. Such notices are legally binding. Failure to comply with a statutory notice can be a criminal offence and may lead to prosecution and/or, where appropriate, the carrying out of work in default. In some cases, charges can be levied for the service of a statutory notice. Where applicable this is outlined on the council's website. [www.stratford.gov.uk](http://www.stratford.gov.uk)  
[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

A statutory notice will clearly set out actions which must be taken and the timescale within which they must be taken. It is likely to require that any breach is rectified and/or prevented from recurring. It may also prohibit specified activities until the breach has been rectified and/or safeguards have been put in place to prevent future breaches. Where a statutory notice is issued, an explanation of the appeals process will be provided to the recipient.

Some notices issued in respect of premises may be affixed to the premises and/or registered as local land charges.

### **Works in Default**

Where statutory provision exists, the Council will consider carrying out works in default to remedy non-compliance. In such cases, the Council's reasonable costs are recoverable from the offender.

### **Financial Penalties**

The Council has powers to issue civil/fixed penalty notices in respect of some breaches. A civil/fixed penalty notice is not a criminal fine and does not appear on an individual's criminal record. If a civil/fixed penalty is not paid, the Council may commence criminal proceedings or take other enforcement action in respect of the original breach.

If a civil/fixed penalty is paid within the specified timescale in respect of a breach the Council will not take any further enforcement action in respect of that breach. Payment of a civil/fixed penalty does not provide immunity from prosecution in respect of similar or recurrent breaches.

The Council is only able to issue civil/fixed penalty notices where it has specific powers to do so. If civil/fixed penalty notices are available, their issue is at the Council's discretion. In some circumstances, in particular where breaches are serious or recurrent, it may be that prosecution is more appropriate than the issue of a civil/fixed penalty notice.

### **Injunctive Actions, Enforcement Orders etc.**

In some circumstances the Council may seek a direction from the court (in the form of an order or an injunction) that a breach is rectified and/or prevented from recurring. The court may also direct that specified activities be suspended until the breach has been rectified and/or safeguards have been put in place to prevent future breaches.

Failure to comply with a court order constitutes contempt of court, a serious offence which may lead to imprisonment.

The Council is required to seek enforcement orders after issuing some enforcement notices, providing the court with an opportunity to confirm the restrictions imposed by the notice. Otherwise, the Council will usually only seek a court order if it has serious concerns about compliance with voluntary undertakings or a notice.

### **Simple Caution**

The Council may issue Simple Cautions (previously known as 'Formal Cautions') as an alternative to prosecution for some less serious offences, where a person admits an offence and consents to the Simple Caution. Where a Simple Caution is offered and declined, the Council will give consideration to prosecution.

A Simple Caution has the same standing as a previous conviction and forms part of the offender's criminal record. It is likely to influence how the Council and others deal with any similar breaches in the future and may be cited in court if the offender is subsequently prosecuted for a similar offence. If a Simple Caution is issued to an individual (rather than a corporation) it may have consequences if that individual seeks certain types of employment.

Currently the simple caution details are held by the council and are not recorded on a central criminal database.

Simple cautions will be considered and used in accordance with current Government Guidance.

### **Prosecution**

The Council may prosecute in respect of serious or recurrent breaches, or where other enforcement actions, such as voluntary undertakings or statutory notices have failed to secure compliance. When deciding whether to prosecute the Council has regard to the provisions of [The Code for Crown Prosecutors](#) as issued by the Director of Public Prosecutions.

Prosecution will only be considered where the Council is satisfied that it has sufficient evidence to provide a realistic prospect of conviction against the defendant(s).

Before deciding that prosecution is appropriate, the Council will consider all relevant circumstances carefully and will have regard to the following public interest criteria:

- a) How serious is the offence committed?
- b) What are the circumstances of, and the harm caused to the victim(s)?
- c) Is prosecution a proportionate response?

A successful prosecution will result in a criminal record. The court may impose a range of sentences depending upon the nature of the offence and in respect of particularly serious breaches a prison sentence. The court may order the forfeiture and disposal of non-compliant goods and/or the confiscation of any profits which have resulted from the breach. I.e. use Proceeds of Crime Act proceedings to recover financial gain arising from criminal activity.

Prosecution may also lead, in some circumstances, to the disqualification of individuals from acting as company directors or from holding a licence/permit or consent.

### **Refusal/Suspension/Revocation of Licences**

The Council issues a number of licences and permits. The Council also has a role to play in ensuring that appropriate standards are met in relation to licences issued by other agencies. Most licences include conditions which require the licence holder to take steps to ensure that, for example, a business is properly run. Breach of these conditions may lead to a review of the licence which may result in its revocation or amendment.

When considering future licence applications, the Council may take previous breaches and enforcement action into account. A person convicted of a relevant offence may be judged to be no longer a 'fit and proper person' and their application refused. Further details with regard to this area of work can be found on the council website.



## **6.2 Explanation of how decisions are made on enforcement action**

The Council follows the principles set out in the Macrory Review, which expect policies to:

- a) Aim to change the behaviour of the offender;
- b) Aim to eliminate any financial gain or benefit from non-compliance;
- c) Be responsive and consider what is appropriate for the particular offender and regulatory issue, which can include punishment and the public stigma that should be associated with a criminal conviction;
- d) Be proportionate to the nature of the offence and the harm caused;
- e) Aim to restore the harm caused by regulatory non-compliance, where appropriate; and,
- f) Aim to deter future non-compliance.

The Council will consider risk at every stage of their decision-making progress, choosing the most appropriate type of enforcement action including taking note of the compliance record of those being regulated.

The Council recognises the statutory requirement under Primary Authority to notify proposed enforcement action.

The Council will keep under review the effectiveness of their chosen regulatory activities in delivering the desired outcomes and make any necessary adjustments accordingly.

## **6.3 Explanation of how decisions are communicated to those affected**

Where a right of appeal exists to any regulatory action, the Council will include full details of the appeal process at the time of taking the action. Regulated persons will be advised of their rights to representation at the time of being invited to any formal interview or hearing.

## **7. Review of this policy**

### **7.1 Details of when and how the policy will be reviewed**

This policy will be reviewed following any new Government guidance or as a result of feedback received from local businesses or regulated persons as appropriate. It will be refreshed as a minimum of two years.

## **8. Comments and Complaints**

### **8.1 Details of processes for complaints and appeals**

An appeal against a regulatory decision can in the first instance be directed to the relevant Head of Service. If the action is subject to a formal appeal process (e.g. through the Magistrates' Court), the appellant should be aware of the statutory deadlines and may wish to proceed immediately with this approach.

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Complaints about the conduct of local authority staff can be made through the relevant council website at or by post to the relevant council offices:

- Stratford-on-Avon District Council – <https://www.stratford.gov.uk/council-democracy/how-to-complain.cfm>, by email to [info@stratford-dc.gov.uk](mailto:info@stratford-dc.gov.uk) or by post to Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX.
- Warwick - [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk), by email to [complaints@warwickdc.gov.uk](mailto:complaints@warwickdc.gov.uk) or by post to Committee Services, Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa CV32 5HZ.

### **8.2 Contact details for comments or complaints about the policy**

Any comments or complaints about this policy should be sent to Head of Community Protection, at Stratford-on-Avon District Council Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX or Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa CV32 5HZ.

**APPENDIX A**  
**Food Safety, Occupational Safety and Health and Licensing**  
**Revision 4 (2021)**

**1. Introduction**

- 1.1 This Regulatory Service Appendix is intended to be read in conjunction with the Council's published [Enforcement Policy](#). It will provide specific details that relate to the enforcement of matters with respect to food safety, occupational safety and health and licensing.

**2. Background**

- 2.1 As a **food authority** in the terms of the [Food Safety Act 1990](#), the Council has a duty to enforce food safety legislation, and a responsibility to follow associated [Codes of Practice](#) under the Act. It is required to enforce the legislation in pursuit of the particular interests of consumers within the authority's area including members of the public, employees and business owners by:
- protecting public health, and
  - ensuring a fair trading environment for local businesses.
- 2.2 Hygiene inspections are targeted in accordance with the risk assessment parameters set by the Food Standards Agency and the corresponding inspection frequencies.
- 2.3 The Council has a shared enforcement role with the County Council in respect of food labelling requirements. This situation is managed by case by case communication between the two authorities and by regular meetings of the Warwickshire & Coventry Food Liaison Group.
- 2.4 Food safety and quality is determined on inspection or sampling and by the investigation of complaints made to the Department.
- 2.5 Local authorities have statutory responsibilities to make adequate arrangements for the enforcement of **health and safety** law in relation to specified work activities- including offices, shops, retail and wholesale distribution centres, leisure, hotel and catering premises. Health and Safety Executive (HSE) inspectors also enforce health and safety law in workplaces allocated to them.

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- 2.6. The appropriate use of enforcement powers, including prosecution, is important, both to secure compliance with the law and to ensure that those who have duties under it may be held to account for failures to safeguard health, safety and welfare. In allocating resources, enforcing authorities should have regard to the principles set out below, the objectives published in the [National Enforcement Code](#), and the need to maintain a balance between enforcement and other activities, including inspection.
- 2.7 HSE expects enforcing authorities to use discretion in deciding when to investigate or what enforcement action may be appropriate. The decision-making process which inspectors will follow when deciding on enforcement action will be set down in writing and made publicly available. The judgements will be made in accordance with the principles of Philip Hampton's report '[Reducing administrative burdens: Effective Inspection and Enforcement](#)'.
- 2.8 The **Licensing** function of the council Team covers the following areas: -
- Licensing Act 2003
  - Gambling Act 2006
  - Sexual Entertainment Venues
  - Private Hire driver, vehicle and operator's licences
  - Hackney Carriage driver and vehicle licences
  - Street Trading Consents (WDC) & Licences (SDC)
  - Small lotteries
  - Street Collections
  - House to House collections
  - Scrap Metal Dealers
  - Animal Licensing
  - Pavement Licences
- 2.9 This policy should be read in conjunction with codes of practice and guidance issued by the following:- Food Safety Act 1990 [Code of Practice](#); [Approved Codes of Practice \(ACOPs\)](#); [HSE](#) and [HELA guidance](#); [Home Office](#), [Institute of Licensing](#), [National Association of Licensing Officers](#) and [Gambling Commission](#).
- 2.10 All actions will be taken only by duly authorised officers in accordance with the relevant [Council's Scheme of Delegation](#).

### 3. Enforcement Options

- 3.1 In making a choice of action, the appropriate subject guidance below will be followed:- Food Safety Act 1990 [Code of Practice](#); [Approved Codes of Practice \(ACOPs\)](#); [HSE](#) and [HSE's Enforcement Management Model \(EMM\)](#) and [HELA guidance](#); [Home Office](#), [Institute of Licensing](#), [National Association of Licensing Officers](#) and [Gambling Commission](#).

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- 3.2 Any significant choice of action which might be considered to be inconsistent with such guidance, advice and views will be made in consultation with the Warwickshire & Coventry Food, Safety and Licensing Liaison Group, the Food Standards Agency, HSE and the Primary Authority. It is recognised, however, that only the Courts can make decisions on matters of legal judgement.
- 3.3 In most instances no action will be taken where the offending circumstance has been occasioned by inadvertence and is proactively in the process of being remedied, however, each case will be considered individually.

### **4. Informal Action**

- 4.1 Informal action is the issue of verbal advice (always confirmed in writing on the visit report or by letter), written advice with no date for action requested, written advice with a date specified for completion, and written warnings that future offences may result in prosecution.
- 4.2 Recommendations are necessary in order to assist the duty holder in taking all reasonable precautions and exercising all due diligence to avoid offences. Such recommendations will be clearly differentiated from legal requirements which will be identified by statute and regulation or section number.
- 4.3 Action Plans including timescales for completion are agreed by all parties including where necessary, the Licence Holder, Designated Premises Supervisor and other relevant Responsible Authorities (e.g. Police, WDC Environmental Health Officers and Planning Officers).

### **5. Statutory Notices**

- 5.1 **Food - Hygiene Improvement Notices** will be served by authorised Officers in circumstances related to risk to health, in accord with [Code of Practice](#) guidance, in one or more of the following circumstances:
- i. There are such significant contraventions of the legislation that it is anticipated that a prosecution would be successful in the Magistrates' Court if the evidence were placed before them.
  - ii. There is a justifiable lack of confidence in the food business operator to respond to an informal approach.
  - iii. There is a history of non-compliance with informal action.
  - iv. Standards are generally poor with little duty holder awareness of statutory requirements.

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- v. The consequences of non-compliance could have negative implications for public health or fair trading.
  - vi. Although it is intended to prosecute, effective action also needs to be taken as quickly as possible to remedy continuing contraventions.
- 5.2 The time limit for compliance with the requirements of the notice will be made clear verbally with the food business operator, or appropriately negotiated. Regard will be had in the negotiations to consistency and feasibility. The food business operator will be advised that any unforeseen circumstances which arise in the time period, which may cause it to overrun, must be drawn immediately to the attention of the relevant authorised officer. On written application, the originating officer will have regard to the following criteria in granting an extension of the time period, or otherwise:
- i. The risk to public health associated with the fault if an extension was granted;
  - ii. The reason for the request;
  - iii. The remedy involved;
  - iv. The past record of compliance of the food business operator; and
  - v. Any temporary action which the food business operator proposes to take to remedy the defect.
- 5.3 As a rule, failure to comply with a Hygiene Improvement Notice will be reported for prosecution. Only unavoidable circumstances, or mitigating information coming to light concerning factors outside the control of the duty holder, will justify a variation of this policy.
- 5.4 **Food - Hygiene Emergency Prohibition Notices** will be served by authorised Officers in one or more of the following circumstances:
- i. He/she is satisfied that there is an imminent risk of injury to health.
  - ii. Not taking immediate and decisive action to protect public health is unjustifiable.
  - iii. There is no confidence in the integrity of an offer made by a food business operator to close the premises voluntarily and to keep the premises closed until the risk is removed.
- 5.5 **Occupational Safety and Health – Improvement Notices**
- i. Paragraphs 5.1 I – vi and 5.2, apply.

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- ii. As a rule, failure to comply with a Health and Safety Improvement Notice will be reported for prosecution. Only unavoidable circumstances, or mitigating information coming to light concerning factors outside the control of the duty holder, will justify a variation of this policy.
- 5.6 **Occupational Safety and Health – Prohibition Notices** will be served by authorised Officers when there is a requirement to stop work to prevent a serious risk of personal injury.
- i. Prohibition Notices will be issued to have immediate or deferred effect.
  - ii. There does not have to be a breach of any statutory requirements before a prohibition notice is issued, but an officer who thinks there has been will specify it in the Prohibition Notice.
- 5.7 Primary authorities will be notified of any statutory notices served.

## 6. Prosecution

- 6.1 The decision to prosecute rests with the Council and/or Duly Appointed Inspector (in the case of Health & Safety cases) and is delegated to the Head of Community Protection in consultation with the appropriate elected Member. See relevant councils Scheme of Delegation
- 6.2 The recommendation to prosecute, based on the available evidence and professional judgement, comes from the Team Leader and Section Manager by way of formal report to the Head Service and in consultation with a Solicitor of the Legal Services Unit.
- 6.3 Prosecutions will be related to risk and will not be used as a punitive response to minor breaches of legislation.
- 6.4 The objectives of any prosecution must be:
- i. To concentrate the mind of the duty holder /food business operator/Licence holder on the necessity to be duly diligent and to take all reasonable precautions to ensure food safety and hygiene/health and safety and public safety (licensing);
  - ii. To demonstrate to the public that their interests are being protected;
  - iii. To demonstrate to other duty holders/licence holders/food business operators that the law is being evenly applied.; and
  - iv. To enable the Courts to decide the appropriate punishment.

**6.5 Before deciding whether a prosecution should be taken one or more of the following factors will be considered:**

- i. The seriousness of the alleged offence.
- ii. Whether death or personal injury resulted from the alleged offence.
- iii. The gravity of an alleged offence, taken together with the seriousness of any actual or potential harm, or the general record and approach of the offender warrants it.
- iv. The previous history of the party concerned.
- v. The likelihood of the defendant being able to establish a statutory defence e.g. 'due diligence' or 'so far as is reasonably practicable defence'.
- vi. The availability of any important witnesses and their willingness to cooperate.
- vii. The willingness of the party to prevent a recurrence of the problem.
- viii. The probable public benefit of a prosecution, the importance of the case (e.g. whether it might establish a legal precedent) and satisfaction of the tests in the [Code for Crown Prosecutors](#).
- ix. Whether other action, such as issuing a simple caution in accordance with [Guidance - Ministry of Justice - Simple Caution for Adult Offenders – 13 April 2015](#) or a Hygiene Improvement Notice (H.I.N.), Improvement Notice (I.N.) or imposing a prohibition, would be more appropriate or effective.
- xi. Any explanation offered by the affected company.
- xii. False information has been supplied wilfully, or there has been an intent to deceive, in relation to a matter which gives rise to a significant risk.
- xiii. Inspectors have been intentionally obstructed in the lawful course of their duties.

These considerations will be detailed in all reports recommending prosecution.



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- 6.6 Before a decision is made to prosecute, the duty holder/food business operator/Licence holder will be invited to an interview under the [Police and Criminal Evidence Act 1984](#) in order to make representations before a decision is made as to the appropriate course of action to be taken. The duty holder/food business operator/Licence holder will have an opportunity to be accompanied by a legal representative at the interview. This is the duty holder/food business operator/Licence holder's opportunity to present any facts or views he considers pertinent to the decision-making process.
- 6.7 The circumstances where prosecution is warranted are one or more of the following:
- i. The offence involves a flagrant breach of the law such that public health, safety or well-being is or has been put at risk, or fair trading is prejudiced.
  - ii. The offence involves a failure to correct an identified serious potential risk to safety having been given a reasonable opportunity to comply with requirements.
  - iii. The offence involves a failure to comply with a statutory notice.
  - iv. There is a history of similar offences.
- 6.8 If it is then considered by the Team Leader and Section Manager that prosecution is appropriate the file of evidence will be presented to the Head Service with a Report by the Relevant Manager recommending prosecution. If the Head of Service agrees with the recommendation in the report, it will be presented to the Council's Solicitor for review, and, if the evidence is considered sufficient for there to be a realistic prospect of conviction, and the public interest test is satisfied, then legal proceedings will normally be instigated.
- 6.9 Where there is a risk of injury to health the Solicitor will, in the course of the hearing, draw the Court's attention to its duty to impose a Prohibition Order.
- 6.10 Primary, Home and Originating authorities will be notified of the results of prosecutions.
- Primary Authority: A legal partnership between business and a local authority which provides a means for businesses to receive assured and tailored advice on meeting regulatory standards through a single point of contact. This is a chargeable service
  - Home Authority: A partnership without legal standing of a business operating within the district boundary at a regional or national level with a local authority. The business is assisted through the provision of advice, guidance and information. Home Authority predates Primary Authority and as a result new Home Authorities are unlikely to be arranged. There are only a few existing arrangements.
  - Originating Authority: The local authority within whose boundary a business which manufactures a food product is located.

## **7. Simple Cautions**

- 7.1 Simple Cautions in accordance with [Guidance - Ministry of Justice - Simple Caution for Adult Offenders – 13 April 2015](#) will only be issued by the Council in the following circumstances:
- i. There is evidence sufficient to give a realistic prospect of conviction;
  - ii. The duty holder/food business operator/Licence holder admits the offence; and
  - iii. The duty holder/food business operator/Licence holder understands the significance of the simple caution and gives informed consent.
- 7.2 If a duty holder/food business operator/Licence holder refuses the offer of a Simple Caution then a prosecution will be instituted.
- 7.3 Primary, Home and originating authorities will be notified of Simple Cautions issued. The Caution will be cited in any subsequent proceedings as a previous offence.

## **8. Revocation of Approvals/Licenses/Permits/Consents & Registrations**

- 8.1 Premises, people and vehicles can be approved and/or licensed by the Council. The Council will exercise its power of revocation, suspension or refusal to grant in the circumstances dictated by the appropriate regulations, and where it has not been possible to secure compliance by less draconian means.

**APPENDIX B**  
**Planning Enforcement: Warwick District Council**  
**Revision 3 (2021)**

**1.0 Background**

- 1.1 This policy has been prepared in accordance with paragraph 207 of the National Planning Policy Framework 2012 which advises Local Councils to consider publishing a local enforcement plan to manage enforcement activity proactively in an appropriate manner within their area and to set out how that activity will be undertaken.
- 1.2 The Framework advises that enforcement action is discretionary, and that Council's should act proportionately in responding to suspected breaches of planning control.

**2.0 Planning Enforcement at Warwick District Council**

- 2.1 The District Council's Development Services area includes a dedicated planning enforcement team which investigates alleged breaches of planning control and works to remedy unacceptable unauthorised development.
- 2.2 In order to ensure the effective use of that resource directed at the most harmful unauthorised development first, a scheme of prioritisation is in use which is included at Appendix 1. That scheme is also intended to assist members of the public to understand the priority that will be given to issues with which they may be concerned.

**3.0 What is a Breach of Planning Control?**

- 3.1 The following list sets out the main scenarios in which a breach of planning legislation may be considered to have occurred:
- a. Building and engineering works undertaken without planning permission.
  - b. Material changes in the use of land or buildings undertaken without planning permission.

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- c. The undertaking of works that are materially different from the planning permission granted or which do not comply with either the conditions imposed on a planning permission or the requirements of a legal agreement relating to that permission.
- d. Unauthorised works to Listed Buildings.
- e. Unauthorised works to trees protected by Tree Preservation Orders (TPO) trees; trees in Conservation Areas and rural agricultural hedgerows.
- f. The unauthorised display of advertisements.
- g. The poor condition of land impacting on the visual amenities of the wider area.

3.2 It should be noted that in addition, the unauthorised works listed at d, e and f also comprise a criminal offence.

### **4.0 What isn't a Breach of Planning Control?**

- a. Buildings or extensions which do not require planning permission: planning legislation makes provision for a wide range of building works which can be undertaken using what are known as *permitted development rights*.
- b. Changes in the use of land and buildings which are not so significant that they comprise a *material change of use* or which fall within the same use class category.
- c. The display of advertisements which do not require consent: the regulations relating to advertisements allow the advertiser to display certain types of advertisements without the need to make an application to the Council.
- d. Where development has been carried out more than four years ago it is immune from enforcement action.
- e. Where a change of use has existed for more than 10 years it is immune from enforcement action.
- f. Where there has been a residential dwelling unit in existence for more than four years it is immune from action.
- g. Issues relating to waste disposal and tipping which are handled by Warwickshire County Council who can be contacted by following this link: [Warwickshire Direct - Residents and click Report It.](#)

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- h. Issues within or relating to the adopted highway including for example advertisements displayed within the Highway or on street furniture which are handled by Warwickshire County Council who are the Highways Authority and can be contacted by following the above link.
- i. Issues relating to noise and disturbance; smell nuisance and light pollution which are investigated by the District Council's Environmental Health Team (<sup>1</sup>). Further information can be found at:  
  
[ehpollution@warwickdc.gov.uk](mailto:ehpollution@warwickdc.gov.uk)  
  
or by telephoning 01926 456725
- j. Issues relating to the manner in which buildings or extensions have been constructed or concerning potentially dangerous structures which are handled by the District Council's Building Control Team who can be contacted via this link  
[https://www.warwickdc.gov.uk/info/20375/building\\_regulations/581/contact\\_building\\_control](https://www.warwickdc.gov.uk/info/20375/building_regulations/581/contact_building_control) or in relation to dangerous structures by telephoning 07881 787528.
- k. Issues relating to compliance with covenants or other legal restrictions which are private civil matters.

### **5.0 Key Considerations in the Investigation of Alleged Breaches of Planning Control**

- 5.1 In the circumstances where an enforcement investigation identifies that unauthorised development has taken place, the decisive issue for the Council in considering whether it is expedient to continue with the investigation is whether the development in question is unacceptable in planning terms such that planning permission would not be granted?

**The fact that a development does not benefit from the required planning permission is not in itself sufficient justification for pursuing the matter.**

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<sup>1</sup> In certain circumstances such issues may be controlled by planning legislation, for example where they are the subject of a condition imposed on a planning permission.

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5.2 Where enforcement action is taken, it must be proportionate to and commensurate with the breach of planning control to which it relates. For example, whilst clearly harmful breaches of planning control should be addressed by appropriate means, it is not expedient to pursue minor or technical breaches which cause no planning harm or where unauthorised development is acceptable in planning terms.

### **6.0 The Investigation Process**

6.1 The speed with which an investigation can be undertaken varies between straightforward cases which can often be concluded quickly and more complex investigations which can take considerably longer.

6.2 Upon receipt of an investigation request, we will check that the issue in question is a planning matter. If it isn't, we will tell you as quickly as possible and where appropriate forward the concern onto another relevant Council team or external organisation. At this stage, we may also request further information from you to help with the investigation, for example keeping a record of activity in respect of the use of land or buildings over an appropriate period.

6.3 Before we begin an investigation, we will also ask you to provide your name and contact details in confidence so that we can update you on progress. **Your details will remain confidential at all times during the initial investigation (2).** This is because we need to ensure that we use our resources as effectively as possible and in order to prevent the investigation of spurious issues, anonymous complaints are not usually investigated.

6.4 All investigations are prioritised in accordance with the Council's scheme of prioritisation which is included at Appendix 1. If we are unable to investigate an issue that you have raised, we will tell you the reason for this. Where an investigation is commenced, after an initial site inspection and assessment has been made, we will tell you what will happen next.

6.5 There are a number of potential outcomes of an enforcement investigation which are principally: -

- i. Where there is no breach of planning control or a minor breach: no further action will be taken.

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<sup>2</sup> Where an investigation results in enforcement action being taken which is the subject of an appeal or prosecution, it is sometimes necessary for 3<sup>rd</sup> party details to be disclosed.

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- ii. Where it is considered that planning permission would be likely to be granted for the unauthorised development, we will request that an application is made. However, if no such application is submitted, no further action will be taken.
- iii. Where there is a breach of planning control which is unacceptable in planning terms, we will offer the responsible parties **one** opportunity to resolve the matter voluntarily. Where the matter is not satisfactorily resolved by that means, if it is expedient to do so, formal enforcement action will be taken.

### **7.0 Voluntary Resolution**

In encouraging you to voluntarily resolve a breach of planning control for which you are responsible, we may:-

- i. Offer you written or verbal advice.
- ii. Give you a verbal or written warning.
- iii. Provide you with **one** opportunity to remedy the issue within a proportionate time period prior to the consideration of the use of formal action.

The majority of breaches of planning control which require remedy are resolved in this manner without the need for formal action. However, in the circumstances where a breach of planning control is so serious that it merits immediate action, where necessary the Council will take formal action without offering an opportunity for the matter to be resolved voluntarily.

### **8.0 Formal Action**

8.1 Formal planning enforcement action may be taken where: -

- i. The matter is so serious that it merits immediate action;
- ii. There is a lack of confidence that the matter will be resolved voluntarily;
- iii. There is a history of non-resolution of issues by a voluntary means;
- iv. The matter has not been satisfactorily resolved on a voluntary basis.

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- 8.2 Such action can take a number of forms including but not limited to issuing: -
- i. Enforcement Notices and Listed Building Enforcement Notices requiring the actions specified in the Notice to be undertaken within the time period specified. There is a right of appeal against these Notices.
  - ii. Breach of Condition Notices to require compliance with conditions imposed on a grant of planning permission. There is no right of appeal against these notices.
  - iii. Untidy Land Notices to require the improvement of land or buildings in order to remedy their visual impact on the amenities of the surrounding area. There is a right of appeal to the Magistrates Court against such notices.
  - iv. Improvement or Repairs Notices in respect of Listed Buildings which are falling into disrepair.
  - v. Where it is considered expedient to do so a Temporary Stop Notice may be issued.
  - vi. In appropriate circumstances involving potentially serious and/or irreversible unauthorised development the issue of an injunction.

**8.3 Non-compliance with the Notices listed above within the required timescale is an offence which the District Council will normally seek to pursue by means of a prosecution.**

### **9.0 Prosecution**

- 9.1 In addition to non-compliance with formal Notices, the unauthorised display of advertisements; the alteration of Listed Buildings without consent and the unauthorised undertaking of works to trees protected by a Tree Preservation Order or within a Conservation Area is a criminal offence.
- 9.2 For that reason, except in exceptional circumstances, we will require that any such works cease immediately and that unlawful advertisements are removed within 5 days. Where that cessation or removal does not occur and/or where such unauthorised works result in material harm to protected buildings or trees, legal action will usually be taken.



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- 9.3 Decisions to proceed with legal action will take account of the Crown Prosecutor's Guide and in particular will be made with reference to: -
- i. The availability of sufficient evidence to provide a realistic prospect of conviction; and
  - ii. Whether it is in the public interest to proceed with such action.

### **10.0 Direct Action**

- 10.1 There may be circumstances, where by reason of the nature or extent of the unauthorised activity or development, non-compliance with a notice may result in the District Council arranging for appropriate remedial works to be undertaken in default of the responsible party doing so. With the exception of the circumstances described below, this approach will only be used where appropriate. In most cases, the Council will seek to recover the cost of undertaking those works from the responsible parties including for example by means of the imposition of a charge on the land in question.
- 10.2 In the circumstances where an informal request to remove an unlawful advertisement has not been complied with, the District Council will consider the use of its powers to remove the advertisement.

### **11.0 High Hedges**

#### Background

- 11.1 Under planning and related legislation, the planting of hedges does not require permission and there are no restrictions on the height to which they can be grown. However, the Anti Social Behaviour Act 2003 and associated regulations introduced a power for Councils to investigate and where appropriate remedy complaints about high hedges where there is a significant impact on nearby properties.
- 11.2 Guidance on what you need to do if you are concerned about the impact of a hedge on your property or if you are the subject of a complaint about a high hedge can be obtained by following these links: -
- i. The Department for Communities and Local Government website: -  
  
<https://www.gov.uk/government/organisations/department-for-communities-and-local-government>

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- ii. Over the garden hedge  
<https://www.gov.uk/government/publications/over-the-garden-hedge>
- iii. High Hedges: complaining to the Council  
<https://www.gov.uk/government/publications/high-hedges-complaining-to-the-council>
- iv. High Hedges complaints: prevention and cure  
<https://www.gov.uk/government/publications/high-hedges-complaints-prevention-and-cure>

11.3 Prior to requesting that the Council investigate a potential high hedge issue, a process which carries a fee, you must provide evidence that you have exhausted all alternative forms of negotiation and mediation with the hedge owner.

### **12.0 Publicity**

12.1 In order to seek to raise public awareness of the risks associated with undertaking unauthorised development and thereby reduce the incidence of such development, where appropriate the Council will publicise the outcome of cases in the local press and by other means.

### **13.0 How You can Help**

13.1 If you have reported a breach which the Council is investigating, please be aware that we will do so as quickly as possible and that in order to ensure that the investigation is undertaken as comprehensively as is necessary this may take longer than you might expect. We will aim to keep you updated at regular intervals as the investigation progresses.

13.2 When you initially tell us about the issue of concern, please provide as much information as you can to help us to investigate the matter as quickly as possible. At this or a later stage, we may also request further information from you to help with the investigation, for example keeping a record of activity in respect of the use of land or buildings over an appropriate period.

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13.3 If you are the subject of an investigation, your co-operation in assisting us to undertake that investigation will in many cases enable us to advise that there is either no breach of planning control or no remedial action to be undertaken. If a breach is identified and you are requested to undertake works to voluntarily resolve the matter, your co-operation in doing so within the timescale given will in most circumstances prevent the consideration of the use of formal action.

13.4 Whilst it is understood that you may wish to know where the complaint about your property has come from, all such complaints are treated confidentially, and we will not be able to provide you with that information.

### **14.0 Contacts**

14.1 If you would like to contact us to report a potential breach of planning control please do so by either: -

- Completing our online form: [Report A Possible Breach Of Planning Control](#)
- E mailing [planningenforcement@warwickdc.gov.uk](mailto:planningenforcement@warwickdc.gov.uk)
- Or by writing to us: 

Planning Enforcement  
Warwick District Council  
Riverside House  
Milverton Hill  
Leamington Spa  
CV32 5QH

**APPENDIX C**  
**Planning Enforcement: Stratford-on-Avon District Council**  
**Revision 6 August 2021**

## **1. Introduction**

Although planning enforcement is discretionary and not a mandatory function an effective planning enforcement service can help to maintain public confidence in the planning system. Timely enforcement action can prevent a breach of planning control from becoming well established and bring sustained environmental harm to an end.

Enforcement action however is not a means to punish an individual or organisation for breaching planning control, regardless of whether the breach was carried out deliberately or in ignorance. It cannot be used to control the activities of errant or unpopular developers, to rectify minor or insignificant technical breaches of planning control, nor as a means of furthering the interests of one party over another in neighbour or commercial disputes.

In accordance with National policy on enforcement this Local Enforcement Plan identifies the priorities for enforcement action. This enables the Council's enforcement resources to be put to the best use in dealing with breaches of planning control and to ensure that enforcement action is focused on the most serious breaches which are causing greater harm. It also seeks to provide transparency and accountability about how the local planning authority will decide if it is expedient to exercise its discretionary powers.

## **2. Key stages of investigation**

The key stages are summarised below and the time taken for each stage will vary depending on the nature of the alleged breach of planning control:

- Receipt of report of breach
- Decision whether reported matter should be investigated
- Site visit and officer investigation
- Initial assessment – whether to invite application, seek agreement from Ward Member to close, whether negotiations are appropriate.
- Invitation of application (where appropriate)
- Formal action, or decision to close.

## **3. Reasons for not investigating cases or for closing cases**

A new enforcement case will not be raised if the information submitted with the initial report is sufficient for Officers to confirm that there is no breach of planning or if the matter does not fall within the list of Priorities for investigation set out in Section 10 of this document.

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Enforcement investigations can be closed for several reasons, such as:

- there is no breach of planning control
- planning permission is not required
- it is permitted development
- the breach is rectified (by negotiation)
- planning permission has been granted retrospectively
- the development is lawful (due to time elapsed)
- it is a minor technical breach which does not warrant formal action
- it is not expedient to take action (not causing unacceptable harm).

Where a breach has been identified and it is not considered necessary to invite an application or where it is not expedient to take formal action, the ward member will be consulted on whether to close the case.

If the Ward Member does not agree that the case should be closed the decision will be made in accordance with the Scheme of Delegation.

### **4. Negotiations/Inviting applications**

In accordance with government guidance the Council will initially try to resolve a breach of planning by giving the contravener fair warning and by seeking to resolve the issue by negotiation, and have them remove the unauthorised development, cease the activity voluntarily or comply with the planning requirements.

In some instances, it may be appropriate to invite a retrospective application to regularise a development or to make a development acceptable by adding planning conditions.

Applications will generally not be invited for breaches relating to householder development or other minor development where the development is considered acceptable in planning terms and there is no need to control the development further by the imposition of conditions.

Where an application is invited and then submitted the enforcement case will remain open pending the outcome of the planning application. Only where negotiations fail to secure a satisfactory solution will formal action be considered. The Council will try to avoid the negotiations becoming protracted where there is a requirement to make the development acceptable or for a use to cease.

### **5. Expediency**

Whilst the Council does not condone breaches of planning control, it is not obliged to take action against an identified breach. Even when unauthorised development has been identified not all breaches will be materially harmful and it will not always be expedient for the Council to pursue formal action.

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Breaches of planning control can be deliberate, accidental, carried out in ignorance or on the basis of poor or inaccurate advice. Neither the explanation of how the breach came to occur nor the identity of the person responsible can have any bearing on the approach the Council takes.

Once a breach of planning control has been established a decision must be made on whether it is considered expedient to take formal action. The Council's decision on expediency, is informed by a number of considerations that may include:

- Is the development contrary to national and/or local planning policy? (including National Planning Policy Framework, Core Strategy and Neighbourhood Development Plan policies)
- Is the development acceptable in respect of all other material considerations?
- If an application was submitted for the development, prior to it being carried out, is it likely to have been granted?
- Is the breach causing unacceptable harm to public amenity?
- Is the breach unacceptably affecting existing land, use or buildings which merit protection in the public interest?

Taking enforcement action must be in the public interest. Enforcement action will not be taken simply because a breach has occurred.

### **6. Tools for Enforcement**

There are a number of enforcement tools available to a Local Planning Authority. The type of enforcement action taken must be proportionate to the seriousness of the breach and the harm being caused.

Further information regarding planning enforcement and the enforcement tools available to Councils can be found on the government website <https://www.gov.uk/guidance/ensuring-effectiveenforcement>.

The majority of types of formal action can be taken under delegated powers without the need for the formal agreement from the relevant Ward Member. For those cases where agreement is required and the Ward Member does not agree to action, the decision will be made in accordance with the Scheme of Delegation as set out in the Council's Constitution.

A copy of the Constitution can be viewed on the Council's website.

## **7. Keeping parties informed**

The Council will acknowledge reports of alleged breaches where sufficient information has been received to identify the breach. Thereafter, it will update complainants on the progress of its investigation on a case by case basis.

As a minimum the Council will advise complainants of all key decisions that it takes such as inviting an application, recommending formal enforcement action or closing a case.

## **8. Monitoring**

In addition to reacting to reports of alleged breaches of planning, the Council is committed to proactive monitoring of large scale developments. It will seek to ensure that all pre-commencement conditions are discharged before development starts on site and will also monitor compliance with conditions relating to Construction Management Plans and Traffic Management Plans.

The enforcement team will investigate reports of failure to comply with clauses contained within Section 106 agreements linked to planning permissions. These types of cases will be dealt with in consultation with the Council's Solicitors. Formal action will only be taken as a last resort and officers will try to negotiate a satisfactory outcome in the first instance.

The enforcement team will also assist with the monitoring of compliance with CIL Stop Notices issued under the Community Infrastructure Levy Regulations.

## **9. Review**

To ensure that the enforcement function is appropriately focussed the key elements of this Local Enforcement Plan will be reviewed.

## **10. Priorities**

To make the most effective use of resources, new reports of alleged breaches will be prioritised for an initial assessment of seriousness upon receipt. Enforcement investigations and action will be focused on the most serious breaches.

There are three levels of enforcement priority as set out in the following table.

Category	Type of reported breach
<b>Critical</b>	<b>Where irreversible harm is likely to be caused if the Council does not act immediately</b>
	Ongoing or recent works to listed buildings or structures
	Ongoing or recent works to trees in conservation areas or protected by a tree preservation order
<b>Significant</b>	<p><b>Where an application for planning permission would not be supported in principle for the development</b>  <b>Where there is significant harm caused to the residential amenity of the area or to highway safety</b></p> <p>Breaches of conditions relating to live sites where condition relates to the following</p> <ol style="list-style-type: none"> <li>1. Construction Management Plans and/or Traffic Management Plans</li> <li>2. Tree protection</li> <li>3. Highway conditions</li> </ol>
<b>Desirable</b>	<b>Smaller scale breaches which do not result in significant immediate or irreversible harm</b>
	Development not in accordance with approved plans where the changes are considered to have an impact on residential amenity or compromise the design quality of a development
	Breaches of conditions which seek to protect the amenity of neighbours
	Operational Development or changes of use which have an adverse impact on residential amenity, the landscape or heritage assets
	Complaints regarding untidy land where the site is within a Conservation Area or affects the setting of a Listed Building

### 11. How to report a breach of planning control

Guidance on how to report a breach of planning control is available on the Council’s website. The Council will not investigate reports where insufficient information has been supplied to substantiate the alleged breach.

The complainant will be advised if insufficient information has been supplied and given the opportunity to provide more evidence to substantiate the allegation or the seriousness of the alleged breach.



## **12. Privacy Statement**

Anonymous complaints will not be investigated.

The Council has published its Privacy Notice which sets out how data will be handled and made available to the public. A copy of the latest version of the Privacy Notice can be viewed on the Council's website.

## **13. Flow chart**

The flowchart shows the key stages involved in the enforcement process. The time taken for each stage will vary depending on the nature/complexity of the reported breach and the degree of planning harm arising from the reported unauthorised development.



Working *Together*

**Stratford-on-Avon and Warwick District Councils**

**Regulator and Business Charter**

**September 2021**

## **Aim**

The aim of this charter is to make arrangements between the regulatory services (Appendix A) of Stratford-on-Avon and Warwick District Council's and the local business community to provide a regulatory environment that;

- Advises and supports businesses to understand their regulatory responsibilities, which are often complex, whilst maintaining public protection as the main purpose
- Promotes dialogue between businesses and regulatory services
- Improves the business perception of regulators
- Encourages the right balance between encouragement, education and enforcement
- Develops a joint offer of support from regulatory services for businesses.
- Builds trust between regulators and businesses

Delivery of the charter will help promote success in business whilst continuing to provide public protection.

The charter sets out roles and responsibilities for both regulators and the businesses community to achieve this aim.

## **Implementation**

Local regulatory services first and foremost must provide public protection, but they can also directly influence prosperity and well-being of our community.

Regulation, delivered effectively and efficiently, can help businesses grow and, in turn, generate jobs and the tax revenues that benefit the whole community.

Local regulatory services will support business by advising on legal requirements and pointing out any potential areas for concern to be addressed in the application.

The District Councils will work in collaboration with other local authorities and national regulators to align their services to deliver the following commitments:

### **Local regulatory services will:**

1. Support businesses by providing advice and guidance that helps them understand and meet their responsibilities.
2. Create an environment where businesses feel confident to seek advice from a regulator.
3. Take ownership of any enquiry made to us by business until an appropriate response is made. Make advice about regulation accessible to business through a website/phone app single point of contact. If the enquiry is not within the responsibility of the local authority (i.e. responsibility of HSE) we will assist the enquirer to make contact with the appropriate agency or person.

4. Ensure that all service delivery staff are competent and adopt a professional attitude when engaging with business. Where appropriate, consistency training will be provided to ensure that regulation is applied fairly and effectively across the district, and to improve business understanding among staff.
5. Take a risk and intelligence led approach to all compliance and enforcement activities, ensuring protection of consumers, workers, public health and the environment whilst providing a level playing field for business.
6. Improve transparency by publishing our approach to compliance and enforcement that explains what the regulator will do and why.
7. Consult with local businesses to shape service delivery and develop innovative regulatory approaches that promote business.
8. We work with business to give them confidence to make comment and criticism through the feedback mechanisms.

**The Chambers of Commerce, Chambers of Trade, Federation of Small Businesses and trade organisations will encourage the business community, through publicity, forums, social media and mailshots to:**

1. Access regulatory advice by asking any regulator a question.
2. Be confident in approaching regulators for advice without fear of enforcement activity.
3. Use the feedback mechanisms to provide feedback, good and bad, after interactions with regulators.
4. Build a positive relationship with regulators that improves compliance amongst the business community and supports business growth within the district.
5. Acknowledge the contribution made by regulators and support positive publicity when there are improvements in business engagement with regulatory services.
6. Help other businesses to succeed through identification of support networks and mechanisms.
7. Engage in business and Regulator forums, and other opportunities, to shape regulation delivery within the district.

## How to Contact Us

<b>Stratford-on-Avon District Council,</b> Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX	Food Safety	Email: <a href="mailto:envhealth@stratford-dc.gov.uk">envhealth@stratford-dc.gov.uk</a>
	Health and Safety	Email: <a href="mailto:envhealth@stratford-dc.gov.uk">envhealth@stratford-dc.gov.uk</a>
	Licensing	Email: <a href="mailto:licensing@stratford-dc.gov.uk">licensing@stratford-dc.gov.uk</a>
	Environmental Protection	Email: <a href="mailto:envhealth@stratford-dc.gov.uk">envhealth@stratford-dc.gov.uk</a>
	Private Sector Housing	Email: <a href="mailto:PSHT@stratford-dc.gov.uk">PSHT@stratford-dc.gov.uk</a>
	Planning	Email: <a href="mailto:planning.applications@stratford-dc.gov.uk">planning.applications@stratford-dc.gov.uk</a>
	Enforcement	Email: <a href="mailto:streetscene@stratford-dc.gov.uk">streetscene@stratford-dc.gov.uk</a>
	Waste Enforcement	Email: <a href="mailto:performance@stratford-dc.gov.uk">performance@stratford-dc.gov.uk</a>
	Procurement	Email: <a href="mailto:performance@stratford-dc.gov.uk">performance@stratford-dc.gov.uk</a>

<b>Warwick District Council,</b> Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ	Food Safety	Email: <a href="mailto:Foodsafety@warwickdc.gov.uk">Foodsafety@warwickdc.gov.uk</a>
	Health and Safety	Email: <a href="mailto:hcphealthandsafety@warwickdc.gov.uk">hcphealthandsafety@warwickdc.gov.uk</a>
	Licensing	Email: <a href="mailto:licensing@warwickdc.gov.uk">licensing@warwickdc.gov.uk</a>
	Environmental Protection	Email: <a href="mailto:ehpollution@warwickdc.gov.uk">ehpollution@warwickdc.gov.uk</a>
	Private Sector Housing	Email: <a href="mailto:privatesectorhousing@warwickdc.gov.uk">privatesectorhousing@warwickdc.gov.uk</a>
	Planning	Email: <a href="mailto:planning.enforcement@warwickdc.gov.uk">planning.enforcement@warwickdc.gov.uk</a>
	Enforcement	Email: <a href="mailto:contract.services@warwickdc.gov.uk">contract.services@warwickdc.gov.uk</a>
	Waste Enforcement	Email: <a href="mailto:contract.services@warwickdc.gov.uk">contract.services@warwickdc.gov.uk</a>
	Procurement	Email: <a href="mailto:procurement@warwickdc.gov.uk">procurement@warwickdc.gov.uk</a>

### In addition, support can be obtained from:

Coventry & Warwickshire Local Enterprise Partnership Growth Hub (CW Growth Hub)  
 Tel: [0300 060 3747](tel:03000603747) / [0300 456 3565](tel:03004563565)  
 Email: [contact@cwgrowthhub.co.uk](mailto:contact@cwgrowthhub.co.uk) / [enquiries@cwgrowthhub.com](mailto:enquiries@cwgrowthhub.com)  
 Website: <http://www.cwgrowthhub.co.uk>

Coventry & Warwickshire Chamber of Commerce (CWC)  
 Website: <https://www.cw-chamber.co.uk/>

Federation of Small Businesses (FSB)  
 Website: [www.fsb.org.uk](http://www.fsb.org.uk)

## **Appendix A: Summary of Regulatory services and priorities**

### **Our Priorities**

- The assessment of the adequacy of the protection of persons' health, safety and welfare at workplaces, by business operators, by license holders, housing providers and services.
- To promote high standards of food hygiene, health, safety, welfare, environmental protection, housing and compliance with licensing objectives.
- To offer advice to duty holders and to those who are owed a duty.
- To take action where there is persistent non-compliance, rogue trading or substandard performance in order to seek an economic advantage.
- To contribute to the Business Improvement Agenda; support economic growth in Warwickshire.
- To protect the health & wellbeing of consumers in Warwickshire.

### **Our Core Regulatory Areas:**

#### **Environmental Protection**

- We investigate alleged complaints of nuisance.
- We act as an impartial body which evaluates complaints of nuisance and work with businesses to address established nuisances.
- We provide a statutory consultation service to planning and licensing with reference to nuisance, air quality, and contaminated land issues which may issue from applications submitted.
- We provide a charged pre-application advice service.
- We provide a Primary Authority, Home/Originating Authority services. This means that businesses can enter into a contract with us to provide assured advice which is accepted by all Environmental Protection Officers across the UK. This does not replace the regulatory responsibility of the duty holder/business to undertake its own statutory risk assessment management duties nor does it give the Council the right to veto any other Local Authority or other statutory organisations' enforcement action decisions.
- We permit and inspect those businesses which require a specialist schedule under which to operate due to the risk of environmental pollution and the risk to human health.
- We operate a graduated enforcement policy giving businesses the chance to correct themselves before intervention.
- We inspect and take samples of private water supplies in order to determine that they are safe to drink.
- We sample and monitor air quality: working in partnership with other stakeholders to secure improvements.
- We ensure the remediation of contaminated land.

## **Food safety**

- We provide tailored start up advice to new food businesses.
- We provide ongoing advice to existing food businesses.
- We routinely inspect and revisit food businesses located within the district.
- We provide advice to and inspect temporary food businesses trading at events and festivals throughout the year and liaise with their respective home authorities.
- We liaise with other regulators and the emergency services regarding event safety.
- We operate the National Food Hygiene Rating Scheme including carrying out rescore revisits as requested by the businesses wishing to improve their rating.
- We use alternative inspection strategies for dealing with very low risk businesses outside of the scope of the National Food Hygiene Rating Scheme.
- We (WDC) operate the Heartbeat Award for businesses who offer healthy options and maintain very good standards of food hygiene. We also administer the award on behalf of other local authorities.
- We participate in all Food Standards Agency campaigns.
- We operate as Home Authority for food safety matters for a number of food manufacturers based in the District and as a Primary Authority for some district based food businesses who also have units across the country. This means that a business can enter into a contract with us to provide assured advice and we will liaise with other environmental protection officers for the advice to be accepted by all across the UK. This does not replace the regulatory responsibility of the duty holder/business to undertake its own statutory risk assessment management duties nor does it give the District Council the right to veto any other Local Authority or other statutory organisations' enforcement action decisions.
- We routinely participate in national, regional and local sampling programmes ensuring that food produced and sold in the District is fit to eat.
- We respond to food alerts when a nationally produced foodstuff had been found unsafe to eat, as directed by the Food Standards Agency.
- We participate in the Coventry and Warwickshire Safety Liaison Group to ensure consistency and contribute to the Regional Technical Group and sub-groups.

## **Health and safety**

- We provide tailored advice to start-up businesses.
- We provide ongoing advice to existing businesses.
- We carry out targeted interventions at high risk businesses as identified by the Health & Safety Executive and by local intelligence.
- We operate as a Primary Authority for Health and Safety matters for some district based businesses who also have nationally based outlets.
- We liaise with other regulators and emergency services regarding event safety.
- We (WDC) operate a Firework Display Registration Scheme.
- We inspect new licensed skin piercers and tattooists.
- We promote the use of Safer Workplace Better Business.
- We participate in the Coventry and Warwickshire Liaison Group to ensure consistency and contribute to the Regional Technical Group and sub-

groups.

### **Licensing**

- We are responsible for providing advice to and issuing licenses, consent or permits to licence holders/applicants.
- We provide advice to prospective and new licence holders. Our advice is tailored to each business.
- We are able to provide Primary Authority, Home/Originating Authority services. This means that businesses can enter into a contract with us to provide assured advice which is accepted by all Licensing officers across the UK.
- We use a variety of interventions to ensure we are aware of current trends, issues and concern within the industry. i.e. seminars and directed project.
- We investigate reported breaches of licences. For example, trading passed licenced hours or not complying with licence conditions.
- We participate in the Coventry and Warwickshire Liaison Group to ensure consistency and contribute to the Regional Group and sub-groups.

### **Planning Enforcement**

- We ensure that building and engineering works undertaken where necessary with planning permission.
- We ensure that material changes in the use of land or buildings are undertaken with planning permission.
- We ensure that works are undertaken in accordance with planning permission, are not materially different and have the relevant permissions.
- We ensure the protection of listed buildings, trees subject to Tree Preservation Orders and within designated Conservation Areas and rural hedgerows.

### **Private Sector Housing**

- The Private Sector Housing Team provide advice on property standards, health & safety and legal compliance for letting property.
- Officers investigate complaints of safety concerns and disrepair in dwelling houses.
- We provide advice to prospective landlords who are looking to enter the lettings market and help support the economy to grow and prosper.
- The team are responsible for the licensing of Houses in Multiple Occupation and providing advice to prospective licence holders.
- We are responsible for the licensing and inspection of caravan and campsites in the district.
- We work with owners of empty properties to bring them back into use.
- We consult with Planners, Building Control and private individuals on planning applications and property conversions.
- Officers provide property inspections for the purpose of immigration applications; this is a chargeable non-statutory service.



### **Procurement**

- We offer opportunities for local businesses to supply up to 9 councils with goods, services, and works i.e. building contracts.
- We manage a one stop information portal to assist businesses in accessing the opportunities.
- We provide advice to businesses to support local businesses in positioning themselves to apply for opportunities.
- We offer free training sessions to support local businesses in positioning themselves to apply for opportunities.

### **Waste Management**

- We provide tailored advice to businesses.
- Officers investigate complaints of fly tipping and waste management.

### **In all cases**

- We operate a graduated enforcement policy, giving businesses the chance to comply prior to formal enforcement action.
- We promote best practice and provide compliance information through various outlets including drop-in, telephone advice, inspections, Forums, printed materials, events, e-newsletters, social media and email campaigns.
- We promote professionalism through training opportunities and membership of professional bodies.