

Executive

Wednesday 26 September 2018

A meeting of the Executive will be held at the Town Hall, Royal Leamington Spa on Wednesday 26 September 2018 at 6.00pm.

Membership:

Councillor A Mobbs (Chairman)	
Councillor N Butler	Councillor A Rhead
Councillor M Coker	Councillor A Thompson
Councillor M-A Grainger	Councillor P Whiting
Councillor P Phillips	

Also attending (but not members of the Executive):

Chair of the Finance & Audit Scrutiny Committee	Councillor Quinney
Chair of the Overview & Scrutiny Committee and Whitnash Residents' Association (Independent) Group Observer	Councillor Mrs Falp
Labour Group Observer	Councillor Naimo
Liberal Democrat Group Observer	Councillor Boad

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. 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 entered on the form to be circulated with the attendance sheet and declared 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.

2. Minutes

To confirm the minutes of the meetings held on 25 July and 30 August 2018
(To follow)

Part 1

(Items upon which a decision by Council is required)

3. Fees and Charges 2019/20

To consider a report from Finance **(Pages 1 to 11 plus appendices A & B)**

Part 2

(Items upon which the approval of the Council is not required)

4. Leisure Development Programme Phase Two – Kenilworth Facilities

(Pages 1 to 9 plus appendices A – E)

5. Events Strategy

To consider a report from Development Services

(Pages 1 to 6 plus appendix 1)

6. Continual Maintenance of Pay on Foot Equipment

To consider a report from Neighbourhood Services

(Pages 1 to 4)

7. Update – Bereavement Services Enhanced Service Provision

To consider a report from Neighbourhood Services

(Pages 1 to 6)

8. Contract for management of shared accommodation provision for former rough sleepers

To consider a report from Housing

(Pages 1 to 5)

9. Rural and Urban Capital Improvement Scheme (RUCIS) Application

To consider a report from Finance **(Pages 1 to 11 plus appendices 1 & 2)**

10. Public and Press

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

Item Nos.	Para Nos.	Reason
12	1	Information relating to an Individual
12	2	Information which is likely to reveal the identity of an individual
11 & 12	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

11. **Europa Way - Europa Way – Spine Road**

To consider a report from the Chief Executive

(Pages 1 to 10)
(Not for publication)

12. **Minutes**

To confirm the confidential minutes of the Executive 25 July and 30 August 2018

(To follow)
(Not for publication)

Draft agenda published 7 September 2018

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.


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

For enquiries about specific reports, please contact the officers named in the reports
You can e-mail the members of the Executive at executive@warwickdc.gov.uk

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

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

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

 EXECUTIVE 26 September 2018		Agenda Item No. 3
Title	Fees and Charges 2019/20	
For further information about this report please contact	Andy Crump (01926 456810) Jenny Clayton (01926 456013)	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	Executive 27 September 2017 - Fees and Charges 2018/19	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	
Equality Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	12/9/18	
Head of Service	31/8/18	Mike Snow
CMT	4/9/18	
Section 151 Officer	31/8/18	Mike Snow
Monitoring Officer	12/9/18	Andrew Jones
Finance	31/8/18	Finance Report
Portfolio Holder(s)	12/9/18	Councillor Whiting
Consultation & Community Engagement		
Local Business Groups and Town Councils have been updated on the proposed parking charges.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

SUMMARY

- 1.1 The report details the proposals for Fees and Charges in respect of the 2019 calendar year. It also shows the latest Fees and Charges income 2018/19 budgets, initial 2019/20 and the actual out-turn for 2017/18.

2. RECOMMENDATIONS

- 2.1 Executive recommends to Council the Fees and Charges proposals set out in Appendix A, to operate from 2nd January 2019 unless stated otherwise.
- 2.2 That Executive recommends to Council to approve Everyone Active's request to increase 'Core' fees and charges by September 2018's RPI in the 2019 calendar year.

3. REASONS FOR THE RECOMMENDATION

- 3.1 The Council is required to update its Fees and Charges in order that the impact of any changes can be fed into the setting of the budget for 2019/20. Discretionary Fees and Charges for the forthcoming calendar year have to be approved by Council.
- 3.2 In the current financial climate, it is important that the Council carefully monitors its income, eliminates deficits on service specific provisions where possible and therefore minimises the forecast future General Fund revenue deficit.
- 3.3 Some additional fees have been created to generate additional income for the service areas concerned and others in response to new legislation. These are highlighted in Appendix A. Other charges have been deleted due to legislation changes or changes in the way the service is provided. A 2% increase in Fees and Charges income has been allowed for in the Medium Term Financial Strategy (MTFS).
- 3.4 The Regulatory Manager has to ensure that licensing fees reflect the current legislation. The fees charged should only reflect the amount of officer time and associated costs needed to administer them.
- 3.5 Bereavement – new cremation fees are proposed to meet potential new or differing customer requirements.
- 3.6 Land Charges and Building Control fees are ring fenced accounts: Income levels for Land Charges are still relatively high and it is recommended that fees should not increase to avoid creating a large surplus on the Land Charges Control Account, which should break even. Building Control is subject to competition from the private sector and has to set charges that are competitive with this market.
- 3.7 Management of the Council's Leisure Centres is now by Everyone Active. The contract definition states that 'The Contractor shall review the (following) core products and prices in September of each year and submit any proposed changes to the Authority for approval (the "Fees and Charges Report")'. Everyone Active are seeking an increase in line with the Retail Prices Index. The current prices are shown at Appendix B. The

contract stipulates that they will be increased by up to September 2018's RPI figure in 2019, which is likely to be around 3%.

- 3.8 New parking locations are being opened for the proposed closure of Covent Garden car park. Fees for those new locations are shown in Appendix A. Parking have also introduced a new fee for Bath Place to reduce the number of spaces being taken by commuters, who park there all day.

4. **POLICY FRAMEWORK**

4.1 **Financial Strategy**

This report is in accordance with the Council's Financial Strategy as last approved by the Executive in February and the proposed increases outlined in the Budget Review Report in August 2017.

4.2 **Fit for the Future**

"The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Fees and Charges provide income towards the cost of providing excellent services which support, for example, health, sporting and cultural activities for which this District is renown.	The introduction of Environmental Enforcement charges will ensure that litter, fly tipping etc. is reduced, making open spaces more attractive to residents and visitors.	Markets help to contribute to our vibrant town centres and this is taken into account when stall charges are set. The Enterprise team is active in encouraging local employment.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the

		Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
<i>None</i>	Generating income ensures services can invest in modern processes and equipment to meet customer needs and provide the service in an efficient and effective way.	This has always been one of the key drivers of the fees and charges process and this continues to be the case.

4.3 **Community Engagement**

- 4.3.1 Local councils and Chamber of Trades have been consulted as part of the Fees and Charges process. Some fees are only meant to cover the cost of providing the service and these are reviewed on a regular basis and the cost recovery analysis is available to the user if required.

4.4 **Changes to Existing Policies**

- 4.4.1 There are no changes proposed to existing policies, however the introduction of the waste receptacle waiver and the introduction of environmental enforcement charges are additions to existing policies.

4.5 **Impact Assessments**

- 4.5.1 The impact of Fees and charges (and possible increases) are assessed by Service Area managers, with concessions offered to ensure all residents are able to access these services, if required.

5. **BUDGETARY FRAMEWORK**

- 5.1 The Council's Medium Term Financial Strategy assumes an increase of 2% in income from discretionary fees and charges for 2018/19, £135,500. The actual estimated increase from the charges proposed within this report is some £281,000, meaning, potentially, additional income of £145,500 to be incorporated into the MTFS.

- 5.2 The above projected income levels assume income from Covent Garden Car Park is at the currently budgeted level for 2018/19 and increases by 2% in 2019/20. When a decision is made about the redevelopment of the Covent Garden site and the closure of the car park during this period, there will be a period when there is no income for this car park. The reduced income is likely to affect 2018/19 to 2020/21. As reported to members in the Car Park Displacement Report to Executive in July 2018, there is £649,000 set aside in reserves to fund the consequential car park shortfall. When members are asked to confirm the Covent Garden redevelopment, the funding from the parking reserves to make good the income shortfall will also be sought from members.
- 5.3 The revenue effects of the proposed Fees and Charges are summarised in the following table.

	Actual 2017/18	Original Estimate 2018/19	Latest Estimate 2018/19	Estimate 2019/20	Change 2018/19 Original to 2019/20
	£	£	£	£	
GENERAL FUND SERVICES					
Chief Executive's Office	48,200	45,000	45,000	45,000	0.0%
Culture	191,551	219,000	197,000	203,000	-7.31%
Development	1,249,933	1,220,500	1,240,500	1,316,200	7.8%
Health & Community Protection	267,926	220,100	217,900	212,600	-3.4%
Housing	74,000	84,000	84,400	84,800	1.0%
Neighbourhood	4,901,448	4,988,900	5,064,700	5,196,600	4.16%
TOTAL GENERAL FUND SERVICES	6,742,058	6,777,500	6,849,500	7,058,200	4.00%
HOUSING REVENUE ACCOUNT					
Housing	355,200	401,000	350,000	350,000	-12.7%

- 5.4 Increased income from Fees and Charges will reduce the net cost of General Fund Services to the Council Tax Payer and seek to generate income to cover the costs of the provision of respective services. Any increases above the 2% per annum assumed within the Strategy will reduce the ongoing savings target. Anything below the 2% will increase the savings target.
- 5.5 The current forecasts for 2018/19 and 2019/20 will be reviewed within both the Base Budget Report (November) and Budget setting Report (February 2019). Managers will also continue to review their projections on a monthly basis.

6 RISKS

- 6.1 Increasing prices could deter usage where the take up is discretionary. Customers may choose to use the service less frequently or use an alternative supplier where one is available.
- 6.2 An inflationary increase has been assumed within the Council's Medium Term Financial Strategy for increases to discretionary fees and charges. However, inflation may prove to be higher than this in 2019, with the Council's costs of providing the service increasing more than inflation.
- 6.3 Future economic changes cannot be foreseen and the implications of Brexit add to any uncertainty. Any potential future recession would probably see a decline in the Council's income, which if not replaced, would have implications for the MTFS. However, there may be opportunities to be grasped that could also generate extra income.
- 6.4 Mitigation - Managers will review activity levels over the next few months, with any revised forecasts being built into the Final 2019/20 Budgets presented to Members in February 2019. Budgets are monitored and reviewed by Managers on at least a monthly basis during 2018/19.

7 ALTERNATIVE OPTION CONSIDERED

- 7.1 The various options affecting individual charges are outlined in the main body of the report, sections 8 to 16.
- 7.2 Fees and Charges for 2019/20 remain static i.e. remain at the same level as for 2018/19, which would increase the savings to be found over the next five years unless additional activity could be generated to offset this.

8. BACKGROUND

8.1 Fees and Charges Preparation

- 8.1.1 Alongside these pieces of work, Managers also undertook fee comparisons as part of the usual annual Fees and Charges review.
- 8.1.2 Managers also spoke to users of their services to ascertain their views on price increases.

9. FEES AND CHARGES GUIDELINES

- 9.1 In accordance with the Financial Strategy and Code of Financial Practice it is appropriate to consider certain other factors when deciding what the Council's Fees and Charges should be:
- (a) The impact of the Fees and Charges levels on the implementation of Fit for the Future.
 - (b) The level of prices the market can bear including comparisons with neighbouring and other local authorities.
 - (c) The level of prices to be sufficient to recover the cost of the service and the impact on Council Finances, where this is not the case.
 - (d) The impact of prices on level of usage.
 - (e) The impact on the Council's future financial projections.

10 CHIEF EXECUTIVE'S DEPARTMENT

- 10.1 The GIS section of ICT has proposed amendments to the Street Name Numbering charges so as to ensure consistency. Details are shown in Appendix A.

11. CULTURAL SERVICES

- 11.1 Appendix A now reflects that the fees and charges for the Pump Room Annexe fees are under the control of the contractor and are not set by the Council.
- 11.2 Fees and charges at the Leisure Centres that WDC can influence are now limited to a list of Core Charges. These can be seen in Appendix B. The contract stipulates that they will be increased by up to the September RPI figure in the following year.
- 11.3 Victoria Park Tennis
- This is now operating as a concession with the operator setting the charge, after consultation with this Council. The concession fee is greater than the income being previously received from the operator and the administration of this service is now less cumbersome.
- 11.4 Events in the Parks and Open Spaces, Circuses and Fairs and the Pump Room Gardens Corner site have transferred to the events team in Development Services.

12. DEVELOPMENT

12.1 Building Control

12.1.1 Building Control is subject to competition from the private sector and has to set charges that are competitive otherwise they will lose customers to the private sector. The proposed charges for domestic properties are considered to be fair in the current competitive market. Fees for commercial projects are done on a bespoke basis, taking into account how many inspections will be needed, how long the project is likely to take and whether any additional professional services need to be brought in.

12.2 Local Land Charges

12.2.1 This account is also a ring-fenced account, similar to Building Control, and should break even over a rolling three year period. The income levels shown for Land Charges for 2019/20 will be close to the estimated level of expenditure incurred in running this service for that year. It is not proposed to increase these fees because tight control over costs has been maintained. The LLC 1 charges has now transferred to the Land Registry, therefore, the Council can no longer charge for this.

12.3 Events in Parks and Open Spaces

12.3.1 The responsibility for this has transferred to the Events team from Cultural Services. A recent Executive report on charging for such events, detailed that event organisers are no longer charged for using WDC parks for events and Members noted that the resulting loss of income of around £3,000 will be reflected in an adjustment to income forecasts for 2018/19 and reflected in the Medium Term Financial Strategy.

13. HEALTH AND COMMUNITY PROTECTION

13.1 Licensing and Registration

13.1.1 Licensing income fees and charges have been subject to some significant amendments due to recent legislation changes. Exercises continue to be undertaken, to cost each fee individually and this means that some increase, some stay the same and some reduce. Each fee should now be based on what it costs, in officer time and support costs, to produce that licence. Each licence should not contain a profit element and should breakeven over 3 years. This is a similar methodology to that for Building Control and Land Charges.

13.1.2 Animal Welfare Licensing Fees – this is a new area to the licensing team. First year entire service has been time monitored, hence significant changes in some fees. These fees will operate from 1st October.

14. HOUSING

14.1 Houses in Multiple Occupation Licensing

- 14.1.1 HMO licensing fees are required to be set to recover costs. It is proposed to increase these charges by inflation to ensure that income generated meets the cost of providing the service, whilst not making a profit.

15. NEIGHBOURHOOD

15.1 Car Parking

- 15.1.1 The table below shows the following situation with car park income:

Income Summary: (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	Latest 2018/19 £	Estimate 2019/20 £	%
Car Parking	2,638,500	2,735,000	2,735,000	2,789,700	2
Season Tickets	291,600	270,000	270,000	275,400	2
Excess Charges	124,900	105,000	105,000	107,000	2
Other Income	50,100	48,000	48,000	48,000	0
Total Income	3,105,200	3,158,000	3,158,000	3,220,100	2

- 15.1.2 For 2019/20 car park income levels are forecast to Increase by 2%. As discussed in section 5 this assumes Covent Garden car park remains open.

- 15.1.3 In accordance with the resolution of Council in February 2016, any surplus income over the amounts budgeted will be allocated to the Car Parks Repairs and Maintenance Reserve.

- 15.1.4 The car park stock requires substantial funds on an ongoing basis to maintain and improve it. All the costs of operating, maintaining and supporting the car park service have been brought together in a Car Parking Memorandum Account. This demonstrated that the car parks are operating at a substantial deficit. With continued financial restraint by Central Government upon Local Authorities there is a requirement for Warwick District Council to seek to recover the full costs of the service. Charges for this year have been devised to take into account the need to reduce the net cost of the service whilst understanding the parking needs associated with each town.

- 15.1.5 Also included in Appendix A is the list of charges for the new car parks that will come into operation when Covent Garden closes. A new fee for Bath Place to reduce the number of spaces being taken by commuters, who park there all day, is also being introduced.

Season Tickets and Penalty Charge Notices

15.2.1 Season ticket income has performed well and this trend is expected to continue.

15.2.2 Penalty Charge Notice (PCN) income exceeded its target for 2017/18 and is forecast to generate over £100k in 2018/19 and 2019/20. However, increased income cannot be guaranteed to continue at that level.

15.3 Bereavement

15.3.1 Interment and Cremation fees

The Bereavement Manager has reviewed the figures based on the last 5 years work, particularly as she had to make an informed judgement for the impact of the "direct" and "Saturday" funerals introduced in April 2017. The direct services have been much more popular than anticipated and looking at the locations of those particular services the non-resident take up compared to the residents take up is significantly higher, which leads to the conclusion that they are services that would otherwise have gone elsewhere. The Saturday services have been less popular than anticipated, although there are slight increases (even taking into consideration the overall increases for last year) going forward. This is likely to be due to some funeral directors not promoting the service. The Crematorium has certainly seen a disproportionate increase from particular sections of the community, who would previously have gone to Canley or Redditch on Saturday.

The Crematorium memorial income is £3,000 lower than originally anticipated, as improvement work is needed for those areas and it is not as attractive as it could be. Therefore the leases are not selling very well. More cremated remains are being buried in the cemeteries, which is boosting the Exclusive Rights of Burial, interment and cemeteries memorial income, despite there being a reduction in actual full burials.

Also there are a couple of new fees proposed, in relation to late information. There have been problems with paperwork being delivered extremely late and with bereavement staff having to take papers to the medical referee which incurs additional costs. Also where a service is booked but not cancelled this denies another family of having that time and income is lost. There have also been issues with late/incorrect burial information (mostly to do with sizes), which causes major logistical problems.

In relation to children (young people up to 17yrs) the cremation fee remains the same but the burial fee has increased. The wording on the Communal Cremations fee now reflects that the charge is specific to each coffin. This is because the NHS have been bringing 4 or 5 coffins, which have to be cremated separately despite being part of one service. However, the client has been expecting to pay only one fee. The Regulations require each coffin to be cremated separately to ensure the recovery of individual cremated remains, and this is now reflected in the proposed charges.

15.3.2 Details of some minor changes in charges are shown in Appendix A -these have been done to remove anomalies and to respond to market conditions.

15.3.3 Income details (exclusive of surcharge premium) for, both the Cemeteries and Crematorium for, 2018/19 & 2019/20 are shown below.

	Original 2018/19	Latest 2018/19	Original 2019/120
	£	£	£
Cemeteries	385,700	428,000	445,300
Crematorium	1,326,200	1,334,700	1,385,200
Total	1,711,900	1,762,700	1,830,500

HOUSING REVENUE ACCOUNT

16 Warwick Response

16.1 Lifelines and other charges

16.1.1 The income generated from the Warwick Response Fees and Charges is credited to the Housing Revenue Account, from where the costs of this service are met. Details of the charges are shown in Appendix A.

FEES and CHARGES 2019/20

		Actual 2017/18 £	Estimate 2018/19 £	Latest Estimate 2018/19 £	Estimate 2019/20 £
GENERAL FUND SERVICES					
CHIEF EXECUTIVE'S DEPT	(App A2)	48,200	45,000	45,000 0.00%	45,000 0.00%
CULTURE	(App A3)	191,551	219,000	197,000 -10.05%	203,000 -7.31%
DEVELOPMENT	(App A15)	1,249,933	1,220,500	1,240,500 1.64%	1,316,200 7.84%
HEALTH & COMM PROTECTIO	(App A30)	267,926	220,100	217,900 -1.00%	212,600 -3.41%
HOUSING	(App A39)	74,000	84,000	84,400 0.48%	84,800 0.95%
NEIGHBOURHOOD	(App A41)	4,910,448	4,988,900	5,064,700 1.52%	5,196,600 4.16%
TOTAL GENERAL FUND SERVICES		6,742,058	6,777,500	6,849,500	7,058,200
HOUSING REVENUE ACCOUNT					
HOUSING & PROPERTY	(App A56)	355,249	401,000	350,000 -12.72%	350,000 -12.72%

NOTES :

- i) Recommended charges to operate from 1st January 2019 (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)

CHIEF EXECUTIVE'S DEPARTMENT**ICT - GIS section****Street Naming and Numbering****Current
Charge****Proposed
Charge
From 2/1/19****£****£**

Rename/number existing property	39.00	39.00	0.00%
Amend a Development Layout	77.00	79.00	2.60%
Add a name to existing numbered property	Nil	Nil	
Naming of a New Street	128.00	128.00	0.00%
<u>Numbering of New Development -</u>			
1-10 plots	£77 per plot	79 per plot	
11+plots	£770 plus £22 per plot	£790 plus £22 per plot	
Additional copies of 'Confirmation of Address' letters	30.00	30.00	0.00%
Renaming of a street	Price upon request	Price upon request	

**Actual
2017/18
£****Estimate
2018/19
£****Latest
Estimate
2018/19
£****Estimate
2019/20
£****ICT - GIS section****Street Naming and Numbering**

48,200	45,000	45,000	45,000
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Total ICT GIS Section

48,200	45,000	45,000	45,000
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CULTURE

	Actual 2017/18 £	Estimate 2018/19 £	Latest Estimate 2018/19 £	Estimate 2019/20 £
Culture and Heritage:				
Royal Spa Centre	69,280	77,000	71,200	71,200
Royal Pump Room	1,000	100	1,100	1,100
Town Hall Room Hire	61,800	77,500	64,500	64,500
	<hr/>	<hr/>	<hr/>	<hr/>
Total Culture and Heritage	132,080	154,600	136,800	136,800
	<hr/>	<hr/>	<hr/>	<hr/>
Recreation and Sport:				
Tennis	2,095	4,200	2,700	2,700
Bowls	14,509	16,600	15,500	15,500
Football, Rugby, Hockey Pitches	15,635	16,500	16,900	17,500
Edmondscote Track	19,726	15,500	17,000	17,000
Miscellaneous Charges	5,142	5,500	5,500	5,500
Lillington Recreation Centre	2,364	6,100	2,600	8,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total Recreation and Sport	59,471	64,400	60,200	66,200
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL CULTURE	191,551	219,000	197,000	203,000
	<hr/>	<hr/>	<hr/>	<hr/>

CULTURE**CULTURE and HERITAGE****ROYAL SPA CENTRE**

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

**Charge
From 2/1/18****Proposed
Charge
From 2/1/19****AVON HALL:****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 the hire charges.

BALCONY / CONSERVATORY:

by negotiation

by negotiation

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

STUDIO/CINEMA

	Actual	Estimate	Latest	
INCOME (Net of V.A.T.)	2017/18	2018/19	Estimate	Estimate
	£	£	2018/19	2019/20
			£	£
Events	68,086	75,000	70,000	70,000
Additional Facilities	1,194	2,000	1,200	1,200
	<u>69,280</u>	<u>77,000</u>	<u>71,200</u>	<u>71,200</u>
Total Royal Spa Centre	<u>69,280</u>	<u>77,000</u>	<u>71,200</u>	<u>71,200</u>

CULTURE
CULTURE and HERITAGE

	Charge	Proposed
	From 2/1/18	Charge
<u>ROYAL PUMP ROOM</u>	From 2/1/19	
(All prices inclusive of V.A.T. unless otherwise stated)	£	£

ASSEMBLY ROOM:

(Charges for Local Community Groups non-commercial hire)

- Private hire (per hour or part thereof)	N/A	N/A
- Preparation / rehearsal (per hour or part thereof)	N/A	N/A
- Commercial hire (per hour or part thereof)	N/A	N/A
- Preparation / rehearsal (per hour or part thereof)	N/A	N/A

ANNEXE:

(Charges for Local Community Groups non-commercial hire)

- Private hire (per hour or part thereof)	N/A	N/A
- Preparation / rehearsal (per hour or part thereof)	N/A	N/A
- Commercial hire (per hour or part thereof)	N/A	N/A
- Preparation / rehearsal (per hour or part thereof)	N/A	N/A

Saturdays, Sundays and Bank Holidays	+ 50%	+ 50%
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All commercial promotions by negotiation in first instance

Minimum 2 hour hire charge for evening events

Non-returnable deposit of 25% or all of any minimum income

Commercial Hire is defined as private individuals or private sector commercial promotions.

Kudos manage the Assembly Room and Annexe on behalf of the Council and offer a full range of catering services. They will negotiate all-inclusive rates for special events, dinners and conferences.

EDUCATION ROOM:

Schools, Colleges & Educational Groups:

- per day	40.00	41.00	2.50%
- per session (Half day)	30.00	31.00	3.33%

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)	78.00	78.00	0.00%
	+ VAT	+VAT	

ART GALLERY AND MUSEUM:

Art Exhibitions :

- commission on pictures sold	10%	10%
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	Actual	Estimate	Latest	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	Estimate	Estimate
	£	£	£	£
Assembly Room, Annexe, Education Room	900	1,000	1,000	1,000
Art Exhibitions - Commission on sales	100	100	100	100
	<hr/>	<hr/>	<hr/>	<hr/>
Total Royal Pump Room	1,000	100	1,100	1,100
	<hr/>	<hr/>	<hr/>	<hr/>

CULTURE
CULTURE and HERITAGE

<u>TOWN HALL ROOM HIRE</u> (Free from V.A.T.)	Charge From 2/1/18 £	Charge From 2/1/19 £
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All charges are by negotiation

PRIVATE, NON-COMMERCIAL BOOKINGS:	100%	80%
COMMERCIAL BOOKINGS:	100%	100%
VOLUNTARY ORGANISATIONS:	65%	65%

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Town Hall Room Hire	61,800	77,500	64,500	64,500

CULTURE**RECREATION and SPORT**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £		
<u>TENNIS</u>				
Per court per hour (Excluding All Weather Pitch)				
Casual Usage				
Senior Citizens	4.00	See note		
Under 18's / Disabled / Unemployed	2.00	See note		
Under 5s	2.00	See note		
Floodlit Tennis Hire - Victoria Park				
Casual Usage	6.50	See note		
Senior Citizens	4.50	See note		
Under 18's / Disabled / Unemployed	4.50	See note		
Club Member	2.75	See note		
		latest		
INCOME (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	Estimate 2018/19 £	Estimate 2019/20 £
Total Tennis	2,095	2,700	2,700	2,700

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>BOWLS</u>			
Per person - per hour	4.50	4.60	2.22%
Senior Citizens	2.25	2.30	2.22%
Under 18's / Disabled / Unemployed	2.25	2.30	2.22%
Under 5s	Free	Free	
Season Ticket	66.50	67.00	0.75%
Club Season Ticket	33.50	34.00	1.49%
Club Member Season Ticket	33.50	34.00	1.49%

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

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

CULTURERECREATION and SPORT

	Actual	Estimate	latest Estimate	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
Individuals	1,326	2,200	2,200	2,200
Clubs, bookings etc.	4,183	4,300	4,300	4,300
Local club rentals	9,000	9,000	9,000	9,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total Bowls	14,509	15,500	15,500	15,500
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

<u>FOOTBALL</u>	CHARGE 2018/19 SEASON		PROPOSED CHARGE 2019/20 SEASON	
	Adult	Junior	Adult	Junior
	£	£	£	£
Hire of Pitch:				
a) Pitch only	37.00	20.50	38.00	21.00
b) With Dressing Room / Showers	60.00	38.50	62.00	39.00

Hire of Pitch for Season (Once a week):

a) Pitch only *	534.00	278.00	545.00	284.00
b) With Dressing Room / Showers *	965.00	484.00	984.00	493.00

Hire of Pitch for Season (Once fortnightly):

a) Pitch only *	267.00	139.00	272.00	142.00
b) With Dressing Room / Showers *	482.50	242.00	492.00	247.00

Rounders Pitch

N/A

	Actual	Estimate	latest Estimate	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
Total Football, Rugby, Hockey Pitches	15,635	16,900	16,900	17,500

* 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
RECREATION and SPORT

<u>EDMONDSCOTE ATHLETIC TRACK</u>	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
Athletic Track:			
Day Tickets:			
- Adults	4.60	4.70	2.17%
- Juniors / Senior Citizens	2.60	2.70	3.85%
Season Tickets:			
- Adults *	120.00	122.00	1.67%
- Juniors / Senior Citizens *	60.00	61.00	1.67%
* Season Tickets - charges are reduced from 1st October to March 31st by 60%			
Reservation of Track for Group Sessions:			
Training:			
- Session not exceeding 4 hours	51.00	53.50	4.90%
- Schools / Junior	40.50	41.50	2.47%
Sports Meetings - per session of four hours or part thereof:			
Weekdays:			
- Schools / Junior	60.00	61.00	1.67%
each additional hour or part thereof	20.50	21.00	2.44%
- Others	89.50	92.50	3.35%
each additional hour or part thereof	30.50	31.00	1.64%
Saturdays:			
- Schools / Junior	86.00	87.00	1.16%
each additional hour or part thereof	30.50	31.00	1.64%
- Others	130.00	134.00	3.08%
each additional hour or part thereof	45.00	46.00	2.22%
Sundays:			
- Schools / Junior	108.00	110.00	1.85%
each additional hour or part thereof	40.00	41.00	2.50%
- Others	165.00	170.00	3.03%
each additional hour or part thereof	58.00	60.00	3.45%
Use Of Floodlighting - per hour or part thereof	40.00	41.00	2.50%
Use of P.A. System - per period	25.00	25.00	0.00%
Use of Pavilion Facilities - per 4 hour period	44.00	45.00	2.27%
- each additional hour (or part)	18.00	18.50	2.78%

	Actual	Estimate	latest Estimate	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
Total Edmondscote Track	19,726	15,800	17,000	17,000

CULTURE**RECREATION and SPORT**

<u>MISCELLANEOUS CHARGES</u>	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £
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CRICKET :

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

Newbold Comyn)) Including	N/A	N/A
Castle Farm &)) Dressing		
Victoria Park -)) Room and	N/A	N/A
Harbury Lane)) Showers		

PAVILION HIRE:

Victoria Park Tennis Pavilion Per day - external hirers	N/A	N/A	
Victoria Park Tennis Pavilion Per day - internal hirers	N/A	N/A	
Hire of Vic Park Bowls Pavilion -external hirers per hr up to 3 hrs)	41.00	41.50	1.22%
Hire of Victoria Park Bowls Pavilion - internal hirers per day	51.00	51.50	0.98%
Hire of Victoria Park Bowls Pavilion - internal hirers up to 3 hrs	39.00	39.50	1.28%

	Actual	Estimate	Estimate	Estimate
INCOME (Net of V.A.T.)	£	£	£	£
Sporting Events in Parks	5,142	5,500	5,500	5,500

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
RECREATION and SPORT

<u>LILLINGTON RECREATION CENTRE</u>	Proposed Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
Sporting and Youth Organisations:			
- per morning / afternoon	21.00	22.00	4.76%
- per evening / weekend (per 2 hour session)	21.00	22.00	4.76%
- each additional hour or part thereof	10.50	11.00	4.76%
Other Organisations:	by negotiation		

INCOME (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Total Lillington Recreation Centre	2,364	1,400	2,600	8,000

CULTURERECREATION and SPORTFACILITIES FOR PERSONS IN RECEIPT OF UNEMPLOYMENT BENEFIT AND INCOME
SUPPORT AND STUDENTS

1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.

Tennis (Beauchamp Gardens)

Edmondscote Athletic Track - Monday to Thursday: 9 a.m. to 5.30 p.m., Friday : 9 a.m. to 4.00 p.m.
(sometimes restricted by bookings)

Newbold Hall / Jephson Room, Spa Centre

2. Facilities available at reduced charges during times shown.

Bowls - Casual usage 10 a.m. to 5 p.m.

-Senior citizens rates

Edmondscote Athletic Track - Monday to Thursday 5.30 onwards
and Sunday mornings

-Junior rate

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.

* At least 50% of players must fulfil eligibility criteria

CULTURE**RECREATION and SPORT****FACILITIES FOR PERSONS IN RECEIPT OF UNEMPLOYMENT BENEFIT AND INCOME
SUPPORT AND STUDENTS**

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

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

DEVELOPMENT

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Building Control				
Building Control Fees	749,787	720,000	760,000	836,000
Total Building Control	749,787	720,000	760,000	836,000
Development Control				
Development Control	33,000	35,000	35,000	35,000
Total Development Control	33,000	35,000	35,000	35,000
Enterprise Team				
Enterprise Team	244,055	242,900	242,900	247,800
Total Enterprise Team	244,055	242,900	242,900	247,800
Markets				
Markets	30,800	31,000	31,000	31,000
Total Markets	30,800	31,000	31,000	31,000
Bowls Championship - Parking	16,600	16,000	16,600	16,800
Events Team - Open Spaces	4,558	10,600	4,600	4,600
Land Charges				
Local Land Charges	171,133	165,000	150,400	145,000
Total Land Charges	171,133	165,000	150,400	145,000
TOTAL DEVELOPMENT	1,249,933	1,220,500	1,240,500	1,316,200

DEVELOPMENT**THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010****TABLE 1: NEW BUILD OF HOUSES OR FLATS (Dwellings / flats up to 300m²)****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	Charge From 1/4/18 £	Proposed Charge From 1/4/19	
<u>Full Plans Applic: Submission Fee</u>			
1	£300.00	£330.00	10.00%
2	£360.00	£390.00	8.33%
3	£420.00	£450.00	7.14%
4	£480.00	£510.00	6.25%
5	£540.00	£570.00	5.56%
6	£600.00	£630.00	5.00%
<u>Full Plans Applic: Inspection Fee</u>			
1	£540.00	£600.00	11.11%
2	£696.00	£770.00	10.63%
3	£852.00	£950.00	11.50%
4	£1,008.00	£1,130.00	12.10%
5	£1,164.00	£1,300.00	11.68%
6	£1,320.00	£1,480.00	12.12%
<u>Building Notice</u>			
1	£840.00	£930.00	10.71%
2	£1,056.00	£1,160.00	9.85%
3	£1,272.00	£1,400.00	10.06%
4	£1,488.00	£1,640.00	10.22%
5	£1,704.00	£1,870.00	9.74%
6	£1,920.00	£2,110.00	9.90%

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

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

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

For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee can also be paid at the same time or be invoiced once the works have started.

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 1/4/18 £	Charge From 1/4/19	
<u>Full Plans Application: Submission Fee</u>			
1 Full (or part) garage conversion	£276.00	£305.00	10.51%
1 Replacement windows	£120.00	£135.00	12.50%
1 Domestic Re-roofing up to £10,000 value	£180.00	£200.00	11.11%
Solar panels and replacement thermal elements	£180.00	£200.00	11.11%
2 Erection of a garage or car port up to 60m ²	£276.00	£305.00	10.51%
Domestic extensions up to 40m ²	£168.00	£180.00	7.14%
3 Domestic extensions from 40m ² - 60m ²	£198.00	£220.00	11.11%
3 Loft or basement conversions up to 40m ²	£168.00	£180.00	7.14%
3 Loft or basement conversion from 40m ² - 60m ²	£198.00	£220.00	11.11%
4 Underpinning	£360.00	£400.00	11.11%

Full Plans Application: Inspection Fee (+£25 per invoice)

1 Full (or part) garage conversion	nil	nil	
1 Replacement windows	£120.00	£135.00	12.50%
1 Domestic Re-roofing up to £10,000 value	£180.00	£200.00	11.11%
Solar panels and replacement thermal elements	£180.00	£200.00	11.11%
2 Erection of a garage or car port up to 60m ²	nil	nil	
Domestic extensions up to 40m ²	£264.00	£300.00	13.64%
3 Domestic extensions from 40m ² - 60m ²	£366.00	£400.00	9.29%
3 Loft or basement conversions up to 40m ²	£264.00	£300.00	13.64%
3 Loft or basement conversion from 40m ² - 60m ²	£366.00	£400.00	9.29%
4 Underpinning	nil	nil	

Building Notice

1 Full (or part) garage conversion	£276.00	£305.00	10.51%
1 Replacement windows	£120.00	£135.00	12.50%
1 Domestic Re-roofing up to £10,000 value	£180.00	£200.00	11.11%
Solar panels and replacement thermal elements	£180.00	£200.00	11.11%
2 Erection of a garage or car port up to 60m ²	£276.00	£305.00	10.51%
Domestic extensions up to 40m ²	£432.00	£480.00	11.11%
3 Domestic extensions from 40m ² - 60m ²	£564.00	£620.00	9.93%
3 Loft or basement conversions up to 40m ²	£432.00	£480.00	11.11%
3 Loft or basement conversion from 40m ² - 60m ²	£564.00	£620.00	9.93%
4 Underpinning	£360.00	£400.00	11.11%

- There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft or basement conversions) if these works are taking place at the same time as a domestic extension
- Garages in excess of 60m² should be calculated using Table 3.
- Domestic extensions over 60m² should be calculated using Table 3. There is a minimum fee of £470.
- The fees for loft and basement conversions in excess of 60m² should be calculated using Table 3.
- For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.

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 £470
2. For domestic extensions over 60m² there is a minimum fee of £470
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)**

Estimated Cost of Building Work	Charge From 1/4/18 £	Charge From 1/4/19 £	
<u>Full Plans Application: Submission Fee</u>			
£0 to £2,000	£144.00	£0.00	-100.00%
£2,000 to £5,000	£216.00	£240.00	11.11%
£5,001 to £10,000	£276.00	£305.00	10.51%
£10,001 to £15,000	£132.00	£140.00	6.06%
£15,001 to £20,000	£156.00	£170.00	8.97%
£20,001 to £30,000	£180.00	£200.00	11.11%
£30,001 to £40,000	£204.00	£230.00	12.75%
£40,001 to £50,000	£228.00	£260.00	14.04%
£50,001 to £60,000	£252.00	£290.00	15.08%
For works valued over £60,000 please contact us			

Full Plans Application: Inspection Fee + £25 per invoice

£0 to £2,000	nil	nil	
£2,001 to £5,000	nil	nil	
£5,001 to £10,000	nil	nil	
£10,001 to £15,000	£204.00	£230.00	12.75%
£15,001 to £20,000	£240.00	£270.00	12.50%
£20,001 to £30,000	£276.00	£310.00	12.32%
£30,001 to £40,000	£312.00	£350.00	12.18%
£40,001 to £50,000	£348.00	£390.00	12.07%
£50,001 to £60,000	£384.00	£430.00	11.98%
For works valued over £60,000 please contact us for a quote			

Building Notice

£0 to £2,000	£144.00	£0.00	-100.00%
£2,001 to £5,000	£216.00	£240.00	11.11%
£5,001 to £10,000	£276.00	£305.00	10.51%
£10,001 to £15,000	£336.00	£370.00	10.12%
£15,001 to £20,000	£396.00	£440.00	11.11%
£20,001 to £30,000	£456.00	£510.00	11.84%
£30,001 to £40,000	£516.00	£580.00	12.40%
£40,001 to £50,000	£576.00	£650.00	12.85%
£50,001 to £60,000	£636.00	£720.00	13.21%
For works valued over £60,000 please contact us for a quote			

There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value if these works are taking place at the same time as a domestic extension.

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

The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.

Fees are inclusive of V.A.T.

Demolition Fee		£110.00	£110.00	0.00%
	Actual	Estimate	Estimate	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	2018/19	2019/20
Building Control Fees	749,787	720,000	760,000	836,000

DEVELOPMENT**DEVELOPMENT CONTROL**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £
Permitted Development Enquiries (Self Assessment online free)	50.00	50.00
Local Plan 2011-2029 Publication Draft	N/A	N/A
NEW: Written requests relating to the Planning History of a Site	150.00	150.00

Pre-Application Advice Fees

Tier 1: Self service advice via the WDC website	No Charge	No Charge
Tier2A: Written response request if plan permission is required	50.00	50.00
Tier2B: Request for a written response as to acceptability of a minor proposal	Householders Other proposals	65.00 200.00
Tier2C: Provision of verbal advice at the Development Management / Building Control householder drop in session	No Charge	No Charge
Tier 3: Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6	per meeting written response both	200.00 200.00 400.00
Tier 4: Provision of pre-application advice for proposals which fall within the "minor" development category: i.e. residential proposals of 1 - 9 dwellings or involving a site area up to 0.5 ha; commercial proposals involving less than 1,000 sq. m of floor space or a site area of less than 1 ha	per meeting written response both	400.00 400.00 800.00
Tier 5: Provision of pre-application advice for proposals which fall within the "small scale major" development category: i.e. residential proposals of 10 - 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1,000 and 9,999 sq. m of floor space or a site of 1 - 2 ha	per meeting written response both	800.00 800.00 1,600.00
Tier 6: Provision of pre-application advice for proposals which fall within the "large scale major" development category: i.e. residential proposals of 200 or more dwellings or involving a site area of 4 ha or more; commercial proposals involving between 10,000 sq. m or more of floor space or a site of 2 ha	per meeting written response both	1,200.00 1,200.00 2,400.00

DEVELOPMENT**DEVELOPMENT CONTROL**

All fees are inclusive 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 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.

	Actual 2017/18 £	Estimate 2018/19 £	Latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Development Control	33,000	35,000	35,000	35,000

DEVELOPMENT**ENTERPRISE TEAM**

	Charge From 1/4/18 £	Proposed Charge From 1/4/19 £
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Court Street Creative Arches

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

All Units	Single or Double Arch	by negotiation	by negotiation
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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	No of Desks			
1	3	460	475	3.40%
2	3	481	497	3.40%
3	4	587	607	3.40%
4	3	523	541	3.40%
5	2	383	396	3.40%
6	2	350	362	3.40%
7	2	350	362	3.53%
8	2	350	362	3.53%
9	2	383	396	3.30%
10	3	523	541	3.42%
11	4	587	607	3.40%
12	3	438	453	3.40%
13	12	1,809	1,949	7.71%
14	3	516	534	3.40%
15	3	502	520	3.40%
16	3	516	534	3.40%
17	12	1,844	1,986	7.71%

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		16.00	16.25	1.56%
Half Day	Morning 9.00 am to 12.30 pm	46.88	48.75	4.00%
	Afternoon 1.00 pm to 4.30 pm	46.88	48.75	4.00%
Full Day	9.00 am to 5.00 pm	93.75	97.50	4.00%

DEVELOPMENT**ENTERPRISE TEAM**

		Charge From 1/4/18 £	Proposed Charge From 1/4/19 £	
<u>Althorpe Enterprise Hub Other Organisations:</u>				
Half Day	Morning 9.00 am to 12.30 pm	62.50	65.00	4.00%
	Afternoon 1.00 pm to 4.30 pm	62.50	65.00	4.00%
Full Day	9.00 am to 5.00 pm	125.00	130.00	4.00%

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

Work Station Tariff (excluding V.A.T.- which should be added at the prevailing rate)

Daily Licence	21	22	4.76%
Weekly Licence	78	80	2.56%
Monthly Licence	284	290	2.11%

Subscription Packages (including V.A.T.)

Option 1 (16 hours per month)	33	31.00	-6.06%
Option 2 (32 hours per month with added facilities)	72	74.00	2.78%
Option 3 (Unlimited hours with added facilities)	242	250.00	3.31%

	Actual 2017/18 £	Estimate 2018/19 £	Latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Enterprise Team	244,055	242,900	242,900	247,800

DEVELOPMENT**26 H.T.**

		Charge From 1/4/18 £	Proposed Charge From 1/4/19 £	
Includes service charge				
Unit Number	No.of Desks			
1	8	853.52	871.17	2.07%
2	8	925.32	944.40	2.06%
3	3	386.90	394.94	2.08%
4	10	1011.29	1,032.23	2.07%
5	5	503.75	514.15	2.07%
6	4	488.23	498.33	2.07%
7	4	488.23	498.33	2.07%

**DEVELOPMENT
MARKETS****MARKETS**

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

Farmers' Market charge per stall per market to stallholders:

- Warwick (4-5 per year)	33.00	33.00	0.00%
- Leamington	33.00	33.00	0.00%

Market Contractor charge per stall per market to stallholders:

- Leamington and Warwick	33.00	33.00	0.00%
- Kenilworth	29.25	29.25	0.00%

% of stall income due to Warwick District Council:

Number of Stalls:	%	%
Up to 29	20%	20%
Up to 39	25%	25%
Up to 49	30%	30%
Up to 59	35%	35%
60-79	40%	40%
Over 80	50%	50%

INCOME (Net of V.A.T.)

	Actual 2017/18 £	Estimate 2018/19 £	Latest Estimate 2018/19 £	Estimate 2019/20 £
Total Markets	30,800	31,000	31,000	31,000

EVENTS WITHIN PARKS AND OPEN SPACES

Charitable, community and non-commercial events: (Exempt from VAT)

Anticipated attendance <100	Daily charge	62.00	N/A
Anticipated attendance 101-250	Daily charge	108.00	N/A
Anticipated attendance 251-500	Daily charge	138.00	N/A
Anticipated attendance >500	Daily charge	185.00	N/A

Non-ticketed commercial events: (Exempt from VAT)

1-15 Trading units - High demand parks	Daily charge	310.00	N/A
16-35 Trading units - High demand parks	Daily charge	720.00	N/A
35-60 Trading units - High demand parks	Daily charge	1,230.00	N/A

High demand Parks are as follows:-

Jephson Gardens, Pump Rooms Gardens, Victoria Park, St.Nicholas Park and Abbey Fields

1-15 Trading units - Other Parks	Daily charge	185.00	N/A
16-35 Trading units - Other Parks	Daily charge	430.00	N/A
35-60 Trading units - Other Parks	Daily charge	735.00	N/A

Other Charges:

Corporate/Commercial promo stands (Exempt from VAT)	Daily charge	610.00	N/A
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- Waste/cleansing charge at cost (if required)
(VAT should be added)

MISCELLANEOUS CHARGES

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
Ticketed Commercial Events (Exempt from VAT)	By negotiation	By negotiation	
Set-up and break-down days- percentage of day rates above (Exempt from VAT)	35%	35%	0.00%
Additional cleansing recharged at cost			
- per 6 cubic yard skip	56.00	56.00	0.00%
	+ VAT	+ VAT	
- per additional litter pick	20.50	20.50	0.00%
	+ VAT	+ VAT	
Deposits: (VAT not applicable)			
Charitable/Community events <250 people	100.00	100.00	0.00%
Other Charitable/Community events	250.00	250.00	0.00%
Commercial with 15 or under trading units	250.00	250.00	0.00%
Commercial with over 15 trading units	500.00	500.00	0.00%
Fairs with 5 or fewer rides	500.00	500.00	0.00%
Fairs with over 5 rides	1,000.00	1,000.00	0.00%

Deposits should be paid in advance and repaid after the event less cleaning/reinstatement costs (if appropriate)

<u>CIRCUSES AND FAIRS - up to seven days</u>	2,000.00	1,850.00	-7.50%
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(Exempt from V.A.T.)

Each additional day or part thereof (subject to negotiation and agreement by Heads of Finance and Cultural Services).	340.00	310.00	-8.82%
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<u>PUMP ROOM GARDENS CORNER SITE (per day):</u>	175.00	175.00	0.00%
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(Exempt from V.A.T.)

(Subject to negotiation and agreement by Heads of Finance & Cultural Services)

Hire of North and South Lodges, Jephson Gardens (Per 3 Hours)

(V.A.T. not applicable) by negotiation by negotiation

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Circuses and Fairs	4,558	4,600	4,600	4,600
Total Miscellaneous Charges	4,558	4,600	4,600	4,600

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £
<u>BOWLS - CHAMPIONSHIP PARKING</u>		

Victoria Park:

Car Parking:

- National Championship Bowls Events - per day	5.00	5.00	0.00%
- 5 Day Parking Pass	20.00	20.00	0.00%

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Car Parking - Victoria Park -Bowls	16,600	16,000	16,600	16,800

DEVELOPMENT**LOCAL LAND CHARGES**

	Actual 2017/18 £	Estimate 2018/19 £	Latest Estimate 2018/19 £	Estimate 2019/20 £
Local Land Charges				
Local Land Charges	171,133	165,000	150,400	145,000
TOTAL LOCAL LAND CHARGES	<u>171,133</u>	<u>165,000</u>	<u>150,400</u>	<u>145,000</u>

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>Search Fee (non-electronic)</u>			
Full Search Fee (LLC1 & CON29R) LLC1	15.00	0.00	-100.00%
CON29R Official Search (includes VAT)	96.00	96.00	0.00%

Part II - Optional Enquiries

CON290 (PARTII)	12.00	12.00	0.00%
CON290 (PARTII) Enquiry 22 (refer direct to County Council)	0.00	0.00	0.00%
<u>Other Work</u>			
Additional (Non-standard) Questions	24.00	24.00	0.00%
Additional land parcel (all search types)	12.00	12.00	0.00%

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

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Local Land Charges	171,133	165,000	150,400	145,000

DEVELOPMENT**LEGAL SERVICES**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £
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CHARGES FOR LOCAL AUTHORITY LEGAL WORK**Disposals, Licences, Easements, etc.**

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 charge	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	85.00	85.00	0.00%
Release of one party to mortgage	240.00	240.00	0.00%
Applic for retrospective consents to Property Alterations	62.00	62.00	0.00%

Miscellaneous Agreements concerning the Development of Land

Sect 106 Agreements - Town & Country Plan Act 1990 available via \ available via website

Photocopying (Inclusive of V.A.T.)

A4 Single sided	0.10	0.10	0.00%
A4 Single sided - colour	0.80	0.80	0.00%
A4 Double sided	0.20	0.20	0.00%
A4 Double sided - colour	1.45	1.45	0.00%
A3 Single sided	0.20	0.20	0.00%
A3 Single sided - colour	1.65	1.65	0.00%
A3 Double sided	0.40	0.40	0.00%
A3 Double sided - colour	2.80	2.80	0.00%
A0 Plans	16.00	16.00	0.00%
A0 Plans - colour	58.25	58.25	0.00%

HEALTH & COMMUNITY PROTECTION**LICENSING**

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Licensing and Registration				
Licensing and Registration	251,494	203,700	210,500	205,000
Total Licensing and Registration	251,494	203,700	210,500	205,000

HEALTH & COMMUNITY PROTECTION**LICENSING**

	current Charge £	Total Charge From 2/1/19 £
<u>LICENSING and REGISTRATION:</u>		
(V.A.T. not applicable)		

Hackney Carriage / Private Hire Licence +Horse Drawn Vehicles:

Vehicle Licence (PH) - Application Fee	33.30	47.24
Vehicle Licence (PH)	156.60	79.88
Vehicle Licence (PH) Renewal- Application Fee	32.30	46.46
Vehicle Licence Renewal (PH)	153.10	76.20
2nd Vehicle Licence Renewal (PH) -	32.30	46.46
2nd Vehicle Licence Renewal (PH) - licence	78.10	76.20
Vehicle Licence (HC) - Application Fee	33.30	48.00
Vehicle Licence (HC)	172.30	80.00
Vehicle Licence (HC) Renewal- Application Fee	32.30	47.00
Vehicle Licence Renewal (HC)	168.70	77.00
2nd Vehicle Licence Renewal (HC) - app	32.30	47.00
2nd Vehicle Licence Renewal (HC) - licence	93.70	77.00
Vehicle Licence (PH) with Dispensation- Application Fee	45.90	47.07
Vehicle Licence (PH) with Dispensation- Licence Fee	156.60	79.90
2nd annual (PH) renewal with dispensation - app	46.10	47.07
2nd annual (PH) renewal with dispensation - lic	78.10	79.90
Renewing Vehicle Licence with Dispensation (PH)- app	46.10	49.48
Renewing Vehicle Licence with Dispensation (PH)- licence	156.60	76.20
Vehicle Licence (HC) Renewal with Dispensation- Application	46.10	0.00
Vehicle Licence Renewal with Dispensation (HC)	124.10	0.00
2nd Vehicle Licence Renewal with Dispensation (HC) - New charge		78.10
Vehicle Licence - Transfer of Vehicle	35.70	38.00
Medical Administration fee (included with new/renewal appl)	7.70	17.00
Annual Medical (without Application)	12.20	19.00
HC/PH driver licence - grant 3years (new) -application	87.00	102.00
HC/PH driver licence - grant 3years (new) - licence	274.40	244.41
HC/PH driver licence - renewal 3years (new) -application	73.00	90.30
HC/PH driver licence - renewal 3years (new) - licence	274.30	245.00
Replacement Driver's Badge	22.30	30.00
Replacement Driver's or Vehicle's Paper Licence	9.80	18.00
Replacement Drivers Dashboard ID	28.10	35.00

APPENDIX A31

Replacement Vehicle Plate	15.00	22.00
New Driver's Knowledge Test	65.20	70.00
Private Hire Operator's Licence (5year) - New Application	98.00	101.00
Private Hire Operator's (5year) -Licence	907.60	765.00
Private Hire Operator's Licence (5year) -renew Application	37.40	46.00
Private Hire Operator's (5year) - Renew Licence	907.60	765.00
DBS Check	68.00	68.00
Local Government (Misc. Provisions) Act 1982		
Sex Establishments Licence - new Application	3,079.00	2,300.00
Sex Establishments Licence - new Licence	11,183.00	4,500.00
Sex Establishments Licence -renewal Application	3,079.00	2,150.00
Sex Establishments Licence -renewal Licence	11,183.00	4,500.00
Transfer	3,080.00	2,100.00
Variation	3,080.00	2,100.00

HEALTH & COMMUNITY PROTECTION**LICENSING**

	current Charge	Total Charge From 2/1/19
<u>LICENSING and REGISTRATION:</u>		
(V.A.T. not applicable)	£	£
Street Trading Consent Licence:		
Static Pitch - new application	66.00	68.00
Static Pitch - licence	150.00	200.00
Touring Pitch - new application	45.00	64.00
Touring Pitch - licence	140.00	190.00
Day Trading	49.00	56.00
Group Trading		
Category 1 (up to 20)	74.00	84.00
Category 2 (21 to 49)	85.00	100.00
Category 3 (50 to 75)	95.00	114.00
Category 4 (76 to 99)	104.00	128.00
Category 5 (over 100 traders)	108.00	137.00
Transfer of Consent	34.00	39.00
Variation to Consent	52.00	57.00
Replacement Badge	11.00	18.00
Replacement Paper Consent	11.00	17.00
Additional Employee	34.00	38.00
Small Lotteries - renewal	20.00	20.00
Small Lotteries -new	40.00	40.00
Scrap Metal		
Site Licence (3 year)	722.00	767.00
Additional Site licence	605.00	643.00
Renewal of Site licence	612.00	642.00
Variation of Site licence	51.00	71.00
Collectors licence (renewal) -	572.00	594.00
Collectors Licence (3 year)	605.00	619.00
Variation Collectors Licence	255.00	71.00
Replace or copy licences	39.00	18.00
Change of licence details (trading name, address etc.)	10.00	15.00
Change of site manager	56.00	63.00
Change of site	145.00	151.00
Replacement ID Badge	10.70	19.00

HEALTH & COMMUNITY PROTECTION

	Actual	Estimate	latest Estimate	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
Sex Establishments	16,580	11,200	14,300	6,600
Consent for Street Trading	9,319	3,500	5,000	5,200
Small Lotteries	2,200	3,800	2,000	2,000
Hackney Carriages / Private Hire	222,614	184,000	188,000	190,000
Scrap Metal	781	1,200	1,200	1,200
Total Licences	251,494	203,700	210,500	205,000

HEALTH & COMMUNITY PROTECTION

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Licensing	251,494	203,700	210,500	205,000
Environmental Health:				
Pest Control	1,952	3,100	3,100	3,200
Food Safety	0	100	100	100
Pollution Control	1,457	1,500	1,500	1,500
Licensing	13,023	11,700	2,700	2,800
Total Environmental Health	<u>16,432</u>	<u>16,400</u>	<u>7,400</u>	<u>7,600</u>
TOTAL HEALTH & COMM PROT	<u><u>267,926</u></u>	<u><u>220,100</u></u>	<u><u>217,900</u></u>	<u><u>212,600</u></u>

HEALTH & COMMUNITY PROTECTION**ENVIRONMENTAL HEALTH****PEST CONTROL**

(Inclusive of V.A.T.)

Charge From 2/1/18 £	Proposed Charge From 2/1/19 £
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RODENT CONTROL:

(Control of Rat & Mice Infestation)

Non Domestic Premises (without contract):

- One man and van per hour	85.00	87.00	2.35%
- Two men and van per hour	113.00	115.00	1.77%

Domestic Premises:**Rat Infestation**

Free	Free
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Mice Infestation:

- Standard Charge	74.00	76.00	2.70%
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- Persons in receipt of Inc Support or Job seekers Allowance

Persons in receipt of a State pension/Pension Credits	37.00	38.00	2.70%
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Persons Registered Disabled	37.00	38.00	2.70%
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TREATMENT FOR OTHER PESTS:

- Standard Charge			
- Bedbugs	79.00	81.00	2.53%
- Fleas and Cockroaches	79.00	81.00	2.53%
- Persons in receipt of Inc Support or Job seekers Allowance	Free		

Persons in receipt of a State pension/Pension Credits	39.50	41.00	3.80%
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Persons Registered Disabled	39.50	41.00	3.80%
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STRAY DOGS:

- Administration charge for processing stray dogs	25.00	26.00	4.00%
- Dog fouling fixed penalty - this is a fixed Statutory charge	50.00	50.00	0.00%

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Pest Control	1,302	2,000	2,000	2,100
Stray Dogs processing- administration	400	800	800	800
Dog Fouling Fixed Penalty	250	300	300	300
Total Pest Control	1,952	3,100	3,100	3,200

HEALTH & COMMUNITY PROTECTION**ENVIRONMENTAL HEALTH**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>FOOD SAFETY:</u>			
Food Inspection:			
- Non-Statutory Inspections	120.00	126.00	5.00%

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Total Food Safety Charges		100	100	100

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>POLLUTION CONTROL:</u>			
Contaminated Land Search	99.00	101.00	2.02%

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Total Pollution Control Charges	1,457	1,500	1,500	1,500

CCTV**Request to view footage**

Members of the public	10.00	N/A now due to GDPR
Insurance companies	90.00	Set nationally

HEALTH & COMMUNITY PROTECTION**ENVIRONMENTAL HEALTH**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £
<u>LICENSING</u>		
(V.A.T. not applicable)		
Animal Boarding Establishments Act 1963	180.00	use to 30/9/18
Animal Boarding Establishments Act 1963 - Day boarding	155.00	use to 30/9/18
Breeding of Dogs Act 1973 (New)	180.00	use to 30/9/18
Breeding of Dogs Act 1973 (Renewal)		
Pet Animals Act 1951 (New)	180.00	use to 30/9/18
Pet Animals Act 1951 (Renewal)		
Dangerous Wild Animals Act	420.00	428.40
Riding Establishments Act (New & Renewal)	345.00	use to 30/9/18
Riding Establishments Act (Transfer)		
Riding Establishments Act variation fee	30.00	use to 30/9/18
New Zoo Licence (5yr)	580.00	1,400.00
Renewal Zoo Licence (6 years)	new	1,600.00
<u>Animal Health Licence -from 1/10/18</u>		
Animal Health Licence Application Fee		
(plus licence fee x no of years + vets fees if applicable)	100.00	100.00
Home Boarding	100.00	100.00
Commercial Boarding (1-25 cats/dogs)	150.00	150.00
Commercial Boarding (26 or more cats/dogs)	200.00	200.00
Pet Shop	200.00	200.00
Exhibition	120.00	120.00
<u>Riding/breeding Licences - from 1/10/18</u>		
Animal Health Licence Application Fee + vets fees		
Horse Riding Establishments (1-15 horses)	150.00	150.00
Horse Riding Establishments (16 or more horses)	170.00	170.00
Dog Breeding (1 to 10 bitches)	110.00	110.00
Dog Breeding (11 or more bitches)		
<u>Local Government (Misc. Provisions) Act 1982</u>		
Premises Registration Ear Piercing, Tattooing (Registration)		
Premises Registration Ear Piercing, Tattooing (Application)	85.00	140.00
Premises Registration Ear Piercing, Tattooing (Licence Fee)	153.00	110.00
Personal Registration Electrolysis, Acupuncture (Application)	91.00	100.00
Personal Registration Electrolysis, Acupuncture (Licence Fee)	154.00	110.00
Temporary Tattoo Events - Cost per Day		
Temp Event Premises registration (per business) -Applic	46.00	60.00
Temp Event Premises reg (per business at event) -Licence	152.00	110.00
Variations (From)		30

INCOME (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Total Licensing - Skin Piercing/Tattooing	3,385	2,700	2,700	2,800
Total Licensing - Animal Estab./Motor Salv.	9,638	9,400		
Riding Establishments	0	2,500	2,500	2,500
Zoos	0	1,000	0	0
Animal Boarding Establishments	0	5,100	5,100	5,100
Animal Breeding	0	400	400	400
Pet Shops	0	400	400	400
Total Licensing	13,023	11,700	2,700	2,800

HOUSING

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Private Sector Housing Renewal				
Improvement Grants Admin	74,000	84,000	84,400	84,800
TOTAL HOUSING and PROPERTY	74,000	84,000	84,400	84,800

	Proposed Charge From 2/1/18 £	Proposed Charge From 2/1/19 £
Charges for The Administration of Improvement Grants	at cost	at cost
Home Improvement Agency fee	12.5% of cost (12.5% of cost of works (w.e.f 1/4/17)	
Immigration Inspection Fee	£131.2 + VAT	£133.80 + VAT
Statutory Notice Administrative Fee	at cost	at cost

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
INCOME (Net of V.A.T.)				
Improvement Grant Admin. Charges	74,000	84,000	84,400	84,800

HOUSING**Housing in Multiple Occupation Licensing**

		Charge From 2/1/18 £	Charge From 2/1/19 £	
<u>New Applications:</u>				
Full Fee	Number of Occupants			
	5 only	816.00	832.00	1.96%
	6 to 12	944.00	963.00	2.01%
	13 to 20	1,081.00	1,103.00	2.04%
Multiple Discounted Fee *	21+	1,250.00	1,275.00	2.00%
	5 only	785.50	801.00	1.97%
	6 to 12	906.00	924.00	1.99%
	13 to 20	1,046.00	1,067.00	2.01%
Licence Renewal Fees:	21+	1,209.00	1,233.00	1.99%
	5 only	604.00	616.00	1.99%
	6 to 12	693.00	707.00	2.02%
	13 to 20	798.00	814.00	2.01%
Multiple Discounted Fee *	21+	918.00	936.00	1.96%
	5 only	566.00	577.00	1.94%
	6 to 12	658.00	671.00	1.98%
	13 to 20	762.00	777.00	1.97%
Late Licence Application Fee (after initial reminder letter)	21+	882.00	900.00	2.04%
Appointment of Manager Fee:				
Manager Fee		54.50	55.60	2.02%
Discounted Fee**		29.00	29.60	2.07%
** Payable where manager has been 'fit and proper person' checked in the last 5 years				
Administrative Charges:				
Repeat requests for documents		52.80	53.90	2.08%
Finder's Fee for unlicensed HMO (penalty)		156.00	159.00	1.92%
(If the landlord/owner has failed to notify wdc of the licensable HMO)				
Photocopying Charges:				
Additional copying		5.30	5.40	1.89%
(Per Document)				
<u>Mobile Homes Act 2013 Fees</u>				
<u>Mobile Home Site New Application/Variation Fee</u>				
sites with up to 10 units		269.00	274.00	1.86%
sites with 11 to 50 units		300.00	306.00	2.00%
sites with 51 to 100 units		332.50	339.00	1.95%
sites with more than 100 units		at cost	at cost	
<u>Mobile Home Site Annual Inspection Fee</u>				
sites with up to 10 units		215.00	219.00	1.86%
sites with 11 to 50 units		247.50	252.00	1.82%
sites with 51 to 100 units		278.00	283.50	1.98%
sites with more than 100 units				
Mobile Home Site Re-inspection Fee		80.00	81.00	1.25%
Mobile Home Site Administrative Fee		32.50		1.56%

NEIGHBOURHOOD

	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Car Parking				
Car Parking	3,105,153	3,158,000	3,158,000	3,220,100
Total Car Parking	<u>3,105,153</u>	<u>3,158,000</u>	<u>3,158,000</u>	<u>3,220,100</u>
Waste Collection:				
Refuse Collection	158,503	119,000	144,000	146,000
Total Waste Collection	<u>158,503</u>	<u>119,000</u>	<u>144,000</u>	<u>146,000</u>
Bereavement Services:				
Cemeteries	327,372	385,700	428,000	445,300
Crematorium	1,319,420	1,326,200	1,334,700	1,385,200
Total Bereavement Services	<u>1,646,792</u>	<u>1,711,900</u>	<u>1,762,700</u>	<u>1,830,500</u>
TOTAL NEIGHBOURHOOD	<u>4,910,448</u>	<u>4,988,900</u>	<u>5,064,700</u>	<u>5,196,600</u>

BEREAVEMENT SERVICES

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>CEMETERIES</u>			
(Free of V.A.T. unless otherwise stated)			
<u>SALE OF BURIAL RIGHTS * (For a period of 50 years)</u>			
Each Grave - Area without kerbstones	see below	see below	
Each Grave - Area with kerbstones	see below	see below	
Standard grave with/without kerbstone for coffin/casket 6'9" x 25"	1,150.00	1,200.00	4.35%
Large Grave	1,450.00	1,550.00	6.90%
Selection Fee (Grave space chosen out of rotation)	350.00	360.00	2.86%
Selection Fee (Grave space chosen out of rotation) for child	130.00	135.00	3.85%
Child's grave	520.00	530.00	1.92%
Half size grave for Cremated Remains	520.00	530.00	1.92%
Exclusive Burial Rights - Garden of Remembrance	200.00	225.00	12.50%
Extension of expired rights (standard* grave 5 year extension)	115.00	120.00	4.35%
* 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			
<u>INTERMENT *</u>			
Person aged 17 years and above :			
Adult interment (irrespective of depth)	810.00	830.00	2.47%
Cremated Remains	150.00	160.00	6.67%
Cremated Remains - St. Nicholas Church Yard	150.00	160.00	6.67%
Interment in Existing Vault	210.00	220.00	4.76%
Children :			
Still-born to not exceeding 1 month (Parents are resident in WDC a no charge		no charge	
Still-born to not exceeding 1 month (Parents are NOT resident in W	100.00	110.00	10.00%
Child aged between 1 month and 16 years (parents are resident in 'no charge		no charge	
Child aged between 1 month and 16 years (parents are not residen	100.00	110.00	10.00%
Woodland Burial (Oakley Wood)	1,250.00	1,300.00	4.00%
Surcharge of 50% for non-residents			
<u>MEMORIAL FEES :</u>			
Headstone and other memorials up to 3' 6" - incl 1st inscript	200.00	210.00	5.00%
Vase and other memorials under 1' 0" - incl 1st inscript	200.00	210.00	5.00%
Additional Inscription	75.00	80.00	6.67%
Kerbstones			
Kerbset memorials (including the first inscription)	400.00	410.00	2.50%
<u>OTHER CHARGES:</u>			
Manual search of Burial Registers (per30mins or part thereof			
	30.00	40.00	33.33%
- Includes email confirmation of details.			
	40.00	55.00	37.50%
- Includes confirmation of details sent by post			

BEREAVEMENT SERVICES

<u>CEMETERIES</u>	Charge From 2/1/18	Proposed Charge From 2/1/19	
Use of Kenilworth Cemetery Chapel	105.00	110.00	4.76%
Late arrival(charged after 10mins + for every subsequent 15mins)	135.00	140.00	3.70%
Transfer exclusive right of burial	65.00	70.00	7.69%
Preparing documents for relinquish of grant (new fee)	65.00	70.00	7.69%
Marking out grave (new fee)	40.00	45.00	12.50%
Temporary grave marker (request delegated authority to Head of Service in conjunction with portfolio holder)			
Late delivery of burial paperwork (after 10am, 3 working days prior to burial)		50.00	
Late cancellation of burial (after 10am, 3 working days prior to burial)		180.00	
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 supplied (after supplied (after 10am, 3 working days prior to burial)		180.00	
* Surcharge of 200% for non-residents on sale of burial rights and interments			

INCOME (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Burial Rights	142,040	188,500	222,900	234,700
Interments	151,757	163,100	166,800	170,900
Memorials	33,575	34,100	38,300	39,700
Interments Addit Surcharge (Reserve Item)	17,785	0		
Burial Rights Add Surcharge (Reserve Item)	15,815	0		
Total Cemeteries	327,372	385,700	428,000	445,300

BEREAVEMENT SERVICES

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>CREMATORIUM</u>			
(Free of V.A.T. unless otherwise stated)			
<u>CREMATION FEE: (Including use of music system and/or Organ)</u>			
Foetal remains and still-born to 1 month (arranged by parent reside	No charge	No charge	
Foetal remains and still-born to 1 month (arranged by parent NOT r	130.00	130.00	0.00%
Child - aged between 1 month and 16 years (arranged by parent re	No charge	No charge	
Child - aged between 1 month and 16 years (arranged by parent nc	130.00	130.00	
Person aged 17 years and above	685.00	720.00	5.11%
Person aged 17 years and above - non-resident	685.00	720.00	5.11%
Body Parts	130.00	130.00	0.00%
Additional Service Time - per half hour	115.00	125.00	8.70%
Late arrival	135.00	140.00	3.70%
Communal cremation of foetal remains (PER COFFIN)	130.00	130.00	0.00%
Cremation where there is no service	525.00	535.00	1.90%
Premium on top of cremation fee for Saturday service	155.00	180.00	16.13%
Child - aged between 1 month and 16 years (arranged by parent re	No charge	No charge	
Child - aged between 1 month and 16 years (arranged by parent Nc	130.00	130.00	

CASKETS AND CONTAINERS

Full size caskets (excluding name plate)

Miniature keepsake urns (From)

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

Disposal of remains from other Crematoria	76.00	78.00	2.63%
Certified copy of an entry in the Cremation register	10.00	11.00	10.00%
Temporary retention of Cremated Remains (per month) - chargeable from			
the third month following Cremation service	25.00	26.00	4.00%
Despatch of Cremated Remains by courier	185.00	190.00	2.70%
Duplicate certificate for cremated remains	10.00	11.00	10.00%
Late arrival of paperwork (after 10am, 2 working days prior to cremation)		50.00	new
Late cancellation of service (after 10am, 2 working days prior to cremation)		180.00	new

BOOK OF REMEMBRANCE (inclusive of VAT)

2 Line Inscription	90.00	100.00	11.11%
5 Line Inscription	130.00	140.00	7.69%
8 Line Inscription	160.00	180.00	12.50%
Crests, etc.	75.00	80.00	6.67%

REMEMBRANCE CARDS (inclusive of VAT)

With 2 Line Inscription	45.00	50.00	11.11%
With 5 Line Inscription	65.00	70.00	7.69%
With 8 Line Inscription	80.00	90.00	12.50%
Crests, etc.	75.00	80.00	6.67%

BEREAVEMENT SERVICES

		Charge	Proposed	
		From 2/1/18	Charge	
		£	From 2/1/19	£
<u>CREMATORIUM</u>				
(Free of V.A.T. unless otherwise stated)				
<u>MEMORIAL GARDEN (inclusive of VAT):</u>				
Sanctum 2000 Unit	- Supply and 10 year lease including inscription of			
	up to 80 letters	820.00	835.00	1.83%
	- Additional 10 year lease	255.00	265.00	3.92%
	- New plaque (up to 80 letters)	255.00	265.00	3.92%
	- Inscribed designs A	140.00	150.00	7.14%
	- Inscribed designs B	195.00	200.00	2.56%
	- each additional letter	2.55	2.80	9.80%
	- refurbish existing plaque	135.00	145.00	7.41%
	- 2nd interment -80 letters inscrip	250.00	265.00	6.00%
Refurbished columbaria with new plaque and 10 year lease		620.00	630.00	1.61%
Vase Block and Inscribed relief tablet -Supply and 10 year lease		450.00	460.00	2.22%
	- Additional 10 year lease	135.00	140.00	3.70%
	New plaque (relief)	140.00	145.00	3.57%
	new plaque (gilded)	145.00	150.00	3.45%
	- refurbish existing plaque	110.00	Cost + 20%	
Refurbished vase with new plaque and 10 year lease		280.00	285.00	1.79%
Wooden Memorial Benches		1,210.00	1,250.00	3.31%
Granite Memorial Benches (with one plaque)		1,100.00	1,150.00	4.55%
Granite Memorial Bench (with two plaques)		1,200.00	1,250.00	4.17%
Granite Memorial Bench (with three plaques)		1,300.00	1,350.00	3.85%
Plaque on communal memorial bench		290.00	300.00	3.45%
Refurbish memorial bench		cost + 20%	Cost + 20%	
Memorial tree		cost + 20%	Cost + 20%	
Habitat memorial (eg bird or bat box)	from	98.00	120.00	22.45%
Sustainable plaque scheme		285.00	300.00	new
Any other type of commemoration				
Request delegated authority to Head of Service in conjunction with Portfolio Holder				

BEREAVEMENT SERVICES

	Actual	Estimate	latest Estimate	Estimate
INCOME (Net of V.A.T.)	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
Cremation	1,289,554	1,292,400	1,297,700	1,346,200
Book of Remembrance & Remembrance Cæ	21,274	20,800	26,700	28,500
Memorial Garden	8,592	13,000	10,300	10,500
Total Crematorium	1,319,420	1,326,200	1,334,700	1,385,200
Bereavement Services:				
Cemeteries	327,372	385,700	428,000	445,300
Crematorium	1,319,420	1,326,200	1,334,700	1,385,200
Total Bereavement Services	1,646,792	1,711,900	1,762,700	1,830,500

NEIGHBOURHOOD
PARKING SERVICES

LEAMINGTON

	Charge From 1/4/18 £	Proposed Charge From 2/1/19 £	
Linear charges - - 6 minutes for £0.10 still active from minimum vend			
Bedford St, Chandos St, Covent Garden Surface			
7 Day a week charges			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.00	0.00%
2 hours (new minimum charge)	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hour Maximum	4.00	4.00	0.00%
Overnight Charge	1.00	1.00	0.00%
Adelaide Bridge has no overnight charge and free on Sundays			
Rosefield St except free on Sundays			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
4.5 to all day	4.50	4.50	0.00%
Overnight Charge	1.00	1.00	0.00%
Linear charges -old town - 12minutes for £0.10			
(Bath Place, Court St, Packington Place car parks, free on Sundays)			
30 minutes	0.30	0.30	0.00%
1 Hour	0.50	0.50	0.00%
2 hours	1.00	1.00	0.00%
3 hours	1.50	1.50	0.00%
4 hours	2.00	2.00	0.00%
24 hours	4.50	3.00	-33.33%
Overnight Charge	1.00	1.00	100.00%
Sundays	Free	Free	
NEW Peak Tariff			
(Bath Place, Mon-Fri tickets purchased between 6am-8am)			
	0.00	8.00	
New Archery Road & Princes Drive Car Parks (STPP)			
Up to 4 hours		Free	
4 hours to all day		1.00	
Overnight Charge		1.00	
Sundays		Free	
Multi-storey: Royal Priors			
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%

PARKING SERVICES

	Charge From 1/4/18 £	Proposed Charge From 2/1/19 £	
Linear charges - Pay on foot			
Pay on Foot: Covent Garden multi-storey car park - 7 days a week charging			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
All day charge	3.00	3.00	0.00%
Overnight Charge	1.00	1.00	0.00%

Linear charges - Pay on foot - 30 minutes for £0.50

Pay on Foot: St. Peter's multi-storey car park - 7 days a week charging

30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.50	12.50%
4.5 to 24 hours	4.50	4.50	0.00%
Overnight Charge 6pm until 8am	1.00	1.00	0.00%

Station Approach (Lower Road)

30 minutes	0.30	0.30	0.00%
1 Hour	0.50	0.50	0.00%
2 hours	1.00	1.00	0.00%
3 hours	1.50	1.50	0.00%
4 hours	2.00	2.00	0.00%
4.5 to all day	4.50	4.50	0.00%
Overnight Charge	1.00	1.00	0.00%

PARKING SERVICES

	Charge	Proposed Charge	
	From 1/4/18	From 2/1/19	
	£	£	

KENILWORTH

Linear charges - Kenilworth - was 12minutes for £0.10 now 10minutes for 10p

Abbey End & Square West car parks - Free on Sundays

30 minutes	0.30	0.30	0.00%
1 Hour	0.60	0.60	0.00%
2 hours	1.20	1.20	0.00%
3 hours	1.80	1.80	0.00%
4 hours	2.40	2.40	0.00%
All day	4.00	4.00	0.00%
Overnight Charge 6pm to 8am	1.00	1.00	0.00%
Sundays	Free	Free	

ABBEY FIELDS (Linear Charge was 12 minutes for 10p now 10minutes for 10p) Free on Sundays

Up to 2 hours	Free		
3 hours	1.80	1.80	0.00%
4 hours	2.40	2.40	0.00%
All day	4.00	4.00	0.00%
Overnight Charge 6pm to 8am	1.00	1.00	0.00%
Sundays	Free	Free	

WARWICK

St. Nicholas Park: (Charges apply 8am - 6pm)

Linear charges: 6 minutes for £0.10

30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4.5 hours	4.00	4.00	0.00%
4.5 to 24 hours	4.50	4.50	0.00%

Castle Lane, The Butts, Priory Road and West Rock

Linear Charges: 6 minutes for £0.10

30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
4.5 to 24 hours	4.50	4.50	0.00%

Linen Street, West Rock, West Gate, New Street, The Butts, Priory Road, Castle Lane car parks:

Overnight charges (6pm - 8 am)	1.00	1.00	0.00%
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PARKING SERVICES

	Charge From 1/4/18 £	Proposed Charge From 2/1/19 £	
SHORT STAY: Linen Street			
Linear charges: 6 minutes for £0.10			
30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
4.50 to 24 hours	4.50	4.50	0.00%
Overnight charges (6pm - 8 am)	1.00	1.00	0.00%
LIMITED STAY (up to 3 hours): New Street / Westgate			
Linear charges - - 6 minutes for £0.10			
30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
Overnight charges (6pm - 8 am)	1.00	1.00	0.00%
St. Mary's Lands Area 2			
30 minutes	0.50	0.50	0.00%
24 hours	1.00	1.00	0.00%
Overnight Charge	1.00	1.00	0.00%
ST. MARY'S LANDS - Area 3			
2 hours	Free	Free	0.00%
3 hours	2.00	2.00	0.00%
3 to 4 hours	3.00	3.00	0.00%
ST. MARY'S LANDS - Area 4			
30 minutes	0.50	0.50	0.00%
1 hours	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
All day -	4.50	4.50	0.00%
Overnight Charge	1.00	1.00	0.00%
MYTON FIELDS PICNIC AREA			
up to 4 hours	3.00	3.00	0.00%
All day	4.50	4.50	0.00%
Overnight charges (6pm - 8 am)	1.00	1.00	0.00%
Barrack Street			
1 hours	0.70	0.70	0.00%
2 hours	1.20	1.20	0.00%
3 hours	2.00	2.00	0.00%
4 hours	2.80	2.80	0.00%
All day -	4.00	4.00	0.00%
<u>COACHES</u>	- Designated Car Parks only		
	5.00	5.00	0.00%

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>PENALTY CHARGE NOTICES</u> (Exempt from V.A.T.)			
(Set by Central Government)			
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%
<u>SEASON TICKETS</u> (One vehicle registration per ticket)			
Charges exclude V.A.T. which should be added at the prevailing rate			
<u>Leamington Spa, Warwick & Kenilworth</u>			
Long Stay ONLY (Excluding Pay on Foot Car Parks)			
- Per Annum	656.25	656.25	0.00%
- Per Month	67.50	67.50	0.00%
<u>Leamington Spa Restricted Locations</u>			
St. Peter's Pay on Foot (200 spaces only)			
- Per Annum	506.25	506.25	0.00%
- Per Month	60.00	60.00	0.00%
<u>Leamington Spa Restricted Locations</u>			
Covent Garden Pay on Foot (200 spaces only)			
- Per Annum	275.00	275.00	0.00%
- Per Month	40.00	40.00	0.00%
Royal Priors Multi Storey (50 spaces only)			
-Per Month	106.67	106.67	0.00%
Adelaide Road (20 passes only)			
- Per Annum	412.50	412.50	0.00%
- Per Month	60.00	60.00	0.00%
Rosefield Street (20 spaces only)			
- Per Annum	412.50	412.50	0.00%
- Per Month	60.00	60.00	0.00%
<u>Leamington Spa Old Town (Packington Place, Court St & Bath Place)</u>			
- Per Annum	412.50	275.00	-33.33%
- Per Month	60.00	40.00	-33.33%
NEW Leamington Spa (Archery Rd, Princes Drive, Riverside House)			
- Per Annum		91.67	
- Per Month		13.33	
<u>Warwick Restricted Location Car Parks</u>			
St. Nicholas Park, Warwick (100 spaces only)			
- Per Annum	412.50	412.50	0.00%
- Per Month	60.00	60.00	0.00%
West Rock (40 spaces only)			
- Per Annum	412.50	412.50	0.00%
- Per Month	60.00	60.00	0.00%
St Mary's Lands Area 2 (150 spaces)			
- Per Annum	91.67	91.67	0.00%
- Per Month	13.33	13.33	0.00%
St Mary's Lands Area 4 (60 spaces)			
- Per Annum	412.50	412.50	0.00%
- Per Month	60.00	60.00	0.00%

**NEIGHBOURHOOD
PARKING SERVICES**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>SEASON TICKETS</u>			
Linen Street Multi Storey (100 spaces)			
- Per Annum	506.25	506.25	0.00%
- Per Month	60.00	60.00	0.00%
Priory Road, Warwick (10 spaces only)			
- Per Annum	412.50	412.50	0.00%
- Per Month	60.00	60.00	0.00%
<u>Kenilworth Restricted Location Car Parks</u>			
Square West (75 spaces only)			
- Per Annum	366.67	366.67	0.00%
- Per Month	53.33	53.33	0.00%
Abbey End (50 spaces only)			
- Per Annum	366.67	366.67	0.00%
- Per Month	53.33	53.33	0.00%
Abbey Fields (50 spaces only)			
- Per Annum	366.67	366.67	0.00%
- Per Month	53.33	53.33	0.00%
-resident 12 month permit	25.00	25.00	0.00%
<u>Overnight Parking Permits</u> -Park specific (Available for car parks -excludes Royal Priors/Myton Fields/The Brays			
- Overnight Parking: 6 pm to 9am only	41.66	41.66	0.00%
Administration charge for Season Ticket Amend / Refunds	6.00	6.00	0.00%
Release of vehicles from Multi-Storey car parks	50.00	50.00	0.00%
Special Event Charge	6.00	6.00	0.00%
Skips and Scaffolds on car parks:			
per day	50.00	50.00	0.00%
per week	200.00	200.00	0.00%

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

NEIGHBOURHOOD
PARKING SERVICES

Income Summary: (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Car Parking Charges	2,638,523	2,735,000	2,735,000	2,789,700
Season Tickets	291,639	270,000	270,000	275,400
Excess Charges	124,912	105,000	105,000	107,000
Other Income	50,079	48,000	48,000	48,000
Total Income	3,105,153	3,158,000	3,158,000	3,220,100

NEIGHBOURHOOD**WASTE COLLECTION**

	Charge From 2/1/18 £	Proposed Charge From 2/1/19 £	
<u>REFUSE COLLECTION:</u>			
(V.A.T. not applicable)			
Standard wheeled bin (grey and green)	25.00	25.00	0.00%
Recycling box and lid	5.00	5.00	0.00%
Recycling box lid only	1.50	1.50	0.00%
Recycling bag	2.50	2.50	0.00%
Food caddy	0.00	0.00	0.00%
Delivery charge	5.00	5.00	0.00%
Bulk Bin 660litre	250.00	250.00	0.00%
Bulk Bin 900litre	275.00	275.00	0.00%
Bulk Bin 1100litre	275.00	275.00	0.00%

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	35.00	35.00	0.00%
Collection of 2 items	35.00	35.00	0.00%
Collection of 3 items	35.00	35.00	0.00%
Collection of 4 items	45.00	45.00	0.00%
Collection of 5 items	45.00	45.00	0.00%

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

Collection of 1 item	17.00	19.00	11.76%
Collection of 2 items	20.00	22.00	10.00%
Collection of 3 items	23.00	25.00	8.70%
Collection of 4 items	26.00	28.00	7.69%
Collection of 5 items	31.00	33.00	6.45%

Income Summary: (Net of V.A.T.)	Actual 2017/18 £	Estimate 2018/19 £	latest Estimate 2018/19 £	Estimate 2019/20 £
Additional Bins/Bags etc	99,264	78,000	88,000	88,000
Bulky Refuse Tickets	59,239	41,000	56,000	58,000
Total Refuse Collection	158,503	119,000	144,000	146,000

NEIGHBOURHOOD
WASTE COLLECTION

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

HOUSING REVENUE ACCOUNT

	Charge	Proposed	
	From 2/1/18	Charge	
	£	From 2019	
		£	
<u>WARWICK RESPONSE</u>			
WDC tenants living in designated or sheltered schemes VAT exempt			
Disabled tenants VAT zero rated			
All other customers should have VAT added to their charges at the prevailing rate.			
Weekly charges			
Monitoring Service only	1.80	1.85	2.78%
Monitoring Service and Equipment Rental	3.60	3.70	2.78%
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)	35.00	35.00	
Service call out (faults) *	35.00	35.00	
per hour			
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

Lifeline Services Equipment and Products:

<u>Lifeline Vi and My Amie pendant</u>			
posted	125.00	125.00	0.00%
installed	150.00	150.00	0.00%
<u>My Ami</u>			
posted	60.00	60.00	0.00%
installed	75.00	75.00	0.00%
<u>Neck Cord</u>			
posted	3.00	3.00	0.00%
<u>Thin wrist strap</u>			
posted	3.00	3.00	0.00%
<u>Thick wrist strap</u>			
posted	3.00	3.00	0.00%
<u>Easy press adapter</u>			
posted	15.00	15.00	0.00%
<u>Belt clip</u>			
posted	3.00	3.00	0.00%
<u>Key ring</u>			
posted	3.00	3.00	0.00%
<u>Minuet watch</u>			
posted	95.00	95.00	0.00%
installed	125.00	125.00	0.00%

HOUSING REVENUE ACCOUNT

	£	Charge From 2/1/18 £	Charge From 2/1/19 £	
<u>Lifeline Services Equipment and Products:</u>				
<u>Ivi Intelligent Pendant Fall detector</u>				
posted		95.00	95.00	0.00%
installed		130.00	130.00	0.00%
<u>Cair pendant</u>				
posted		50.00	50.00	0.00%
installed		70.00	70.00	0.00%
<u>Cair brooch adapter</u>				
posted		3.00	3.00	0.00%
<u>Cair clip adapter</u>				
posted		3.00	3.00	0.00%
<u>Cair wrist strap</u>				
posted		12.00	12.00	0.00%
<u>Cair neck chain</u>				
posted		12.00	12.00	0.00%
Footprint				
configured and posted				Price per week (rental option only)
		N/A	4.95	
<u>Oysta 'Just in case'</u>	Product no longer stocked			
configured and posted		150.00	N/A	
<u>Oysta Lone worker</u>	Product no longer stocked			
configured and posted		125.00	N/A	
			latest	
	Actual	Estimate	Estimate	Estimate
	2017/18	2018/19	2018/19	2019/20
	£	£	£	£
	<u>355,249</u>	<u>401,000</u>	<u>350,000</u>	<u>350,000</u>
<u>Guest room</u>				
Guest/Relatives of residents - per night		10.00	10.00	0.00%
Homelessness - per night		15.00	15.00	0.00%

Controllable Fees and Charges - Leisure Contract

Contract Definition –

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

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


Free admission for:

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

Current 2018 Core Controllable Prices

Concession Swim To the following groups at the facilities		Newb old and St Nix's	With EA concess ion card	Abbe y Field s	With EA concessi on card
	Those in receipt of disability benefit	£3.50		£3.10	
	Those in receipt of Job Seekers allowance or universal credit	£3.50		£3.10	
	Juniors 5 -17yrs	£3.00	£2.25	£2.50	£1.90
	Individuals in receipt of state pension	£3.00	£2.25	£3.00	£1.90
	Students fulltime any age, any student under 25years	£3.50		£3.10	
	Exercise Referral Session	As per fitter futures scheme			
Swim Lesson Fee	Junior Lesson Fee	£5.95		£5.95	
	Concessionary Junior Lesson fee	£4.45		£4.45	
	School swimming lesson	£35	half pool £17.50	£35	half pool £17.50
Fitness	Casual Concession Gym Session	£4.35		CFarm £4.35	
	Casual concession fitness class	£4.50		C Farm £3.90	
Exercise Referral	Exercise Referral Session	As per fitter futures scheme.			

Note: (School Swimming - WDC used to charge per child plus lifeguard = £1.25. Everyone Active charge per average class of 25 =£31.25 but also offer the flexibility of half pool for £17.50)

 Executive – 26th September 2018		Agenda Item No. 4
Title	Leisure Development Programme Phase Two – Kenilworth Facilities	
For further information about this report please contact	Andrew Jones Andrew.jones@warwickdc.gov.uk Rose Winship Rose.winship@warwickdc.gov.uk Paddy Herlihy Paddy.herlihy@warwickdc.gov.uk	
Wards of the District directly affected	Kenilworth Abbey Kenilworth Park Hill Kenilworth St Johns Stoneleigh and Cubbington Arden All district – indirect impact	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive November 2015 (Leisure Development Programme) Executive November 2014 (Sport and Leisure – Vision and Principles) Executive February 2018 (Leisure Development Phase 2 (Kenilworth))	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	Yes
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes Ref No: 938
Equality Impact Assessment Undertaken	No
No decisions being taken on detail at this stage. The EIA will be undertaken at the appropriate stage as the project and design develops.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Chris Elliott/Andrew Jones
Head of Service		Rose Winship
CMT		Chris Elliott/Andrew Jones/Bill Hunt
Section 151 Officer		Mike Snow

Monitoring Officer		Andrew Jones
Finance		Mike Snow
Portfolio Holder		Cllr Coker
Consultation & Community Engagement		
Stakeholder and public consultation will be undertaken at two stages during the design process, as described in the report and Appendix B to this report. The purpose of this report is to agree what the content of such public consultation should be. The list of stakeholders to be consulted as part of this process is included as Appendix C to this report.		
Final Decision?		No
Suggested next steps (if not final decision please set out below) The report proposes that the next steps are to consult with the public on the broad content of the redevelopment of the Castle Farm Recreation Centre and the Abbey Fields Swimming Pool. Following this consultation and further financial modelling the conclusions reached will be reported back to Executive in December 2018 in order to move forward to RIBA stage 2 design.		

1. Summary

Phase 1 of Leisure Development Programme is now very nearly completed. The initial public reaction to the new-look Leisure Centres at Newbold Comyn and St Nicholas Park has exceeded expectations and financial performance is also exceeding initial expectations.

It was agreed at the start of the Leisure Development Programme in 2015 that Kenilworth facilities would form a Phase 2 of the Leisure Development Programme, once the Local Plan gave more certainty as to the future development of the town. The Local Plan is now in place (see paragraph 4 below) and so it is now appropriate to begin Phase 2 of the Leisure Development Programme.

This report seeks the approval of the Executive for the various options to be presented to stakeholders and members of the public as part of a RIBA stage 1 consultation.

Once the initial consultation has been completed a further report will be provided to the Executive in December 2018 to report back on the consultation, to detail the financial position on the project and to identify the proposed design option to be taken forward into the RIBA stage 2 design process.

2. Recommendations

- 2.1 To agree the stakeholder and public consultation process to be undertaken for the RIBA stage 1 consultation process for Phase 2 of the Leisure Development Programme, as shown in Appendix B of this report, including the design options to be presented as part of this consultation process, as shown in Appendix A of this report.
- 2.2 To note the programme timetable for Phase 2 of the Leisure Development Programme, as shown as Appendix D of this report.

3. Reasons for the Recommendations

- 3.1 The public's reaction to the nearly completed facilities at Newbold Comyn and St Nicholas Park Leisure Centres has been very good, and income and

attendance levels are both exceeding expectations. Sport England (who provided grant funding for both schemes) have decided that both Centres represent examples of best practice. It was agreed in 2015, at the beginning of the Leisure Development Programme, that the facilities in Kenilworth would be Phase 2 of the Programme, which would be commenced when the Local Plan was completed, as this would set the context for the work in Kenilworth. The Local Plan has now been adopted, and a number of other planning documents are being prepared, as shown in paragraph 4 of this report.

- 3.2 It is now time to commence Phase 2 of the Leisure Development Programme. It is important that Kenilworth should have the same sort of aspirational, successful and modern facilities as the Council has provided at Newbold Comyn and St Nicholas Park. The community in Kenilworth will be encouraged by such excellent facilities to adopt an increasingly healthy lifestyle. The Council can renegotiate the concession fee from Everyone Active in light of the improved facilities and therefore will receive an improved concession fee as attendance and income will rise. The newly constructed or refurbished facilities will be up to modern design standards, making them more environmentally friendly and cheaper to run. The facilities will be prepared for use for another 30 years.
- 3.3 Castle Farm Recreation Centre and Abbey Fields Swimming Pool between them provide the majority of the general sports and leisure provision in Kenilworth. The Meadow Community Sports Centre at Kenilworth School is open to the public during non-school hours and also provides a valuable resource for sport and leisure in the town. This provision, and its potential move with the school to a new location, will be factored into considerations of sport and leisure in the town and the north of the District. Local Sports Clubs are vitally important to sports provision in the town and they also form an important part of the strategic planning for sport. The Castle Farm and Abbey Fields facilities are geographically close together and they offer complimentary and non-conflicting activities. It is therefore appropriate to consider the re-design of the two sites as one project, as any design decision made at either site will influence the demand and facility provision at the other.
- 3.4 Members will be aware that the Kenilworth Wardens Community Sports Club is intending to sell its current site for development and move to land next to the Castle Farm Recreation Centre. Officers have been working closely with Wardens to consider how the two projects can be delivered in a co-ordinated way with minimum disruption to residents and users of the facilities. The proposed move is being factored into the design process for the Castle Farm site in terms of traffic, parking, site layout, impact on the Green Belt and so on.
- 3.5 Sport England's Facility Planning Model is the accepted modelling tool to enable Local Authorities to predict the likely demand for sports and leisure facilities in any given community. This model also allows for future growth in population. This model has been applied to Kenilworth and the north of the District and it has identified two relevant short-falls in provision for the population expected in the area by the end of the current Local Plan period in 2029 (see section 4 of this report). It states that there will be a need for sports hall space equivalent to two badminton courts and also a need for additional water space which is the equivalent of 1.8 lanes of a 25 metre swimming pool. This can be provided in a number of ways. Both of these elements are included in the new Indoor Sports Strategy that was completed in the summer of 2018 and which will be brought to members together with the updated Playing Pitch Strategy in early 2019.

- 3.6 The project will follow the Royal Institute of British Architects (RIBA) project stages model, in order to manage resources effectively and report back throughout. The model is shown as Appendix E to this report. The professional services and design team has been procured and Mace have been appointed as Project Managers with Darnton B3 as the architects. The proposed programme is shown as Appendix D to this report.
- 3.7 The design processes involved in RIBA stage 1 (Preparation and Brief) have been completed. This process included a matrix analysis of the various options available. This assessed such elements as the design quality, flexibility, customer requirements, operational effectiveness and value for money. This led to the rejection of a refurbishment option at Castle Farm Recreation Centre because the existing building has a number of severe design constraints. These include –
- The floor to ceiling heights are too low for installing studios and gyms, and so these would need to be in new wings alongside the old, and levels would not be the same.
 - The structure of the pillars in the 4 court sports hall means that it would not be possible to create one 6 court hall, as proposed. It would be necessary to retain the current 4 court sports hall, which is smaller than current Sport England standards, and then build a separate 2 court sports hall alongside, which restricts operational flexibility.
 - The substantial oak tree to the north east of the current building would restrict the construction of a larger refurbished building on the same footprint, and would need to be incorporated into the design.
 - Sticking to exactly the same location may reduce the flexibility to improve vehicle movements around the site.
 - The fabric of the existing building is not up to contemporary insulation and environmental standards and this could not be corrected in a refurbishment.
 - Anticipated costs of substantial refurbishment are less than 3 per cent lower than the anticipated cost of re-building, but the outcomes are substantially less appropriate.
- 3.8 The RIBA stage 1 design process also rejected any large scale expansion at the Abbey Fields Swimming Pool site. This site is extremely sensitive as it is part of the Scheduled Ancient Monument of the Kenilworth Abbey Fields. Any large scale expansion of the footprint of the existing building would run the considerable risk of damaging archeological remains. Historic England will be consulted closely on this site, and will have a view as to the appropriateness of any proposed development.
- 3.9 A number of options have emerged from the stage 1 design process and matrix analysis. The resultant drawings are presented as Appendix A of this report. One of the purposes of the proposed public consultation exercise is to establish the public appetite for introducing each of these potential options.
- 3.10 At Castle Farm, there is one main proposal. This is to demolish the current Castle Farm Recreation Centre and replace it with a brand new 'dryside' facility. A dryside facility is a sports centre with sports hall, gym, studios and other facilities but no swimming pool. At Castle Farm this would be likely to constitute a sports hall large enough for 6 badminton courts (a '6 court hall'), a gym with perhaps 80 'stations' or items of fitness equipment and one or two studios for dance, fitness and other exercise. Other facilities could be added as identified by current demand and through the public consultation. The increase in the size of the sports hall from 4 to 6 badminton courts fulfils the local requirement for

additional courts, as identified by the Sport England Facility Planning Model (see paragraph 3.5 above).

- 3.11 The main choice to be made at Castle Farm is whether or not the Scouts organisation should be located on the same site or a different one. As the Recreation Centre will be rebuilt the current facility for the Scouts will no longer be available. It would be possible to build a new, purpose-built building on the Castle Farm site for the Scouts and associated organisations. This would have the benefit of meaning that the Scouts and the Leisure Centre could function independently. Alternatively, the Scouts could be accommodated on a different site within the town. The Council is committed to ensuring that the Scouts retain a facility within the town.
- 3.12 At Abbey Fields the proposal is to retain the existing 25 metre indoor swimming pool. However, there two main options for the remainder of the site. Firstly, it would be possible to replace the current outdoor fun pool and paddling pool with an indoor teaching pool that could be used to teach swimming to children and adults all year round. This would increase the number of people who can learn to swim, and increase revenue. It would also provide formal water space equivalent to 1.8 lanes of a 25 metre pool. This additional amount of formal water space is needed to cope with additional demand created by an increased population, as identified by Sport England's Facility Planning Model (see paragraph 3.5 above).
- 3.13 Alternatively, it would be possible to retain the existing outdoor fun pool and paddling pool at the site. This would therefore continue to provide a venue for recreational swimming outdoors. Unfortunately, outdoor pools do not count towards the Sport England Facilities Planning Model as their use is largely seasonal in nature.
- 3.14 Whether an indoor teaching pool or an outdoor fun pool is selected, there are also opportunities to remodel and refurbish existing parts of the building to optimise the use of the building, to maximise income, to ensure that the building is up to modern standards and that it is ready for another 30 years of use.
- 3.15 It is proposed to consult stakeholders and the public on these potential options and to ask them what facilities they would like to see included within these options. The process to be used for this stakeholder and public consultation is shown as Appendix B. The purpose of this public consultation is to establish the views of stakeholders and the public on the options available. It will be made clear to all consultees that the results of the consultation will be considered carefully by officers and Members, and will be an integral part of the decision as to which options to select. However, it will be made equally clear that the results of the consultation will not be binding on the Council, who may decide not to select the option that receives the most support during the consultation, if there are good reasons for selecting a different option.
- 3.16 The stakeholder and public consultation will not include a discussion of the costs of the various options. Work on the likely costs of each option is being conducted at the moment as part of the work of Mace Cost Consultancy, who are a part of the professional services team. Once the public have indicated their views of the options presented, this will be combined with the results of the current costing exercise in order to advise Members on the two options (one for each site) to take forward to the next stage of the design process. Clearly,

this decision will need to take into account affordability. The professional services and design team will then draw up one final recommended scheme for each site in order to conclude RIBA stage 1 (Preparation and Brief). RIBA stage 1 drawings illustrate the general layout of the proposed building, but do not present any detail of the building. These proposals will be reported back to the Executive in December 2018 for approval. Once final approval of the RIBA stage 1 drawings has been given, the design team will begin RIBA stage 2 (Concept Design), which considers the designs in much more detail, including construction methods and details of the various spaces within the building.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the way forward for implementing a significant part of one of the Council's Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Impressive cultural and sports activities Cohesive and active communities Increased physical activity for all the community	Area has well looked after public spaces Safe and vibrant town centres where the community feel comfortable at all times	Dynamic and diverse local economy Increased employment and income levels
Internal		
Effective Staff	Maintain or Improve	Firm Financial Footing

	Services	over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The proposal will further enhance the experience of the LDP team in managing large scale capital schemes	Focusing on our customers' needs The management of this project will assist us to continue to improve our management of large scale capital schemes	Better return/use of our assets – the new facilities will improve the Council's revenue position and assist us in delivering best value for money

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here:

4.2.1 Local Plan

The Warwick District Local Plan 2011-2029 was adopted in September 2017 allocating land south of Coventry and in Kenilworth for development. Around 2,000 dwellings are allocated within Kenilworth and around 4,400 south of Coventry, with a significant proportion of the latter to come forward beyond the current plan period. The Local Plan will be a key document in defining the future of Kenilworth, as well as the rest of the District. It has been necessary to get the Local Plan in place before deciding on the future of leisure provision in Kenilworth, as the changes introduced by the Local Plan will affect demand for sports and leisure facilities.

4.2.2 Development Brief for land east of Kenilworth

Warwick District Council is also leading on the preparation of a Development Brief for land east of Kenilworth covering the strategic housing and education sites. A public consultation on the Development Brief is expected in November-December 2018 with a view to adoption around March 2019. Officers are working closely with landowners, promoters and other key stakeholders including Warwickshire County Council and Kenilworth Town Council in preparing the Brief. Planning applications are anticipated to be received for sites relating to land east of Kenilworth once the Development Brief has been adopted or when it is closer to adoption. A planning application for 640 dwellings has however already been submitted in late August 2018 for much of site H40.

4.2.3 Neighbourhood Plan

Kenilworth Town Council has led on the preparation of a Neighbourhood Plan covering the whole town. The emerging Plan has been through public consultation and an independent examiner has undertaken a review of the submission plan and responses received to the consultation. He has submitted his final report on the Plan and finds that it meets all legal requirements, and that subject to a number of recommended modifications, the plan may proceed to referendum. The qualifying body will now consider the necessary modifications and it is anticipated a referendum will take place soon.

4.2.3 Indoor Sports Facilities Strategy and Playing Pitch Strategy

These strategies were initially established in 2015, having carried out comprehensive audits of local provision and needs. The Council formally adopted the Strategies which now form part of the base for development of the District's sporting provision. They have been key evidence documents for the Local Plan, in securing s106 contributions from developers to date and in establishing robust relationships with Sport England and national governing bodies of sport. It is essential that these documents remain up to date and at present work is underway to refresh the data that underpins the strategies and refresh them where appropriate. This work will be completed shortly and reported to members in early 2019.

4.3 Changes to Existing Policies

None

4.4 Impact Assessments

Impact assessments will be a vital part of the design process for any facilities constructed through Phase 2 of the Leisure Development Programme. Initial considerations of accessibility and other impacts are part of the ongoing process of good design. Specific assessments will be made at several times during the design process, but they are not recommended at this stage in the process. However, it has already been agreed that enhanced changing facilities for customers with profound needs will be included in the new designs. The 'Changing Places' initiative will be used as an inspiration to ensure that those with profound needs will be able to use the new facilities.

5. Budgetary Framework

- 5.1 At this stage in the design process it is impossible to closely define the likely costs of any proposed construction. Before the buildings are designed in detail it is not possible to do more than to estimate the costs of each element of the proposed design on a 'cost per square metre' basis. Further to this, some of the largest costs of any construction project relate to ground conditions and other external influences, and it is even harder to assess these costs before the relevant surveys and investigations have taken place. Work on costs is continuing and will be developed further following the public consultation, when the design team will have more information about which options to work up and cost in more detail (see paragraph 3.14 above).
- 5.2 The work to date, and the consultation, will be funded out of the £100,000 agreed as part of the Budget report in February 2017 for leisure feasibility work in Kenilworth.

6. Risks

- 6.1 A Project Risk Register has been established for the early stages of the project. The Risk Register will be kept up to date throughout the project, and its content monitored regularly in order to manage risk within the project. Risks at this stage of the project include:
- Work does not proceed and so Kenilworth has facilities that are not the equal of facilities in Warwick and Leamington
 - Ongoing maintenance issues of existing buildings
 - Loss of income from not improving buildings
 - Public consultation does not want to see change
 - The consultation process could raise expectations with the local public which subsequently prove to be unaffordable
 - Designs are not what are required
 - Heritage, car parking and other constraints limit development choices
- 6.2 A full Risk Workshop will be undertaken with the professional services and design team at the beginning of the RIBA stage 2 design process, once the options for each site have been decided, but before detailed design has commenced. The Risk Register will be completely updated after this Risk Workshop.

7. Alternative Option(s) considered

- 7.1 It would be possible to not undertake any improvements to the facilities at Castle Farm and Abbey Fields. If this decision was to be made Kenilworth would not have the same sort of aspirational, successful and modern facilities as the Council has provided at Newbold Comyn and St Nicholas Park. The community in Kenilworth would not be encouraged by such excellent facilities to adopt an increasingly healthy lifestyle. Income from the contract with Everyone Active would not be increased because attendance and income would not be enhanced. The opportunity would be lost to bring the buildings up to modern design standards, making them more environmentally friendly and cheaper to run. The buildings would not be prepared for use for another 30 years.
- 7.2 Some design options for the sites were rejected as part of the design process in RIBA stage 1. These are discussed more fully in paragraphs 3.7 and 3.8.

APPENDICES:

- A: The design options for Castle Farm Recreation Centre and Abbey Fields Swimming Pool as Phase 2 of the Leisure Development Programme
- B: The stakeholder and public consultation process to be undertaken for the RIBA Stage 1 consultation process for Phase 2 of the Leisure Development Programme
- C: List of stakeholders to be consulted as part of the RIBA Stage 1 consultation process for Phase 2 of the Leisure Development Programme
- D: The programme timetable for Phase 2 of the Leisure Development Programme
- E: The Royal Institute of British Architects Plan of Work - (the RIBA stages of a project)



Design options

Leisure Development Programme
Phase Two
Kenilworth facilities

Warwick District Council and Mace
September 2018

Introduction and Context

Introduction & Context



This options document shows the early design ideas for the development of the Castle Farm Recreation Centre and the Abbey Fields Swimming Pool sites.

The purpose of the document is to show the options that will be presented to stakeholders, user groups and the general public for their comments and preferences.

The feedback from the consultation process will be combined with financial, planning, operational and other considerations in order to decide on the design options to take forward to the next stage of the design process.

There are a number of options for each site. The options are shown in summary on the next slide, and then each option is illustrated on the following slides.

Summary of options

Summary of options



The options will be presented to the public in the following manner -

Castle Farm

- **Option CF1 – New dry-side leisure centre**

An entirely new sports hall, gym, studios and related 'dry-side' facilities is constructed at Castle Farm. The Scouts are re-located elsewhere

OR

- **Option CF2 – New dry-side facilities with Scouts**

The new 'dry-side' facilities are accompanied by a separate building for the Scouts on the Castle Farm site

AND

Abbey Fields

- **Option AF1 - Enhanced water facilities**

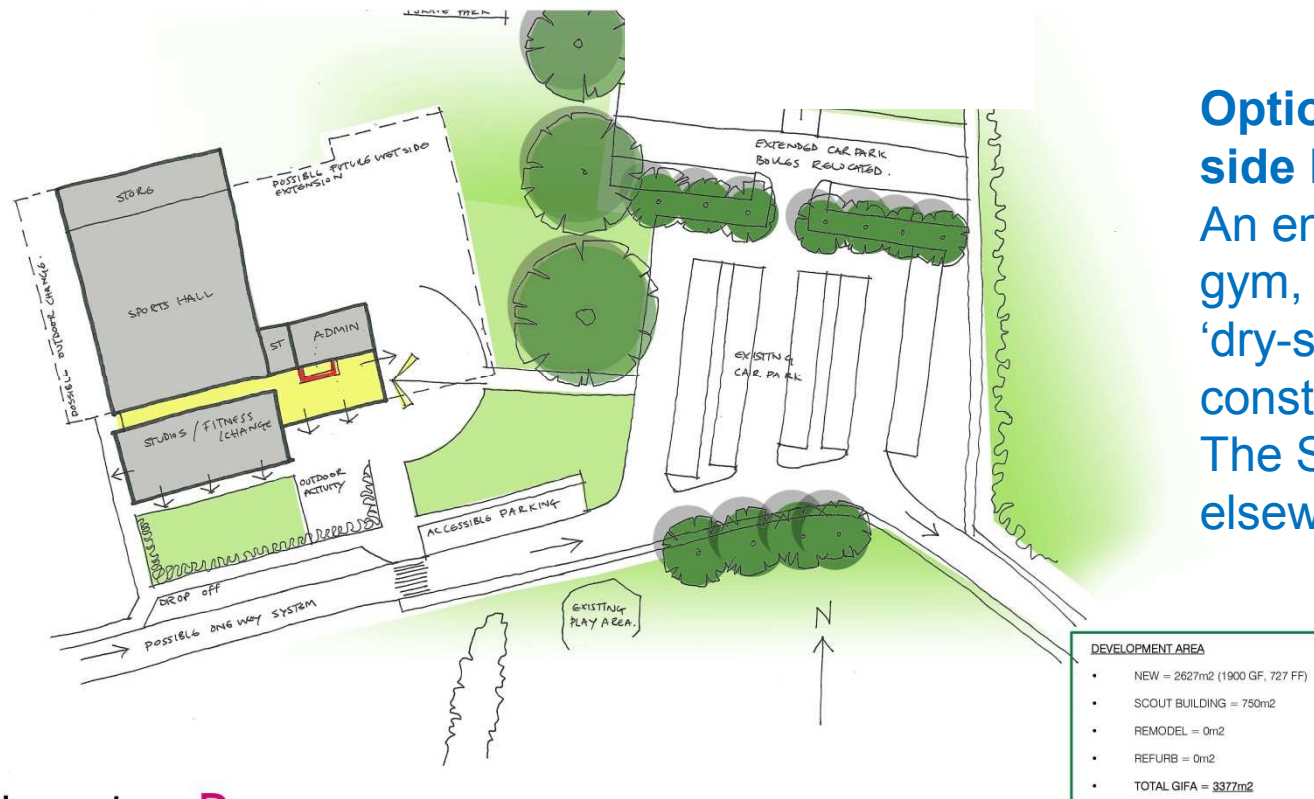
The current indoor pool is retained. A new indoor teaching pool and outdoor water play facilities replace the outdoor pool

OR

- **Option AF2 – Enhanced café and changing**

The current indoor and outdoor pools are retained. The café and changing areas are enhanced

Castle Farm – Option CF1

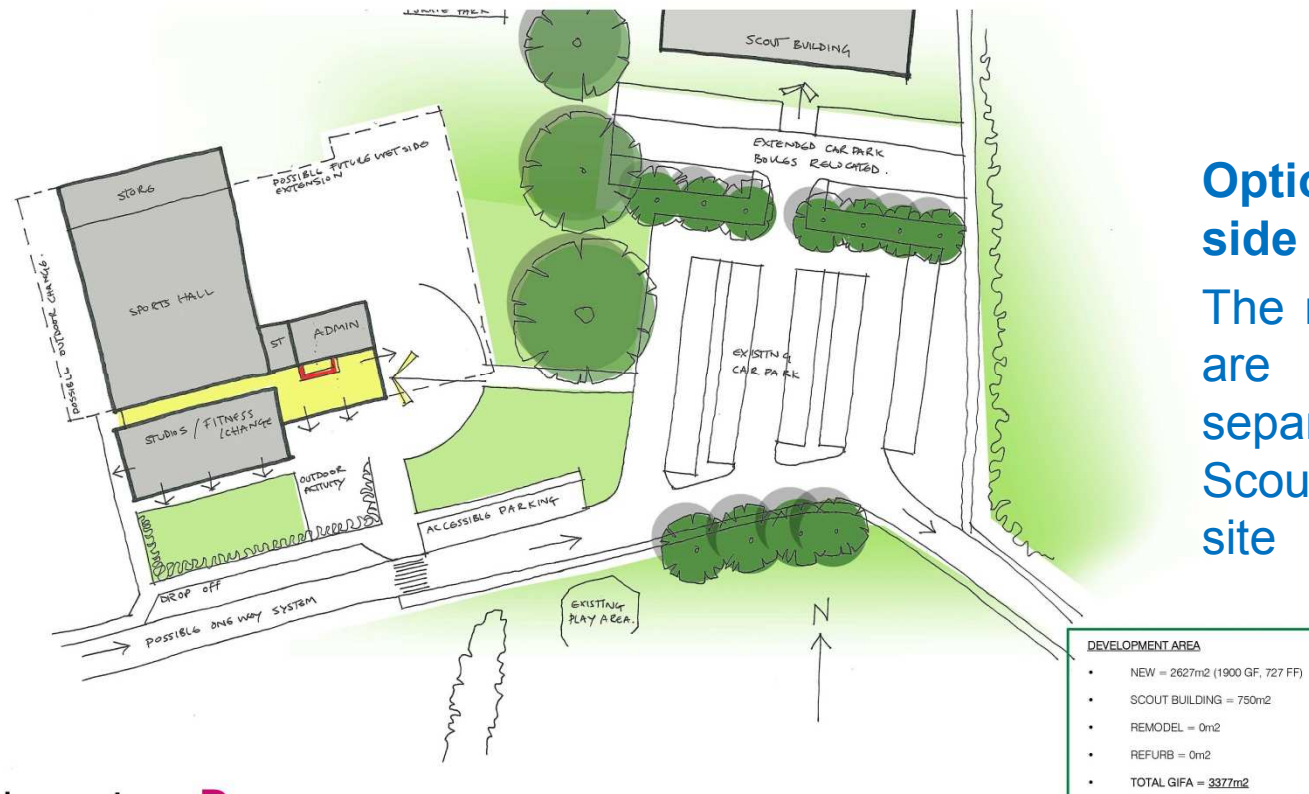


Option CF1 – New dry-side leisure centre

An entirely new sports hall, gym, studios and related 'dry-side' facilities is constructed at Castle Farm. The Scouts are re-located elsewhere

OR

Castle Farm – Option CF2

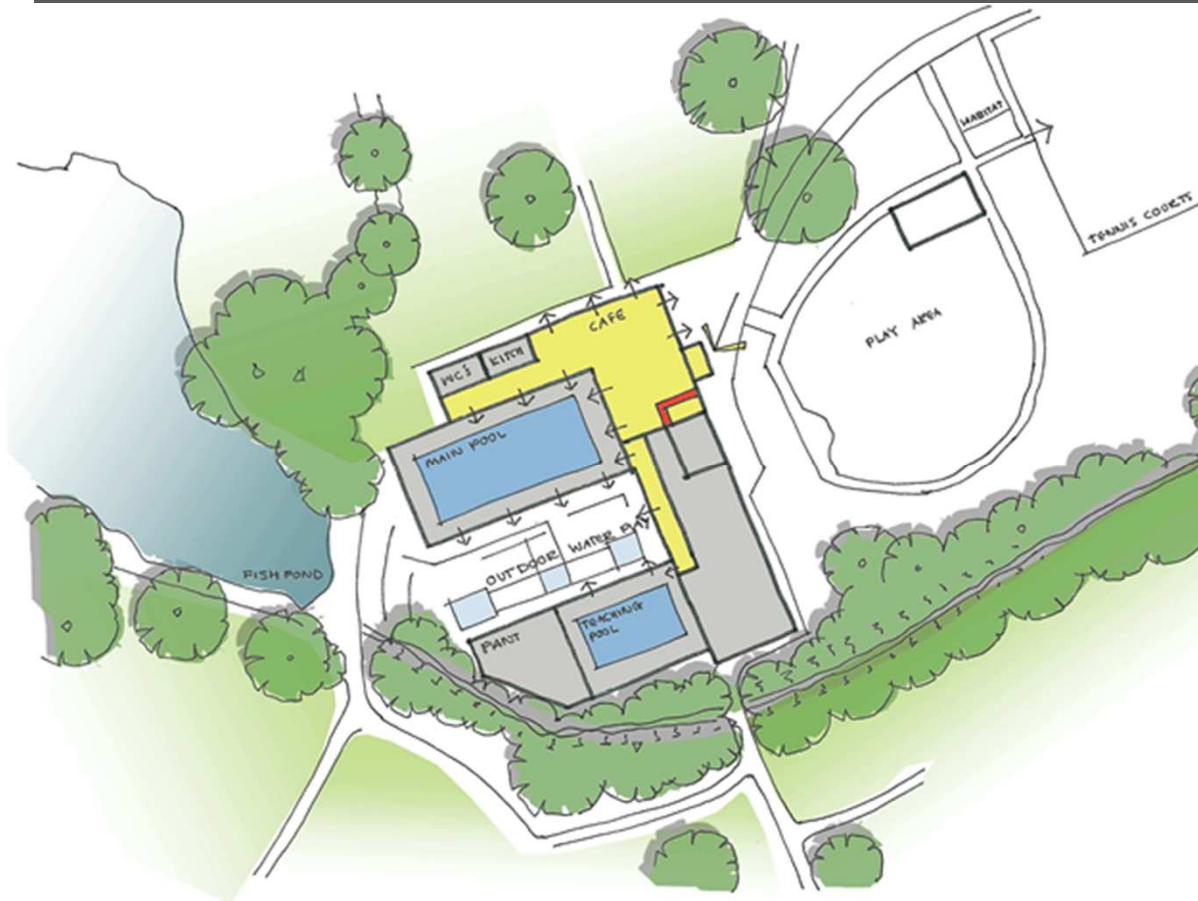


Option CF2 – New dry-side facilities with Scouts

The new 'dry-side' facilities are accompanied by a separate building for the Scouts on the Castle Farm site

AND

Abbey Fields – Option AF1

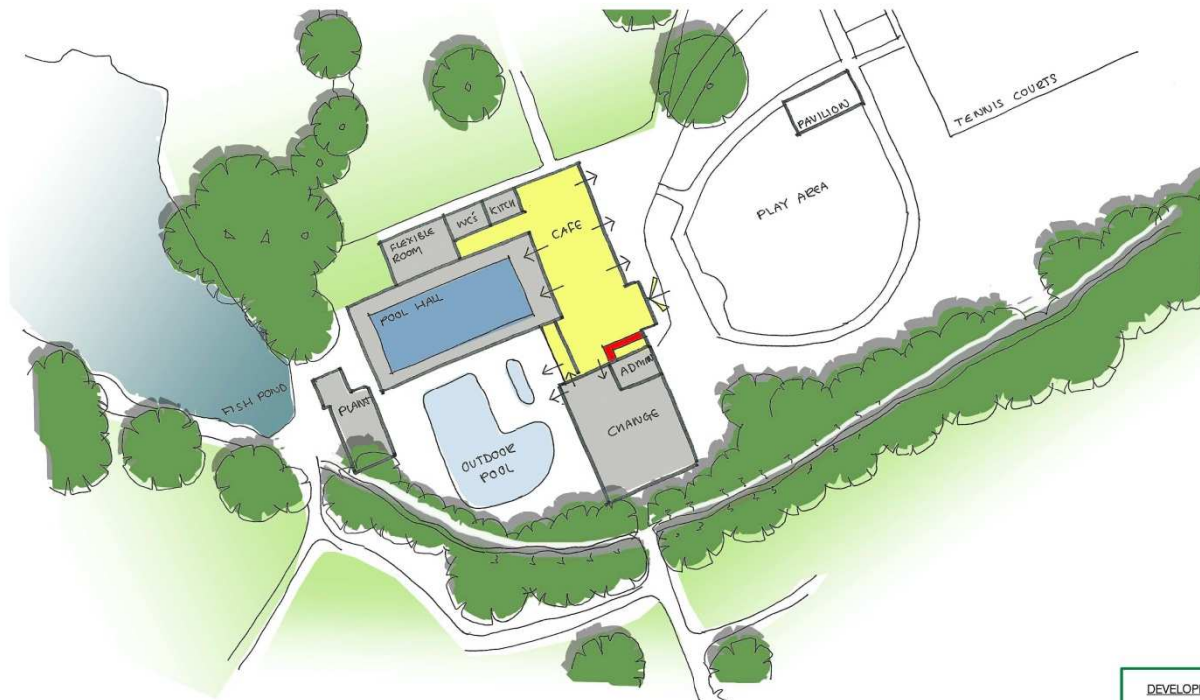


Option AF1 - Enhanced water facilities

The current indoor pool is retained. A new indoor teaching pool and outdoor water play facilities replace the outdoor pool

OR

Abbey Fields – Option AF2



Option AF2 – Enhanced café and changing

The current indoor and outdoor pools are retained. The café and changing areas are enhanced

DEVELOPMENT AREA

- NEW = 369m²
- REMODEL = 685m²
- REFURB = 436m²
- TOTAL GIFA = 1490m²



working with



on the Leisure Development Programme



Consultation Strategy

Leisure Development Programme
Phase Two
Kenilworth facilities

Warwick District Council and Mace
September 2018

Contents



- Introduction
- Project Background
- Consultation Approach
- Outline Strategy
- Programme

Introduction

Introduction & Context



This Consultation Strategy document aims to provide Warwick District Council (WDC) with an outline proposal for RIBA stage 0 - 1 Consultation.

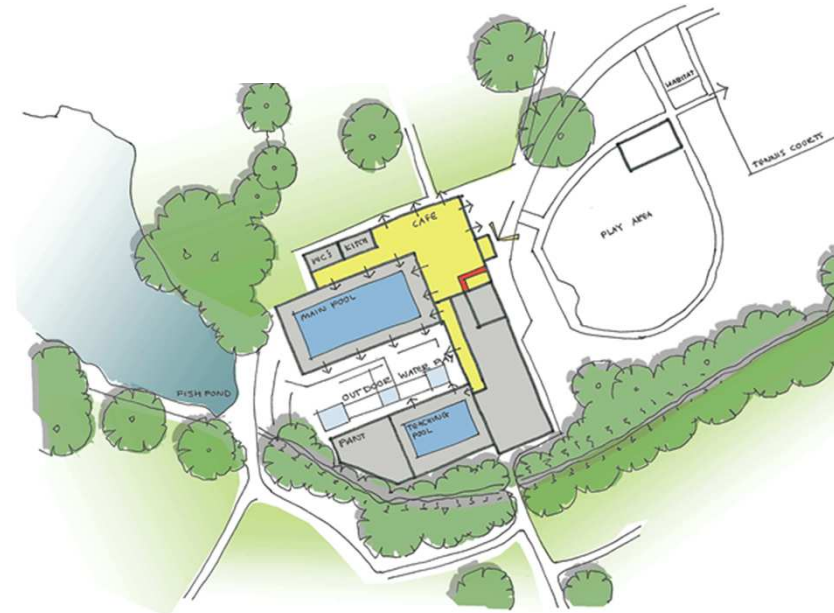
Engaging with the local community is of growing importance within the planning system. Notwithstanding the emerging statutory requirement to consult at pre-application stage, consultation has been considered best practice for some time.

Due to the nature of the project to date and the various outline proposals that have been developed the design team and WDC feel it is important to undertake initial internal and external consultations to ensure the most suitable facility mix is taken forward to RIBA stage 2.

The consultation undertaken at this stage will be done so as to ensure an appropriate facility mix at both Castle Farm and Abbey Fields is progressed. Consultation activities that have been set out and proposed in this document will seek to collect feedback with regards to the options developed from various user groups, stakeholders and members of the wider public. The final strategy

will need further agreement from WDC.

This exercise and the information it produces will be critical in ensuring the facility mix at Castle Farm & Abbey Fields meets the needs of both the Council and the end user, whilst ensuring that design best suits its external environment.



Project Background

Background



Mace and the wider design team have been working with WDC to identify potential refurbishment, remodel and new build opportunities at two existing leisure facilities in Kenilworth, Warwickshire.

During this process the design team have produced nine options across the two sites. The team has focused on creating schemes that strengthen the current leisure sites, with emphasis on making the environments more usable and functional for the surrounding community.

Options developed during RIBA stage 1 were as follows:

Castle Farm

- Option 1 – Remodel & Extension
- Option 2 – Part New Build
- Option 3 – New Dry Facility
- Option 4 – New Wet & Dry Facility

Abbey Fields

- Option 1 – Enhanced Water Facilities
- Option 2 – Enhanced Water Facilities Plus
- Option 3 – Family Facilities
- Option 4 – Family Facilities with Retained Outdoor Pool
- Option 5 - Retained Wet Facilities With Improved Café & Changing

Upon completion of this exercise options were reviewed with WDC and additional options were added, these were as follows:

Castle Farm

- Option 3a & 4a – Similar mix to option 3 & 4 but with the addition of a further external building for use by scouts group.

Abbey Fields

See over

Project Background



Abbey Fields

- Option 1a – revised option provides a more operationally friendly environment.
- Option 4a - Revised option provides a mixture of options 3 & 4 providing an indicative family center that could provide a range of facilities.
- Option 6 – an additional option that provides a full repurposing of Abbey Fields.

Upon final agreement of the relevant options across the two sites, Mace developed a scoring matrix that assessed each option based on a selection of specific criteria. The criteria and sub criteria were assigned a weighting in line with the client brief and project requirement. The matrix scored each option out of 100, with the higher scoring options being recommended for initial internal and public consultation.

Mace's initial recommendation was for the following facility mix options to be taken forward to initial public consultation:

Scenario A:

Castle Farm Option 4a – Score 87:00

Abbey Fields Option 4a – Score 65:00

Scenario B:

Castle Farm Option 3a – Score 83:50

Abbey Fields Option 4a – Score 62:00

However, all options with the exception of CF01, CF02 & AF01 were to be taken forward by WDC for an internal review prior to a decision being made on the options that would be presented to the public and user groups for initial consultation.

CF01, CF02 & AF01 have been omitted from the process prior to any stakeholder consultation due to their relatively low scores, when assessed against the brief and project criteria.

WDC officers will make a recommendation to the Executive as to how the selected options are presented for public consultation. The options must be presented in a coherent manner in order to avoid confusion and to ensure genuine and flexible choice. This recommendation is shown on the following slide.

Summary of options



The options will be presented to the public in the following manner. Please note that the options have been re-named and re-numbered in order to simplify the presentation to the public.

Castle Farm

- **Option CF1 – New dry-side leisure centre**

An entirely new sports hall, gym, studios and related 'dry-side' facilities is constructed at Castle Farm. The Scouts are re-located elsewhere

OR

- **Option CF2 – New dry-side facilities with Scouts**

The new 'dry-side' facilities are accompanied by a separate building for the Scouts on the Castle Farm site

AND

Abbey Fields

- **Option AF1 - Enhanced water facilities**

The current indoor pool is retained. A new indoor teaching pool and outdoor water play facilities replace the outdoor pool

OR

- **Option AF2 – Enhanced café and changing**

The current indoor and outdoor pools are retained. The café and changing areas are enhanced

Consultation Approach

Approach



Consultation Type

The primary objective of the consultation process at this stage of design will be to obtain feedback from the general public, stakeholders and user groups about their preferences for the facility mix across the two sites.

As there are a selection of options available, it is important that the council ensure the key messages are fixed prior to the commencement of any consultation process.

The following messages will be of importance when consulting various stakeholders:

The Council is seeking -

- Modern Facilities, fit for purpose, with flexible spaces
- Sustainable and flexible facilities
- Engaging current and new users in healthy lifestyle choices
- Value for Money, fair pricing and long-term financial stability

WDC will need to ensure the consultation messages are fixed, and that they are in agreement with the above.

This consultation will be undertaken on the basis that stakeholders, the general public and user groups are all presented with a number of options, and comments are received and analysed.

However, the final decision on the options to be taken forward to the next stage of the design process will remain with the Council. Public, stakeholder and user group opinion will be balanced with financial, planning, operational and other relevant considerations in order to make a decision on the options to be selected.

Approach



There are a wide range of methods of consultation which could be used in this consultation process. The list below provides an indication of some of the consultation tools available, which can be used in isolation or pooled together as part of a larger consultation.

Printed media

Setting out information for proposals in a written format, ranging from an invitation to an event, to publications presenting information about a scheme and including questionnaires. The distribution area needs to be carefully considered to ensure enough residents are contacted about the proposals.

Meetings

Meetings with local residents or interest groups provides an opportunity to explain the scheme on a large-scale basis to a wide audience. However, sometimes larger meetings do not provide an opportunity for all residents to voice their concerns as there is limited time and often a small number of vocal residents or interested parties can cause the meeting to focus on limited issues.

Exhibitions

Exhibitions provide an opportunity to engage directly with the public and explain the scheme on a one-to-one basis with interested residents. The extent of an exhibition will need to relate to the scale of development, larger schemes may need to run exhibitions for several days or even exhibit from several venues, or as touring roadshows.

Digital media

Providing an online presence via a dedicated (or hosted) website allows people to review information about a proposed project. In addition to a more traditional website, the use of social media such as Facebook, Twitter or Instagram can allow a different group of people to engage with proposals.

Workshops

Workshops allow a more hands-on approach for residents and local groups to engage with a proposed development. The format of workshops will vary depending upon the type of issues which are being addressed but they can range from a round table discussion of issues to a more design-focused event.

Approach



The above have all been considered by Mace and the Council when developing an outline consultation strategy that is discussed further within the next section.

As the consultation will be design focused it is proposed that a blend of meetings, exhibitions and digital media are used. All methods of consultation will be crucial in gaining a balanced understanding of stakeholder opinion.

In order to capture any public and stakeholder opinion the team and WDC will need to develop a questionnaire and/or a feedback form.

The questionnaire or form will be centred mainly around opinion on the facility mix options presented. This will be fixed once WDC have sought internal approval to progress to consultation.

Additional to any feedback from the community on the preferred facility mix there is an option to develop a questionnaire that focuses on perceived requirements for users, stakeholders and the public. These questionnaires should be structured and contain close ended questions as these will be questions that ask respondents to choose from a distinct set of pre-defined responses, such as “yes/no” or among a set of multiple choice questions. These will then allow the team to gather quantitative data from respondents.

Any questions on forms or questionnaires will need to be developed and agreed with both WDC & Everyone Active.

Outline Strategy

Strategy



The following strategy takes into consideration previous discussions with WDC and the information set out in section 3. The following set of bullet points set out the initial consultations strategy, key elements have then been discussed in more detail.

Outline Strategy

- WDC take all selected options at CF & AF to Executive for approval
- Kenilworth Town Council Briefing (WDC)
- Facility Mix options for presentation are fixed by WDC.
- DB3 create consultation displays for meetings and standing exhibitions
- Executive confirms stakeholder engagement list for consultation process
- Initial **questionnaire** is produced in readiness for meetings and issued to user groups
- Digital Survey also established to ensure inclusivity.
- Public are informed by **leaflet** that a public consultation event will be undertaken on a set date or dates
- Prior to the public consultation two standing **exhibitions** will be established at both AF & CF. These will be staffed for one day
- Consultation ends and results quantified and reported back to WDC

Approval

Once WDC have reviewed options they will need to inform Mace and DB3 of the options to be taken forward.

Presentation Boards

Once WDC have fixed the facility mix options being taken forward DB3 will create consultation boards illustrating the different options available across the two sites.

Stakeholder Map

The proposed list of stakeholders is included in the report to Executive. Upon confirmation of the required consultees, the Council and Mace will establish a Stakeholder Map. The map will set out the strategy for engaging with the identified consultees and relevant stakeholders. The map will allocate responsibility for each engagement, define the form that the engagement will take and what it is intended to achieve, as well as setting out how that engagement will be monitored and how any feedback will be processes. An initial Stakeholder Map has been included on page 16.

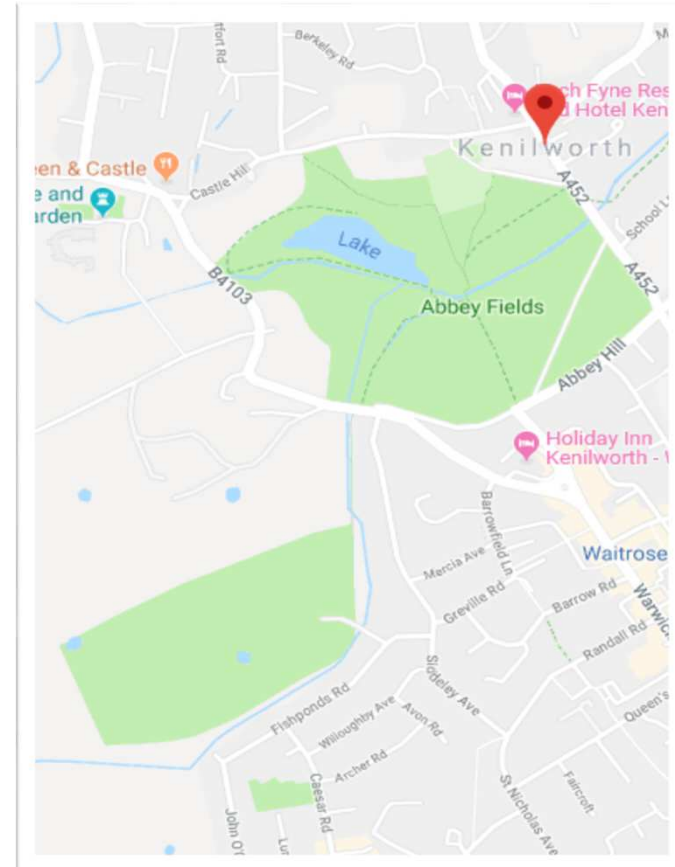
Strategy

Questionnaire & Digital Feedback

As stakeholders are identified WDC will need to develop a selection of questions that they feel will provide them with the most relevant feedback for the options being presented to stakeholders and the public. Once questions and feed back criteria have been established a digital system will be set up to allow responses to be collated and assessed in real time.

Informing Stakeholders & the Public

In line with the initial stakeholder map, members and current users of the two facilities will be directly engaged at manned static exhibitions at both Castle Farm & Abbey Fields (time and dates TBC). General members of the public and local community will be engaged at a one day static event at an appropriate venue. The event will be staffed by members of the project team and project board. The best way to inform the immediate local community is to undertake a **letter/leaflet drop**. The area for a drop will need to be confirmed by WDC but an initial proposed area can be seen on the right of this page. Any letter drop will need to be undertaken by WDC.



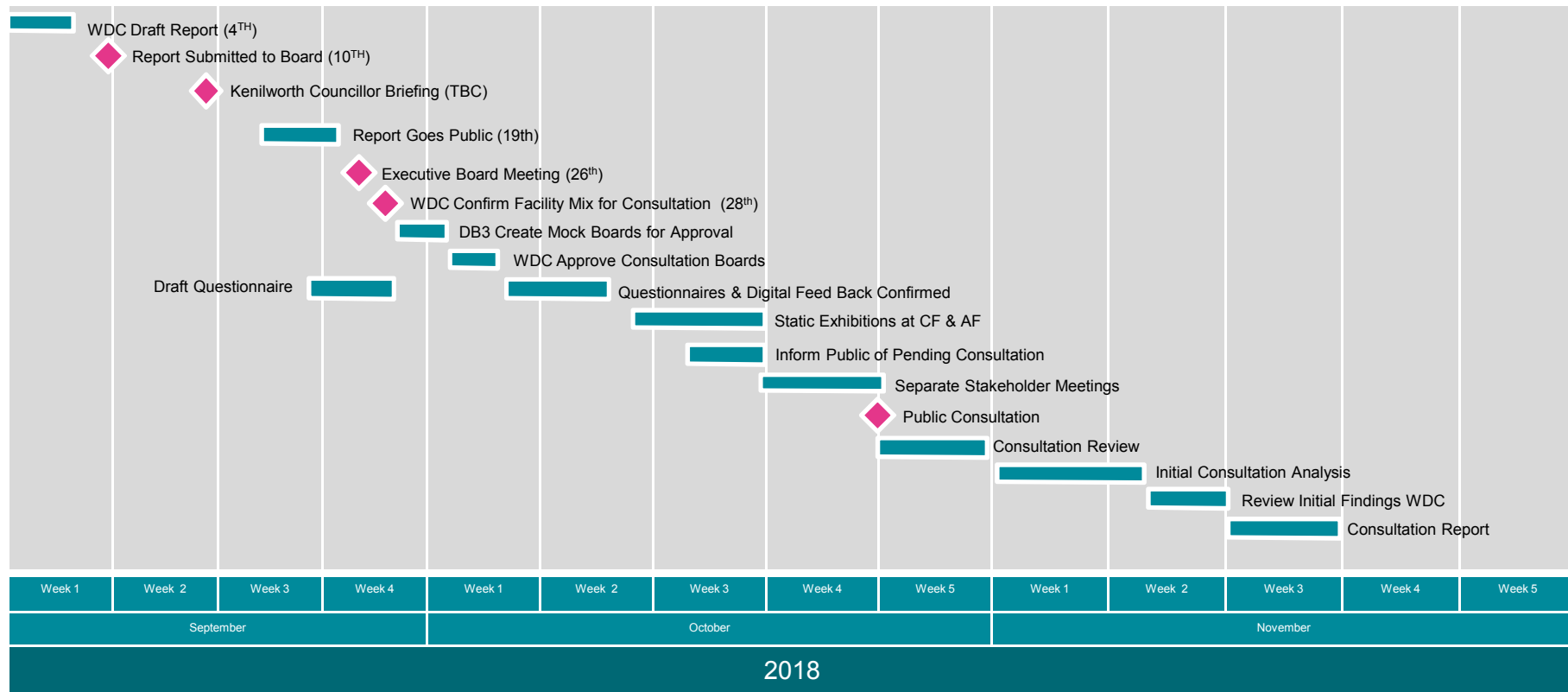
Example Stakeholder Map – see separate list



Key Stakeholders	Consultees	Engagement Type	Responsibility
Internal Stakeholders	• Executive	Direct Briefing	WDC
	• Councillors (Kenilworth)	Direct Briefing	WDC
	• Cultural Services	Direct Briefing	WDC
	• WDC Development Services	Direct Briefing	WDC
	• Neighbourhood Services	Direct Briefing	WDC
External Stakeholders	• User Groups	Static Exhibitions	ALL
	• Historic England	Direct Briefing	Mace
	• Kenilworth School	Direct Briefing	WDC
	• Kenilworth Town Council	Separate Meeting	WDC
	• Kenilworth Sports Clubs	Invite Public Consultation	ALL
	• Local Primary Schools	Direct Briefing	WDC
	• Kenilworth Scouts	Separate Meeting	WDC
	• Café	Static Exhibitions	WDC/EA
	• Friends of Abbey Fields	Invite Public Consultation	ALL
Public and community	• Public & Community	Invite Public Consultation	ALL

Programme

Consultation – Draft Programme





working with

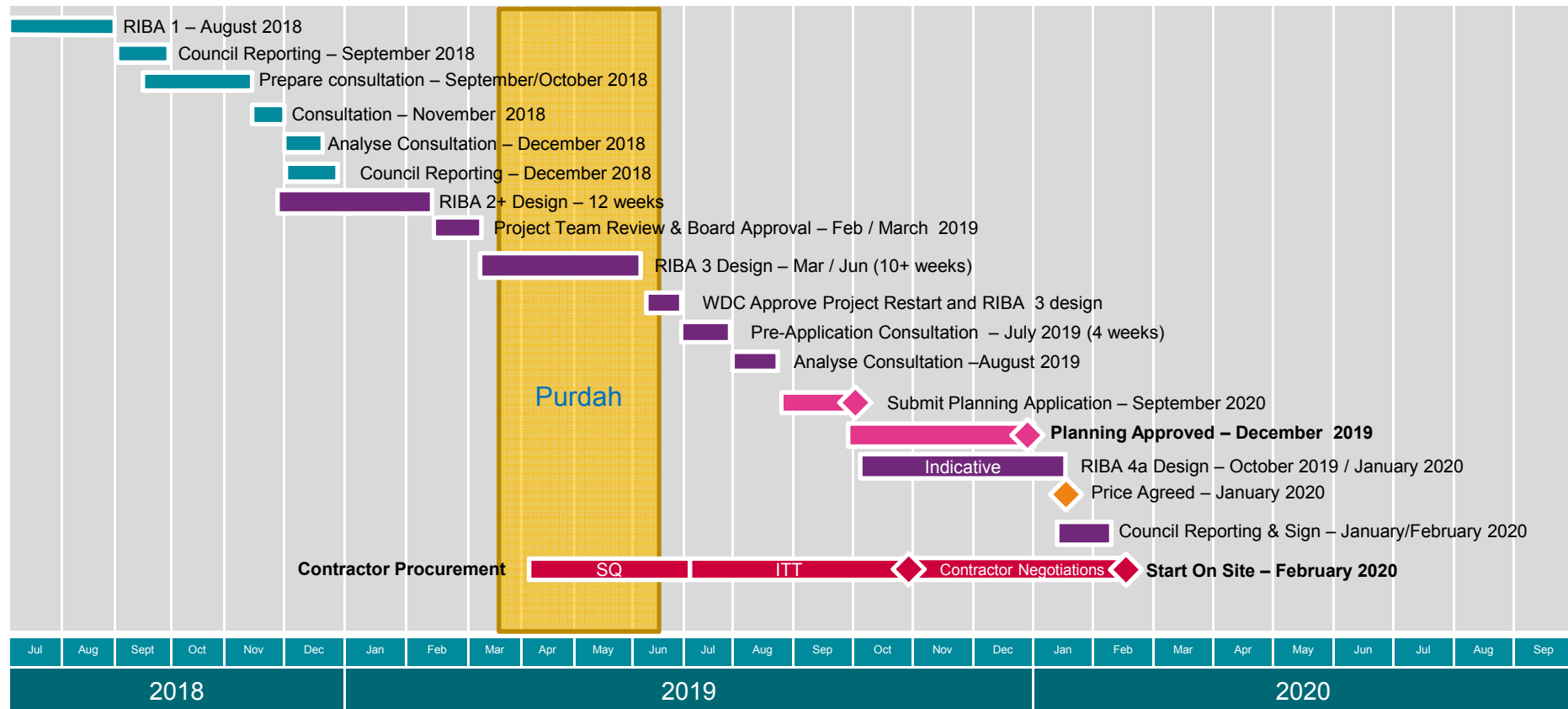


on the Leisure Development Programme

Appendix C - List of Stakeholders

Type of Consultation Group	Group	Comments
Community Based/Council		
	WDC Executive	CMT Exec briefing 10/9 - on draft exec report
	WDC CMT	Draft Exec report to CMT 4/9
	WDC Cultural Services Portfolio Holder	RW brief of Cllr Coker 16/8
	WDC Councillors	Anticipated 24/9
	WDC Executive	26th September
	Kenilworth Town Council	To be arranged
	WDC Development Services	Initial conversation taken place with Planning Manager (Sandeep Sahota)
	WDC Neighbourhood Services	Specifically Green Spaces Team
	WDC Cultural Services	Initial conversation in Team Meeting
	Everyone Active	Participant in Project Board
	Kenilworth Wardens	To be arranged
Statutory Consultees		
	Historic England	Agreed we need to notify Historic England that we will be in contact in due course
	Sport England	
	WCC Highways	
Non statutory consultees		
	Kenilworth Archaeology Advisory Committee	
	Kenilworth History and Archaeology Society	
	Kenilworth Abbey Advisory Committee	
	Kenilworth Civic Society	
	St Nicholas Church (C of E)	
	Sustrans (cycle routes)	
User Groups currently using facilities		
	Kenilworth Scouts	Leasee
	SOOP - Save our Outdoor Pool	
	Petanque at Castle Farm	
	Swimming Clubs currently using AF	
	Other sports clubs using facilities	
	Primary Schools using AF for swimming	
	Café at AF	Leasee - Daniel Jonas
	Skateboard Group	
	Friends of Abbey Fields	
Community Sporting Groups (not using current facilities)		
	Kenilworth Rugby Football Club	
	Kenilworth Tennis, Squash and Croquet Club	
	Kenilworth Golf Club	
	Kenilworth Town Football Club	
	Kenilworth Cricket Club	
	National Governing Bodies of Sport (NGBS)	
	Kenilworth Runners	
	Khalsa Hockey Club	
General public		
	Kenilworth Residents	
	Fishponds Roads Residents	
	Residents of other local roads	
	Non Kenilworth Residents	
Other		
	Media	
	Kenilworth School	
	Warwick University	
	Kenilworth Castle	

Warwick Phase 2 – Programme







RIBA
Plan of
Work
2013

RIBA


The RIBA Plan of Work 2013 organises the process of briefing, designing, constructing, maintaining, operating and using building projects into a number of key stages. The content of stages may vary or overlap to suit specific project requirements. The RIBA Plan of Work 2013 should be used solely as guidance for the preparation of detailed professional services contracts and building contracts.

www.ribaplanofwork.com

RIBA Plan of Work 2013	Stages	0	1	2	3	4	5	6	7
	Tasks	Strategic Definition	Preparation and Brief	Concept Design	Developed Design	Technical Design	Construction	Handover and Close Out	In Use
Core Objectives		Identify client's Business Case and Strategic Brief and other core project requirements.	Develop Project Objectives , including Quality Objectives and Project Outcomes , Sustainability Aspirations , Project Budget , other parameters or constraints and develop Initial Project Brief . Undertake Feasibility Studies and review of Site Information .	Prepare Concept Design , including outline proposals for structural design, building services systems, outline specifications and preliminary Cost Information along with relevant Project Strategies in accordance with Design Programme . Agree alterations to brief and issue Final Project Brief .	Prepare Developed Design , including coordinated and updated proposals for structural design, building services systems, outline specifications, Cost Information and Project Strategies in accordance with Design Programme .	Prepare Technical Design in accordance with Design Responsibility Matrix and Project Strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme .	Offsite manufacturing and onsite Construction in accordance with Construction Programme and resolution of Design Queries from site as they arise.	Handover of building and conclusion of Building Contract .	Undertake In Use services in accordance with Schedule of Services .
Procurement <small>*Variable task bar</small>		Initial considerations for assembling the project team.	Prepare Project Roles Table and Contractual Tree and continue assembling the project team.	The procurement strategy does not fundamentally alter the progression of the design or the level of detail prepared at a given stage. However, Information Exchanges will vary depending on the selected procurement route and Building Contract . A bespoke RIBA Plan of Work 2013 will set out the specific tendering and procurement activities that will occur at each stage in relation to the chosen procurement route.			Administration of Building Contract , including regular site inspections and review of progress.	Conclude administration of Building Contract .	
Programme <small>*Variable task bar</small>		Establish Project Programme .	Review Project Programme .	Review Project Programme .	The procurement route may dictate the Project Programme and may result in certain stages overlapping or being undertaken concurrently. A bespoke RIBA Plan of Work 2013 will clarify the stage overlaps. The Project Programme will set out the specific stage dates and detailed programme durations.				
(Town) Planning <small>*Variable task bar</small>		Pre-application discussions.	Pre-application discussions.	Planning applications are typically made using the Stage 3 output. A bespoke RIBA Plan of Work 2013 will identify when the planning application is to be made.					
Suggested Key Support Tasks		Review Feedback from previous projects.	Prepare Handover Strategy and Risk Assessments . Agree Schedule of Services , Design Responsibility Matrix and Information Exchanges and prepare Project Execution Plan including Technology and Communication Strategies and consideration of Common Standards to be used.	Prepare Sustainability Strategy, Maintenance and Operational Strategy and review Handover Strategy and Risk Assessments . Undertake third party consultations as required and any Research and Development aspects. Review and update Project Execution Plan . Consider Construction Strategy , including offsite fabrication, and develop Health and Safety Strategy .	Review and update Sustainability, Maintenance and Operational and Handover Strategies and Risk Assessments . Undertake third party consultations as required and conclude Research and Development aspects. Review and update Project Execution Plan , including Change Control Procedures . Review and update Construction and Health and Safety Strategies .	Review and update Sustainability, Maintenance and Operational and Handover Strategies and Risk Assessments . Prepare and submit Building Regulations submission and any other third party submissions requiring consent. Review and update Project Execution Plan . Review Construction Strategy , including sequencing, and update Health and Safety Strategy .	Review and update Sustainability Strategy and implement Handover Strategy , including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and ongoing compilation of ' As-constructed ' Information . Update Construction and Health and Safety Strategies .	Carry out activities listed in Handover Strategy including Feedback for use during the future life of the building or on future projects. Updating of Project Information as required.	Conclude activities listed in Handover Strategy including Post-occupancy Evaluation , review of Project Performance , Project Outcomes and Research and Development aspects. Updating of Project Information , as required, in response to ongoing client Feedback until the end of the building's life.
Sustainability Checkpoints		Sustainability Checkpoint — 0	Sustainability Checkpoint — 1	Sustainability Checkpoint — 2	Sustainability Checkpoint — 3	Sustainability Checkpoint — 4	Sustainability Checkpoint — 5	Sustainability Checkpoint — 6	Sustainability Checkpoint — 7
Information Exchanges (at stage completion)		Strategic Brief .	Initial Project Brief .	Concept Design including outline structural and building services design, associated Project Strategies , preliminary Cost Information and Final Project Brief .	Developed Design , including the coordinated architectural, structural and building services design and updated Cost Information .	Completed Technical Design of the project.	'As-constructed' Information .	Updated ' As-constructed ' Information .	'As-constructed' Information updated in response to ongoing client Feedback and maintenance or operational developments.
UK Government Information Exchanges		Not required.	Required.	Required.	Required.	Not required.	Not required.	Required.	As required.

*Variable task bar – in creating a bespoke project or practice specific RIBA Plan of Work 2013 via www.ribaplanofwork.com a specific bar is selected from a number of options.

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 Executive 26th September 2018		Agenda Item No. 5
Title	Events Strategy	
For further information about this report please contact	James Deville Business Support and Events Manager 01926 456012 James.deville@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	7 th February 2018 (Executive) Minute no. 113	
Background Papers	Report to O&S Scrutiny 30/8/17 Report to O&S Scrutiny 28/11/17	
Contrary to the policy framework:	No	
Contrary to the budgetary framework:	No	
Key Decision?	Yes	
Included within the Forward Plan? (If yes include reference number)	Yes (939)	
Equality Impact Assessment Undertaken	No	
Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	30/8/18	Bill Hunt
Head of Service	30/8/18	Dave Barber
Section 151 Officer	30/8/18	Mike Snow
Monitoring Officer	30/8/18	Andy Jones
Finance	30/8/18	Mike Snow
Portfolio Holder(s)	5/9/18	Cllr Noel Butler
Consultation & Community Engagement		
Engagement with event organisers and other stakeholders has taken place as part of the review of events – this strategy is part of the action plan for that review.		

1. **Summary**

- 1.1 This report provides an update on the action plan arising from the Events review agreed by Executive in February 2018. Specifically, it addresses the first point in the action plan which was to *"develop an events strategy to clearly establish the Council's approach to directly supporting and funding events"*.

2. **Recommendations**

- 2.1 That Executive notes the updates to the Events Review action plan in Appendix 1.
- 2.2 That the Council allocates a budget of £30,000 to provide an initial round of Economic Impact Assessments (EIAs) on major events in the District and that any decision on which specific events are subject to EIAs is delegated to the Head of Development Services in consultation with the Business Portfolio Holder.
- 2.3 That the Executive notes that a further report will be brought before it before the end of 2019 once the EIAs have been completed to agree a set of criteria and a process for considering funding bids for events.
- 2.4 That the Executive notes that if an opportunity to host a major event comes before the Council before these EIAs have been completed, a report may still be brought to the Council if a request for funding is made.

3. **Reasons for Recommendations**

- 3.1 Recommendation 2.1: Following the completion of the Events Review, the Overview & Scrutiny Committee has asked for an opportunity to review progress on delivering the key elements of the Action Plan. A copy of the Action Plan together with a review is attached as **appendix 1**.
- 3.2 Recommendation 2.2: As seen in Appendix 1, one of the key actions agreed in the Events Review is to *"Develop an events strategy to clearly establish the Council's approach to directly supporting and funding events"*.
- 3.3 It should, of course, be noted that as part of our normal operational role in managing and supporting events, the Council already provides support to all events. As well as officer support and advice this includes the following:-
- Use of our parks/open spaces/streets
 - Waste provisions;
 - Taxi rank relocations;
 - Toilet cleaning;
 - Street cleansing;
 - Extra grass cutting.
- 3.4 The issue raised by the Events Review is that from time to time the Council is asked to provide additional financial assistance to (usually major) events. Recent examples include the Women's and Men's Cycling Tours of Britain. Requests for additional funding support for these events will continue to be brought before members on an individual basis in the normal way. The Review established that it would be desirable if a set of criteria could be agreed to allow

officers to assess requests when these are received. The Review was clear that there should be a priority towards supporting events of national or regional significance, and ensuring that any criteria are fair and consistent.

- 3.5 To enable members to consider a robust and fair set of criteria, it is important to understand the economic impact of events. Some events carry out their own Economic Impact Assessments (EIAs), however this is not always done in a consistent manner and most events do no EIA at all. Therefore, officers would wish to commission independent consultants to undertake a series of EIAs for the major events that take place in our District. This will focus on those events that are likely to attract at least 5,000 attendees and will consider matters such as how many people attended the event, their dwell time, and their overall approximate spend in the area. Once completed, these EIAs will allow the Council to have a better understanding of the impact of these events on local communities, towns and the wider district.
- 3.6 In order for these to be independent and not to place a (possible unreasonable) burden on event organisers, it is recommended that these are funded by the Council. It is proposed that £30,000 is made available for this and that these EIAs are carried out over the next 12 months. In terms of which events are subjected to EIAs this will be decided by the Head of Development Services in consultation with the Business Portfolio Holder and will, as stated above, focus on those events likely to attract at least 5,000 attendees.
- 3.7 Recommendation 2.3: It is further recommended that, once these EIAs have been completed, a further report be brought to Executive to propose a list of criteria and a process by which requests for funding bids can be considered. This will be done before the end of 2019 and will enable any budgetary implications for this to be considered as part of the budget setting process for 2020/2021.
- 3.8 Recommendation 2.4: It is further recognised that the District may receive a request to host an event similar to the Tour of Britain or Women's Tour, over the next year before the EIAs have been completed. Where this happens, officers will bring reports to members in the normal way as has been the case in the past.
- 3.9 It should also be noted that some events lie outside the scope of this report. This is because separate budgetary provision already exists for these events. These are the following:-
- Smith Street Party: Smith Street offers a unique business opportunity and shopping experience in Warwick. However, recognising its challenging geographical location means that it requires specific business support with promoting and marketing. In recent years this support has taken the form of funding and organising responsibility for the Smith Street Party. This support will continue, recognising that this could change, if the traders wish to promote the street differently.
 - Bands in the Park
 - Christmas lights.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and Anti-Social Behaviour (ASB)	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
A vibrant range of community events across the District	To ensure all events are safe and clean.	Events that directly support the economic wellbeing of the District Events that enhance the reputation and perception of the District as a great place to visit with resulting ongoing, indirect economic benefits
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money

behaviours		
Impacts of Proposal		
Having set criteria to aid staff in deciding which events to bring into the District. The Event Manual will improve training	Staff work together to ensure the impact of events on public spaces and other facilities is managed and where necessary remediated	Effective use of Council assets to bring economic and social benefits to the District

4.2 **Supporting Strategies**

Not applicable

5. **Budgetary Framework**

- 5.1 The £30,000 budget to cover the cost of these Economic Impact Assessments will be taken from the Contingency Budget.
- 5.2 An initial quotation regarding the potential cost of the Economic Impact Assessments on events that have over 5,000 attendees suggest these could cost approximately £3,600 per event. Our recommendation asks for £30,000 to ensure we cover all such events in the next 12 months.

6. **Risks**

- 6.1 There is a risk that event organisers will not provide information requested by the Council to enable the Council to undertake EIAs in a comprehensive manner. The Council make it clear to event organisers that if this information is not shared, it would make it less likely that in the future a request for financial assistance could be supported.
- 6.2 There is also a risk that the Council will receive an increase in requests for funding support as a consequence of the heightened awareness of this exercise and that this will put pressure on budgets. In the interim, before these EIAs are completed and reported back to Executive, the Council will continue to respond to any requests as they do today. Any wider budget implications can be considered by Executive when a further report is brought back and in setting the budget for 2020/21.

7. **Alternative Option(s) considered**

- 7.1 An alternative option would be to financially support all events that take place in the District. This is not recommended as it is not in accordance with the agreed outcome of the Events Review.
- 7.2 Another alternative would be to not financially support any events. This is not recommended because the Events Review has highlighted that a process to support events is required.

8. Background

- 8.1 For several years, the events calendar throughout Warwick district has been expanding. In 2017 around 100 events took place in publically available streets and parks. The Business Support and Events Team bridge the gap between event organisers, local businesses and stakeholders to ensure that all of these events operate in a safe manner, whilst providing a positive economic impact to the area.
- 8.2 A vast majority of the events that take place are either charity, cultural or community led – which emphasises the District’s diverse population. Amongst these events are festivals of food, arts and culture which take place throughout the warmer summer months.
- 8.3 We are also honoured to be the venue for a wide variety of Regional, National & International sporting events. The Bowls National Championships takes place every year in Royal Leamington Spa and as the cooler weather sets in we have a selection of road races for runners, ranging from 5km through to half marathons. We were also the venue for the finish line for Stage 3 of the OVO Energy’s Women’s Tour 2017 and Stage 4 of the Men’s Tour.
- 8.4 To finish off our calendar year, we organise the Christmas Lights Switch On events for Kenilworth, Royal Leamington Spa and Warwick. Whilst Christmas Lights are outside the scope of the Events Review, they are spectacular events, and bring communities together to celebrate during the festive seasonal time.
- 8.5 To ensure events that take place in streets and parks are safe and are respectful of the needs of other users of these spaces, the Business Support and Events Team work closely with event organisers. In particular, organisers are required to prepare an Event Plan well in advance of the event itself so the Team can assess implications and if necessary ensure appropriate steps are taken to enable the events to run smoothly, safely and legally.
- 8.6 A review of events was completed in early 2018 as part of a yearlong task to:
- a) Identify and deliver opportunities to enhance the strategic planning of events to maximise the economic and community benefits of events
 - b) Ensure the operational management of events delivers safe, successful and vibrant events, which maximise economic and community benefits
 - c) Ensure that the service delivered to customers is efficient, transparent and accessible aiding in delivering a diverse calendar of events
 - d) Consider the financial implications of supporting events both in terms of the Council’s costs and resources and in terms of charges to event organisers

Appendix 1: Update on the Events Review action plan September 2018

1 Background and Context

The Events Review action plan was developed following the consultation process with a variety of stakeholders, event organisers, colleagues and councillors. This report is to provide an update on those action points.

2 Update

Ref	Proposed Action	Explanation and Alternatives	Timescales	Update September 2018
Strategic Approach and Economic Impact				
1	Develop an events strategy to clearly establish the Council's approach to directly supporting and funding events including: a) Ensuring events of regional or national significance are brought to the District b) A fair and consistent approach is applied c) Criteria are established to identify which events are directly supported by WDC (such as Bands in the Park)	The review has identified inconsistencies in the way events are directly supported and funded by the Council. The Strategy will seek to continue to provide support to events of regional or national significance. Beyond that a consistent approach will be established to other directly supported events at the same time as recognising the need for ongoing support to traditional shopping areas that are experiencing viability issues. The alternatives would be to continue with the current approach and operate without a strategy or to develop a strategy which significantly reduced the direct contribution the Council makes to events	Strategy agreed by executive April 2018	This point is covered in this Executive report.
2	Linked to the Strategy set out in 1 above, liaise with traders to consider how best to provide support to traditional shopping streets that are facing marginal viability such as Smith Street, Clemens Street and Kenilworth High Street.	At present there is a budget to provide the Smith Street Party in Warwick. However, no equivalent support is provided to similar locations in the District. The team will therefore liaise with relevant traders to establish whether the model provided by the Smith Street Party provides best value for that budget and	Spring 2018. If necessary report to Executive December 2018	This point is covered in this Executive report.

		<p>whether a more consistent approach can be applied.</p> <p>The alternative would be to reduce the budget by withdrawing support for Smith Street.</p>		
3	<p>Consider the potential of procuring a contract to provide an ongoing assessment of the economic impact of those events which were categorised as the largest in the District (8 events which had 5000 attendees or more).</p>	<p>The value that events bring to the District has been recognised throughout the review. However, identifying data to quantify this has been difficult. Linked to the Events Strategy, this proposal therefore explores methods and costs for appraising the largest events (including those that the Council invests the most in to).</p> <p>The alternative would be to do nothing and continue as we do at present.</p>	<p>Commence during 2018</p> <p>Report back to Exec in April 2018 with costs</p>	<p>This is also covered in this Executive report.</p>
4	<p>For smaller events explore potential to monitoring impacts through a series of proxy measures including monitoring wifi hotspots, footfall counters and car park usage/income</p>	<p>All events are of value to the district either due to community wellbeing or economic impacts. However there is not an easy way to specifically measure the impacts of these. The team will however explore the potential for using a number of measures to evaluate impacts whilst recognising the need to balance this against the time and costs of these.</p> <p>The alternative would be to continue the current approach</p>	<p>Explore Spring 2018</p>	<p>Wifi hotspots, footfall counters and car park usage is all information we can use. Car parking data will be requested following smaller events from our internal team.</p> <p>Warwickshire County Council - Towns Network provide the footfall data on a quarterly basis for us to assess. Through the new town centre group for Leamington Spa, the Royal Priors are feeding in their footfall counter data. Unfortunately Warwick and Kenilworth do not have footfall counters that are currently active – and how much it would cost to have them turned on for us. Unfortunately there is not a similar system in each area to accurately measure footfall – or in some of our parks there is no system at all.</p>
5	<p>Explore opportunities to take a more commercial approach for some events utilising the expertise of the Events Team including:</p> <ul style="list-style-type: none"> a. Offering a traffic management service (to write the plans); b. Organising commercial 	<p>Staff in the Business Support and Events Team have valuable expertise which could provide an income to the Council. There are examples from other Local Authorities where this has been done. However, it needs to be recognised that the team is</p>	<p>Further report by December 2018 to consider potential to introduce a commercial approach on 1st April 2019</p>	<p>This is an ongoing consideration</p>


	events for WDC for the purposes of generating an income.	not currently resourced to provide this additional service and therefore initially, the level of income is likely to be small.		
Effective Operations, Processes and Communications to Support Events				
6	<p>To develop an events manual (publish online) to assist event organisers with decision making and the correct processes for planning events including:</p> <ul style="list-style-type: none"> • Updated forms and templates to ensure that they are current • Developing criteria for allowing a road closure to take place • Developing criteria to decide which events would require a formal debrief • setting a reasonable deadline for event organisers to work to, so that stakeholders have enough time to read and respond to the documents, and ensure the event will operate in a safe manner • Incorporating formal maps provided by the Green Space Team, which will identify the specific areas in each park for the use by event organisers; • Incorporating protocols (as provided by the Green Space Team) that will govern the use of the parks by events; • Clarifying that events will not go ahead on WDC land, should the Team, in conjunction with stakeholders, believe that the event will not be operated in a safe manner (particularly when the events plan is received 	<p>To ensure clear and consistent information is available to all events organisers</p> <p>To assist / speed up training of new team members.</p>	In place by April 2018	<p>The manual is currently with our designers. A draft is due by mid October 2018</p> <p>The time frame on this has run over, due to our reliance on other departments to submit information for this document.</p>

	late)			
7	<p>Aligned with the events manual, develop an flowchart/checklist to ensure officers take a consistent approach to events support including for instance:</p> <ul style="list-style-type: none"> ensuring site visits take place providing a system for reporting incidents at events is utilised Setting out process to ensure better communications with stakeholders, such as County Highways 	<p>To ensure officers within the events team take a consistent and rigorous approach to supporting events in line with the events manual.</p> <p>To assist / speed up training of new team members.</p>	In place by April 2018	This is now in place and being used by the team. COMPLETE
8	<p>Work with the Communications and Media Team, to ensure effective communication and promotion of events by</p> <ul style="list-style-type: none"> exploring opportunities to market events to audiences beyond the District (such as Shakespeare's England) Continuing the production and distribution of Events Guide Improving the promotions of events through the Council's Website 	<p>The Council already supports event organisers by preparing and distributing the Events Guide. However, the review has indicated that organisers believe there is more the Council could do through the website and, for events of regional significance, with potential visitors to the District.</p>	Ongoing to 31 st December 2018 (then review impact)	<p>We have started sending through further information to Shakespeare's England regarding the District's events; the Events Guide is still being published twice-yearly; and our website has had an update to show a clear calendar of events for the year – this is continually maintained by the Events Team.</p>
Funding and Sponsorship				
9	<p>Stop charging for use of Parks (with a consequent loss of income of around £3000 per annum)</p>	<p>At present event's organisers are charged up to £180 per days for use of parks. In total this brings in an income of around £3000.</p> <p>A number of alternatives have been considered:</p> <p>a) Retaining current arrangements: this has not been taken forward as it brings in a relatively small</p>	In place by April 2018	This is in place. COMPLETE

		<p>amount of income whilst providing a costs burden for some of the small events. As a result, it continues to be a source of tension between the Council and events organisers.</p> <p>b) Charge only for commercial events: theoretically, this would be an equitable approach. However there is a significant “grey area” between community and commercial events. In addition, commercial events can bring significant economic benefits. Finally, there are only 2 or 3 regular commercial events that take place in the District rendering a charge of little value</p> <p>c) Increase charges to maximise income from park usage: whilst this might increase income and reduce costs, it is likely to have significant consequences for the range of events in the District and the benefits derived from these events. A number of events organisers have indicated that an increase in charges would put their event in jeopardy</p>		
10	<p>To pass on the costs incurred from damage to event sites by organisers: if parks are free (as recommended in 9 above) it is proposed to charge for damage and breach of rules as set out in the events manual. To facilitate this it is proposed to take a bond from all events (not just those that take place in parks) on a sliding scale according to the scale and</p>	<p>This will ensure that damage that occurs as a result of activities that breach the manual can be remedied without cost to the Council. The bond will relate directly to a short legal agreement that all event organisers will be required to sign.</p>	<p>Target date to In place before the end of 2018</p>	<p>We are also looking at ways that mean money can be returned to organisers, in a simpler process than what is currently in place. Currently the events team take a cheque which is kept in a secure location and is only used if damage has occurred. Planning have a system in place that allows them to perform refunds through Total, and this is something being explored. The current process of deposits is still in place.</p>

	or likely impact of the event. The exact process for this, including the legal agreements and the size of the bond will be developed by 1 st April 2018			
11	Continue to charge for street collections, street trading permits and Temporary Events Notices in line with regulations	These licenses enable commercial activities associated with events to take place. It is therefore reasonable for Community Protection to continue to charge for these in line with current charges. These charges will be set out in the events manual.	In place	This is an ongoing action for other departments.
12	Waste Management: Continue with not charging for waste management	<p>Waste Management Charges: Options</p> <p>a) WDC continues to cover Waste Management costs in full for each event at an annual cost of around £6000</p> <p>b) WDC provides a basic waste management service (free provision of 6 x 1100 litre bins) and requires event organisers to cover the cost of any further waste management (possible saving of around £4000 for WDC, but significant consequences to the costs of some of the District's larger events such as Leamington Food Festival)</p> <p>c) Onus on event organisers to source and pay for waste management services themselves - with WDC charging full cost if organisers choose to use WDC's services (saving of £6000)</p>	To be implemented from 1 st April 2018	This is in place. COMPLETE
13	<p>Do not charge event organiser's for other events costs such as:</p> <ul style="list-style-type: none"> • taxi rank relocation to organisers • provision of parking permits 	These costs will continue to be absorbed within the events budget	In place	This will be ongoing, but is in place so organisers aren't being charged.

	<ul style="list-style-type: none"> • toilet cleaning • Repairs (except where the legal agreement associated with the Bond is breached) • Extra grass cutting 			
14	<p>Explore potential for identifying sponsorship for events through ongoing business support work and costs of developing an online platform to match event organisers with potential event sponsors along with other opportunities to facilitate sponsorship of local events (e.g. through Business Forum; events guide, etc.)</p>	<p>It is proposed that the Team use their business support role to identify potential sponsors. Event's organisers can be put in touch with those that express an interest. However, to avoid the team in being used as a sponsorship service, the service will be limited to a simple matching service.</p> <p>An alternative is to formally develop an online platform to match event organisers with potential event sponsors along with other opportunities to facilitate sponsorship of local events (e.g. through Business Forum; events guide, etc.). However, this is not recommended on the grounds that it is likely to be very time-consuming and could place significant demands on team members to chase sponsors on behalf of events organisers.</p> <p>A further alternative option was considered whereby a new budget of approx. £5000 for an events grant scheme (up to £500 per event) is established to cover costs of road closures, promotion/publicity etc. with criteria based around demonstration of community and economic benefits. This was rejected on ground of costs and risks associated with it becoming an expectation of ongoing funding after year 1.</p>	<p>Undertake work to assess opportunities during 2018. Report Exec December 2018. If approved, introduce from April 2019</p>	<p>Business support work continues throughout the year, and the Events Team is continually looking out for local businesses looking to support events.</p> <p>One idea to help organisers start up their event, or develop it further, could be through the use of a platform similar to Spacehive. This is all done through crowdfunding and allows local residents and businesses to put money into projects, events and even capital expenditure.</p>

 Executive Committee September 26th 2018		Agenda Item No. 6
Title	Continual Maintenance of Pay on Foot Equipment	
For further information about this report please contact	Paul Garrison Project Manager – Car Parks 01926 456333	
Wards of the District directly affected	Clarendon	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Creation of additional car parking provision in Leamington, Executive 7 th February 2018	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
Not applicable	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	30/08/2018	Bill Hunt
Head of Service	30/08/2018	Rob Hoof
CMT	10/09/2018	
Section 151 Officer	30/08/2018	Mike Snow
Monitoring Officer	30/08/2018	Andy Jones
Finance	30/08/2018	Mike Snow
Portfolio Holder(s)	05/09/2018	Cllr Moira-Ann Grainger
Consultation & Community Engagement		
None		
Final Decision?		Yes
Suggested next steps		
An extension to the existing maintenance agreement will be formalised subject to Executive approval.		

1. **Summary**

- 1.1 The existing contract for the maintenance of the Pay on Foot equipment in the Covent Garden and St. Peter's multi-storey car parks (MSCP) is due to expire at the end of September 2018.

An extension to the existing maintenance contract has been previously granted by Procurement. An initial 6 months extension is proposed to the existing contract to assure the operational functionality of the Pay on Foot systems in the short-term pending a decision on the proposed redevelopment of Covent Garden MSCP and the potential implications of this decision on the future management of both the Covent Garden MSCP and St. Peter's MSCP.

This report summarises the reasons for the recommendation and outlines the budget implications of the decision.

This proposal does not affect the planned upgrade of the Pay and Display machines across the remaining off-street car parks in Warwick District with a phased installation planned to be completed by the end of the financial year.

2. **Recommendation**

- 2.1 That members approve a provisional 6-month extension to the existing Pay on Foot maintenance contract at Covent Garden MSCP and St. Peter's MSCP.

3. **Reasons for the Recommendation**

- 3.1 The existing contract for the maintenance of the Pay on Foot equipment in Covent Garden MSCP and St. Peter's MSCP expires at the end of September 2018.
- 3.2 Consideration is currently being given to proposals to close the Covent Garden MSCP for redevelopment in 2019 with a decision on this proposal anticipated to be made by the end of 2018. A plan to manage the displacement of users from Covent Garden MSCP is being developed subject to this decision.
- 3.3 The current version of the displacement plan proposes that the Pay on Foot equipment at Covent Garden MSCP and St. Peter's MSCP would be taken out of operation upon the closure of Covent Garden MSCP. A Pay and Display system would replace the equipment in St. Peter's car park on a temporary basis.
- 3.4 A short-term extension of the existing maintenance contract for the Pay on Foot equipment is needed to ensure the Pay on Foot equipment remains operationally functional until a decision has been taken with regards to the redevelopment of Covent Garden MSCP.
- 3.5 Existing suppliers, Parkare, have agreed in principle to extending the existing contract.
- 3.6 If a decision is taken not to redevelop the Covent Garden MSCP as per the current proposals a longer-term extension of the maintenance contract will be required. In this event a review of the Pay of Foot equipment and maintenance of the equipment will be undertaken in conjunction with Procurement.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> None	<u>Intended outcomes:</u> None	<u>Intended outcomes:</u> Key town centre infrastructure is well maintained and functional
Impacts of Proposal		
None	None	Maintain town centre stakeholder and user satisfaction with facilities
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> Extension of service contract ensures operational staff (i.e. Rangers) are not unduly affected by equipment failures	<u>Intended outcomes:</u> Maintain key equipment	<u>Intended outcomes:</u> None
Impacts of Proposal		
Rangers are able to allocate their time elsewhere (i.e. parking management) ensuring a more effective use of their time	Less downtime ensures minimal loss of parking income	None

5. Budgetary Framework


- 5.1 The extension of the maintenance contract for both car parks until the end of March 2019 will cost £7400.

6. Risks

- 6.1 Procurement has advised that it is against policy to allow an exemption to a contract more than once. A formal request for exemption via Executive has been recommended in response to this.

7. Alternative Option(s) considered

- 7.1 The contract could be allowed to expire and repairs and maintenance could be paid on an ad-hoc basis. As the potential costs of work and response times are unknown in this scenario this option is not a preferred option.
- 7.2 A competitive tender for maintenance of the equipment could be put out to the wider market. However our experience is that suppliers tend only to maintain their own equipment so the existing supplier is likely to be either the only and/or best priced respondent in this scenario. As such a competitive tender is considered unnecessary if a short-term exemption can be applied.

 Executive 26th Sept 2018		Agenda Item No. 7
Title	Update – Bereavement Services Enhanced Service Provision	
For further information about this report please contact	Pam Chilvers Bereavement Services Development Manager 01926 651418 Pamela.chilvers@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	12 th Sept 2018 Employment Committee	
Background Papers	As Above & Executive meeting 8 th March 2017. Minute number 104	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes 957
Equality Impact Assessment Undertaken	No
Not relevant to this report	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	10/09/2018	Bill Hunt
Head of Service	05/09/2018	Rob Hoof
CMT	03/09/2018	
Section 151 Officer	04/09/2018	Mike Snow
Monitoring Officer	31/08/2018	Andrew Jones
Finance	16/08/2018	John Gould
Portfolio Holder(s)	03/09/2018	Cllr Moira-Ann Grainger
Consultation & Community Engagement		
Not relevant to this report.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report sets out the proposal to increase the staffing budget of the Bereavement Services Team, which forms part of the Neighbourhood Services Portfolio

2. **Recommendation**

- 2.1 To increase the Bereavement Services Staffing budget by £36,700 per annum, in order to fund the establishment changes shown below:
- Change in hours for Bereavement Officer (post no WD00662) from 0.8 FTE to 1FTE
 - Creation of an additional FTE Bereavement Officer post.
- 2.2 To agree the reinstatement of the cemeteries caretaker position. This position is self-financing as the rental income is greater than the salary.
- 2.3 To fund the increased staffing budget from £32,500 increased income and £4,200 coming from the Medium Term Financial Strategy.

3. **Reasons for the Recommendation**

- 3.1 Changes to the staffing structure of Bereavement Services were made in April 2017 to support a 6 day per week service offering. A significant increase in the number of cremations over the last 12 months (1,997 cremations in 2017/18 compared to an average of 1,836) has prompted a review of the team resources to ensure an excellent standard of service provision can be maintained, and further increases in demand accommodated. The outcomes of that review were approved by Employment Committee on 12 September 2018 and this report proposes the necessary budget to implement the increased staffing resources.
- 3.2 Although a temporary post was agreed by CMT in March 2018 to backfill a long-term sickness absence the review has confirmed that additional resources are required to provide a stable structure that improves service resilience as currently any staff absences within the small but specialist crematorium team have a severe impact on the ability to deliver the service.
- 3.3 There is a legal requirement for the Council to ensure that the staff operating its cremators are suitably qualified. Securing agency staff with the required qualification, to cover absences has proved problematic and costly (c£450.00 + travel per day), hence it is more cost effective to add to the staffing establishment.
- 3.4 The lodge house in Leamington Cemetery has been vacant since the last incumbent left; the caretaker post was subsequently deleted in the 2017 restructure and duties transferred to the ranger service. They are going to be under increased pressure dealing with car park displacement activities, removing the necessity to carry out caretaking activities in Leamington Cemetery would free up resource in the ranger service.
- 3.5 The rental income on the lodge house has been lost, and there are budget liabilities in relation to the property being empty, for example, council tax, and costs to maintain security, which outstrip the salary saving.

4. Policy Framework

4.1 Fit for the Future (FFF)

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"The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

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<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
The provision of high quality Bereavement Services, which enable cultural rites and rituals to be performed, support residents and non-residents through their grieving journey.	Oakley Wood Crematorium is situated within the boundaries of ancient woodland. It is used by members of the public for quiet contemplation and remembrance of their loved ones as well as by the wider community as a leisure destination.	The additional posts are likely to be filled by local residents.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money

behaviours		
Impacts of Proposal		
These proposals will introduce a more resilient staffing structure, better support for staff, and training and career development opportunities.	Due to increased levels of business, burials and cremations have been the sole priority. This has resulted in zero capacity to react to other types of service requests, leading to dissatisfied customers. For Example, Memorial applications, grave transfers, family history are amongst the services that have severe delays	In the first 12 months the number of funerals taking place has surpassed original expectations. There are opportunities (eg through improved marketing of memorials, etc...) to maximize income that are not able to be exploited with current staffing levels.

4.2 Supporting Strategies

N/A

4.3 Changes to Existing Policies

This report does not bring forward changes to existing policies.

4.3 Impact Assessments –

This report does not require impact assessments as there are no changes to existing policies.

5. Budgetary Framework

5.1 The cost of the additional staffing resources, including on costs, are set out below. These are based on the highest increment point and it is likely that starting salaries will initially be lower.

- 0.2 increase Bereavement Officer post £6,023 pa
- Additional FTE Bereavement Officer post £30,700 pa
- Additional 0.1FTE Cemetery caretaker post £4,205 pa

5.2 The rental income for the lodge house is £4,570 and will entirely fund the cemetery caretaker post.

5.3 Circa £26,000 has already been spent/committed in 2018/19 for 45 days agency cover for a certificated cremator operator. It is probable that without the additional posts shown in 5.1, similar levels of agency cover would be required for the remainder of the year. The total cost of this type of agency cover would be circa £52k per annum..

5.4 The 2017/18 original annual budget estimated that £1,202,000 would be generated. Whereas the actual income following the introduction of enhanced services was £1,289,553, resulting in an additional surplus of £87,553 being delivered to the general fund.

- 5.5 Anticipated volumes of service requests and subsequently income generation predictions based on continuing with the enhanced services have been taken into account in the preparation of figures provided for the Fees & Charges report which is also being considered at this meeting.
- 5.6 Within the Fees and Charges report on this Executive agenda, the estimated 2019/20 Crematorium income is £1.385m. This is £32.5k above the assumed 2% inflation increase included in the Medium Term Financial Strategy. It is proposed that this £32.5k is used towards the additional £36.7k costs of the posts, with the balance of £4.2k being factored into the Medium Term Financial Strategy; this will increase the level of savings to be found by the Council by that amount.
- 5.7 It is anticipated that a more resilient Bereavement Services Team will be able to investigate further opportunities for additional income generation.

6. Risks


- 6.1 In order to carry out the volume of cremations required last year there have been several occasions where staff have worked in shift patterns to extend the working day. This has meant redeploying staff from other duties; staff have given up "rest days" and cancelled leave to make sure the front line services are carried out. In the long term this is unsustainable and staff may leave or become de-motivated. There is no resilience in the service leaving the authority in a vulnerable position.
- 6.2 There is currently no capacity for training to take place. Staff who are enthusiastic about their career progression are being held back.
- 6.3 The volume of cremations that took place in 2017/18 may not be sustained. This is unlikely due to the growth of the district and surrounding areas.
- 6.4 Whilst this report has concentrated on crematory resilience (because of the legal requirement for operators to be certificated) there are only 2 members of the team competent in relation to cemeteries work. Training across the team is required to enhance resilience for the other important area of Bereavement Services.
- 6.5 There are a number of key projects being planned for the future that will require resources from within the Bereavement Services Team. These include the replacement of the current computer system, the longer term strategy for crematorium and burial space provision, and further service enhancements etc.
- 6.6 Due to new opportunities presented to staff in the restructure, through retirement and bereavement there have been several employees who now perform different job roles to the ones they did a year ago. They require additional support and training to reach their potential in their new roles.
- 6.7 In an attempt to reduce dependence on very costly agency cover, more creative cover arrangements, for example: swapping staff roles, changing shift patterns, using bank and seconded staff, have been put in place where possible. These cover arrangements are unsustainable and posing severe impacts on the ability to deliver services as all available resources are being devoted to front line functions. This leaves some less essential, but never the

less valuable, both in terms of quality of service and income generation significantly behind normally acceptable levels of customer service.

- 6.8 The Council has a duty to plan for any major emergency and business continuity. In addition to these overarching corporate duties, Bereavement Services specifically have a legislative duty, which is highlighted in the permit to operate, to plan for emergencies which give rise to mass fatalities including provision of adequate members of trained staff. This report and its recommendations will enable The Bereavement Services Emergency and Continuity plans to be as robust as practicable.

7. Alternative Option(s) considered

- 7.1 To continue with the existing levels of staffing resource, this is incompatible with the existing service offering and has therefore been discounted.
- 7.2 Reduce the service offering to remove the need for additional members of staff, this has been discounted because the opportunities for additional income generation would be lost, customers would have less flexibility, waiting times would be increased and the service would be less competitive.

 Executive – 26th September 2018		Agenda Item No. 8
Title	Contract for management of shared accommodation provision for former rough sleepers	
For further information about this report please contact	Ken Bruno Ken.bruno@warwickdc.gov.uk 01926 456044	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive – 31 May 2018 Minute number 11	
Background Papers	Executive 31/5/18 agenda item 11.	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes Ref 954
Equality Impact Assessment Undertaken	N/A

Officer/Councillor Approval		
Officer Approval	Date	Name
Deputy Chief Executive	30/8/2018	Bill Hunt
Head of Service	30/8/2018	Lisa Barker
CMT	23/08/2018	Chris Elliott
Section 151 Officer	28/08/2018	Mike Snow
Monitoring Officer	30/8/2018	Andrew Jones
Finance	23/08/2018	Rebecca Reading
Portfolio Holder(s)	22/08/2018	Cllr Peter Phillips
Consultation & Community Engagement		
None		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		
Not applicable.		

1. **Summary**

- 1.1 The report sets out proposed arrangements for the provision of specialist housing support for the accommodation project for former rough sleepers, previously agreed by Executive and funded by the grant awarded by the Ministry for Housing, Communities and Local Government (MHCLG), that will allow it to be undertaken with certainty and efficiency.
- 1.2 The proposed approach requires an exemption from the Code of Procurement Practice due to the delay in the MHCLG announcement of the 2019/20 element of the funding for this project.

2. **Recommendation**

- 2.1 That the Executive approves an exemption from the Code of Procurement Practice to allow Coventry Cyrenians, already selected as the Council's partner for the provision of specialist housing support for the accommodation project for rough sleepers, to continue to provide services during 2019/20.

3. **Reasons for the Recommendation**

- 3.1 On 31st May 2018 Executive approved submission of a bid for funding from the MHCLG Rough Sleepers' Initiative to deliver a number of projects, including operating a shared supported housing initiative. For this project the council would provide properties to a voluntary sector partner for the provision of shared housing with support for people transitioning from the streets.
- 3.2 Members will be aware that the bid for 2018/19 was successful and an announcement is awaited over the bid for funding for 2019/20. The full amount of funding has been received for 2018/19, including £21,583 for the shared accommodation project for part of the year.
- 3.3 Members will also recall that should the bid for 2019/20 not be successful the Executive has agreed to meet the costs of running the project for a further twelve months. In either event the cost of the provision of the necessary specialist support, if delivered by Coventry Cyrenians, will take the full cost of the project to more than £50,000.
- 3.4 In order to proceed swiftly and meet the MHCLG objectives for the project the Head of Finance agreed the selection of Coventry Cyrenians as the specialist providers to run the project for 2018/19 without formal procurement action, in accordance with the provisions of the Code of Procurement Practice. Work is nearing completion to finalise the terms of this appointment and appropriate preparations are being made to ensure the service is up and running imminently.
- 3.5 However as the cost of running the project for 2019/20 through the same provider is in excess of £50,000 Executive agreement for a Code of Procurement exemption for the proposed extension would be required.
- 3.6 Clearly it is extremely important that the same provider runs the project for its entirety, not least so that the clients of the project, all of whom will be vulnerable, will have stability and continuity as they make their journey towards accommodation in mainstream housing. It is also important to allow the provider to plan ahead and for the Council to know that a provider is in

place without the disruption that would be created by a change less than half way the project.

- 3.7 The Procurement team have confirmed that value of the contract means it is classified as a Light touch (CPV 75200000-8) contract. This means that European regulations are unlikely to apply if the contract were to run beyond the initial proposed term.
- 3.8 Under the Light Touch Regime, the Public Contract Regulations 2015 have very few explicit requirements and allow contracting authorities to determine their own appointment procedures as long as the transparency and equal treatment principles and mandatory exclusions apply. The Procurement team has, therefore, agreed that the appointment of Coventry Cyrenians meet these requirements.

4. **Policy Framework**

- 4.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several key projects. This report shows the way forward for implementing a significant part of one of the Council's key projects.
- 4.2 The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Supporting the delivery of new initiatives to improve the health of rough sleepers through the provision of housing with support and associated services	The 'feel' of the town centre will benefit if rough sleepers move into accommodation	The support services will assist rough sleepers to become ready for training or work.
Internal		

Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The project could give rise to significant opportunities for Council staff to develop skills around partnership working with the private sector, community bodies and other public-sector bodies.	Opportunities to improve the delivery of services to rough sleepers and to develop a robust strategy to tackle rough sleeping across the district	The initiative is designed with clear exit strategies and taking into account the current review of housing related support being undertaken by WCC

Supporting Strategies

- 4.3 Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here. The Council adopted the current Housing and Homelessness Strategy in April 2017. This includes an objective of providing suitable accommodation, information and advice for the homeless in an effort to prevent and reduce homelessness and an action of "Implementing the extension of our legal duties to the homeless, including single people under the Homelessness Reduction Bill."

Changes to Existing Policies

- 4.4 This report is only concerned with seeking a procurement exemption for the project and does not impact upon or amend wider policy and strategy.

5. Budgetary Framework

- 5.1 The budget for this project has already been agreed by Executive on 31 May 2018.

6. Risks


- 6.1 In giving a procurement exemption there are two principal risks:
- That the opportunity to obtain a cheaper provider is missed; and
 - That other providers may complain that they did not have the opportunity to bid.
- 6.2 As regards the risk of missing a cheaper alternative, any new provider will have to incur set up costs that the current provider will already have covered in

2018/19 whereas the current provider will simply continue to run the service. It therefore seems highly unlikely that another provider would be able to step in, set up and provide the same level of service at a cheaper cost.

- 6.3 As regards the risk of complaints this is possible but it is considered that the reasons for requesting an exemption are reasonable and robust enough to withstand such a challenge should this occur.

7. Alternative Option(s) considered

- 7.1 The option of tendering for the service has been considered but has been rejected because of the disruption that this would cause to the service and the customers of the service.

 Executive – 26th September 2018		Agenda Item No. 9
Title	Rural/Urban Capital Improvement Scheme (RUCIS) Application	
For further information about this report please contact	Jon Dawson Finance Administration Manager 01926 456204 email: jon.dawson@warwickdc.gov.uk	
Wards of the District directly affected	Lapworth	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	RUCIS Scheme details. RUCIS Application file no. 239 to 240; correspondence with applicants.	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	10.9.18	Chris Elliott
Head of Service	10.9.18	Mike Snow
CMT	10.9.18	Chris Elliot, Bill Hunt and Andy Jones
Section 151 Officer	10.9.18	Mike Snow
Monitoring Officer	10.9.18	Andy Jones
Finance	10.9.18	Mike Snow
Portfolio Holder(s)	10.9.18	Cllr Whiting
Consultation & Community Engagement		
Community Partnership Team, Manoj Sonecha (Active Communities Officer), Stuart Winslow (Sports and Leisure Contract Manager) and Mair Evans (Arts Development Officer); Copy of report forwarded 22nd August 2018.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. Summary

- 1.1 This report provides details of a Rural/Urban Capital Improvement Scheme grant application by Lapworth Parish Council to update / replace playground equipment that has reached the end of its life span and reposition the entrance gates to create easier access for wheelchairs and pushchairs.

2. Recommendation

- 2.1 It is recommended that the Executive approves a Rural/Urban Capital Improvement Grant from the rural cost centre budget for Lapworth Parish Council of 36% of the total project costs to update / replace playground equipment and reposition the entrance gates, as detailed within paragraphs 1.1, 3.2 and 8, up to a maximum of £21,741 excluding vat subject to receipt of the following:
- Written confirmation from Tesco Bags of Help to approve a capital grant of £4,000 (if a reduced amount is offered, the Parish Council will increase their contribution to the project from their cash reserves to cover the budget shortfall; these funds have been evidenced through their annual accounts and the provision of a recent bank statement)
 - Providing proof of ownership of the land

As supported by appendix 1.

3. Reasons for the Recommendation

- 3.1 The Council operates a scheme to award Capital Improvement Grants to organisations in rural and urban areas. The grants recommended are in accordance with the Council's agreed scheme and will provide funding to help the projects progress.
- 3.2 The project contributes to the Council's Fit for the Future Strategy; refurbishing the playground will increase opportunities for children within the community to enjoy and participate in physical activity which can potentially reduce anti-social behaviour and obesity. The project will provide new, modern, multi-purpose play equipment that will cater for a wider age-range and repositioning the entrance gates will also enable easier access for wheelchairs and pushchairs. A well used playground helps to engage and strengthen the community as it will bring together a wide range of people, for example; young people, parents, grand-parents. Without this playground, facilities within the village are very limited in addition to which is an infrequent bus service for residents without personal transport. The existing play equipment is visually jaded and nearing the end of its lifespan, to avoid health and safety issues there are increasing annual maintenance requirements, which incurs costs, for example; the ROSPA report has identified the basket swings as being a 'medium' risk due to the proximity of the uprights to the swing of the basket. The project will resolve this issue.

4. Policy Framework

4.1 Fit for the Future (FFF):

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands; People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal, if any, in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
All RUCIS applications are designed to encourage and support local communities and local not-for-profit organisations in developing cohesive and active communities. The details behind this are set out in appendix 1.	Through the delivery of RUCIS grants the aim is to deliver cohesive and active communities which in turn help to support and maintain lower levels of crime and ASB. The details behind this are set out in appendix 1.	N/A
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for

the right job with the right skills and right behaviours		money
Impacts of Proposal		
N/A	N/A	N/A

- 4.2 Supporting Strategies; each strand of the FFF Strategy has several supporting strategies and but none are directly relevant in this case.
- 4.3 Changes to Existing Policies; there are no changes to existing policies.
- 4.4 Impact Assessments; there are no new or significant policy changes proposed in respect of Equalities.

5. Budgetary Framework

- 5.1 The budget for the Rural/Urban Capital Improvement Scheme applications for 2018/19 is £150,000 (£75,000 for rural projects and £75,000 for urban projects).
- 5.2 There is £28,645 available to be allocated for Rural/Urban Capital Improvement Scheme Grants from the rural cost centre budget in 2018/19. If the application from Lapworth Parish Council of 36% of the total project costs up to a maximum of £21,741 (excluding vat) is approved, £6,904 will remain in the rural cost centre budget.
- 5.3 There is £19,338 available to be allocated for Rural/Urban Capital Improvement Scheme Grants from the urban cost centre budget in 2018/19.

As per appendix 2.

6. Risks

- 6.1 There are no main risks for this proposal.

7. Alternative Option(s) considered

- 7.1 The Council has only a specific capital budget to provide grants of this nature and therefore there are no alternative sources of funding if the Council is to provide funding for Rural/Urban Capital Improvement Schemes.
- 7.2 Members may choose not to approve the grant funding, or to vary the amount awarded.

8. Background

Lapworth Parish Council has submitted a RUCIS application to update / replace playground equipment that has reached the end of its life span and reposition the entrance gates to create easier access for wheelchairs and pushchairs.

The application is for 36% of the total project costs up to a maximum of £21,741 excluding vat.

Lapworth Parish Council has committed £7,000 to the project costs from their cash reserves; these funds have been evidenced through their annual accounts and the provision of a recent bank statement.

Lapworth Parish Council will be reclaiming vat in connection to this project therefore the award will be excluding vat. The vat will initially be paid from the Council's cash reserves; these funds have been evidenced through their annual accounts and the provision of a recent bank statement.

Lapworth Parish Council have already successfully applied for financial contributions to the project from National Lottery Awards for All and Lapworth Charity. Applications have also been made to the Dorridge Fun Run and Tesco Bags of Help; they are now waiting for confirmation of the amount to be contributed from these applications.

Lapworth Parish Council will also be committing Section 106 contributions (Kingswood Development) to this project; planning permission has already been agreed for this development and evidence has been provided for the amount of Section 106 monies to be received.

Lapworth Parish Council have previously had a RUCIS grant award:

- March 2006 - 50% grant awarded which equated to £4,840 for village hall refurbishments

There have also been the following grants awarded for Lapworth Village Hall although records from so long ago don't definitively indicate if the grants were awarded to Lapworth Parish Council for the village hall or whether the grants were awarded to the village hall as an organisation in its own right:

- 2003/04 – 40% grant awarded which equated to £4,750 for roof repairs
- 2001/02 – 45% grant awarded which equated to £9,000 for the car park
- 2000/01 - 29% grant awarded which equated to £1,00 for a dishwasher

It is therefore recommended that the Executive approves an award of a Rural / Urban Capital Improvement grant to Lapworth Parish Council of 36% of the total costs of the project excluding vat up to a maximum of £21,741.

RURAL/URBAN CAPITAL IMPROVEMENT GRANTS APPLICATION FOR 26TH SEPTEMBER 2018 EXECUTIVE :

Applicant : Lapworth Parish Council

Description of scheme: Upgrading the equipment, access and surfacing of Lapworth playground; the main aim is to provide a safe, sociable, inclusive play area in the centre of the village, close to the school and preschool, that enables children to explore a range of activities and which appeals to a wider age range of children (0-12). A survey was completed to gain local opinion on what the equipment should be and a draft of the final plan was presented at the Parish Council General Assembly earlier this year. The school council (consisting of a representative student from each year group of the local primary school) has also been consulted and the final plan is a result of these discussions. The project includes:

- Installing a new toddler tower to replace the existing tower (age 0-3)
- Installing a larger climbing structure for school-aged children (5-12)
- Installing a dynamic play piece for school-aged children
- Installing a roundabout, and an agility trail (balance beams, stepping stones, climbing wall)
- Replacing the basket swings and the flat seat swings
- Installing equipment that is designed for 'inclusive play'
- Access gate to be relocated to enable pushchairs and wheelchairs to enter the site without difficulty (as the existing gate can currently be blocked by a parked car or caravan) and provide 2 access gates
- Groundworks, removal of existing equipment and supplying and fitting of new ground surface material

Evidence of need: Data gathered from a Housing Needs (2016) survey highlighted the need for improved play areas and the poor access to public transport, local opinion was also sought through informal discussions with parents of children who live in the area and a more specific and targeted Lapworth Playground (2017) survey was carried out to establish a need for the playground to be refurbished and to gauge opinion on the equipment favoured; there were 98 responses:

- Visiting a play area is a popular activity for families with young children; 77 families (79%) use the Lapworth playground
- 64% of families use 1-2 times a month with one or more children aged between 0-12
- The most common age range is 6-12 (38%), closely followed by 3-5 (33%)
- However, 79% of families travel to playgrounds elsewhere 1 -2 times a month for better play equipment
- When there is an event in the village hall the park can be very busy with up to 30 children of different ages
- Location of a play area is very important; specifically that the play area is within walking distance of families homes or school
- A common theme amongst respondents was that the play equipment is too restrictive in terms of what physical activity can be performed and the age group it appeals to; there is little for older children (over 5's)
- 65 (66%) respondents agreed that the range of equipment needed to be improved
- 70 (71%) respondents said that they would be more likely to use the facilities on a more regular basis if the equipment was updated

The toddler tower is frequently used by older children (over 5's) who sit on the roof of the tower; this identifies a need for a climbing structure or pieces of play equipment that are specifically designed for school-aged children (5-12). Increasing annual maintenance is required to avoid health and safety issues as the equipment is visually jaded and nearing the end of its lifespan. The ROSPA report has identified the basket swings as being a 'medium' risk due to the proximity of the uprights to the swing of the basket.

3 years accounts received? 3 years accounts for 2014/15 to 2016/17 have been received along with a bank statement summarising all accounts held dated 12th July 2018

Financial Performance; minus figure = deficit

Year ended	Year ended	Year ended
31/03/17	31/03/16	31/03/15
£696	£3,859	-£1,546

Available Funds (cash and reserves)

Year ended	Year ended	Year ended
31/03/17	31/03/16	31/03/15
£35,707	£35,011	£31,152

Details of membership, fees etc:

Not applicable - Parish Council

Details of usage:

The playground is within a few minutes' walk from Lapworth School which makes the playground a very important facility for those who live in the area or attend the school. The current play equipment has been in place for nearly 20 years and whilst it passes the annual ROSPA inspection, subject to a few repairs, it is dated, appeals to a very narrow age range, and has very restricted play value and variety. A local survey (2017) regarding the current use of the playground was completed with 98 responses which showed...

- Visiting a play area is a popular activity for families with young children; 77 families (79%) use the Lapworth playground
- 64% of families use 1-2 times a month with one or more children aged between 0-12
- The most common age range is 6-12 (38%), closely followed by 3-5 (33%)
- When there is an event in the village hall the park can be very busy with up to 30 children of different ages
- A common theme amongst respondents was that the play equipment is too restrictive in terms of what physical activity can be performed, and the age group it appeals to; there is little for older children (over 5's).

Details of Organisations equalities policies:		<p>Lapworth Parish Council is a local authority subject to statutory duties applicable to a public body; the PC is subject to the Equality Act 2010 but as a public authority it has additional obligations in the 2010 Act. It must have due regard to the need to eliminate discrimination and harassment, victimisation and to advance equality of opportunity in the exercise of its functions. A local council is also a public authority for the purposes of the Human Rights Act. There is also a code of conduct in place, highlights of which include:</p> <ul style="list-style-type: none"> · Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit · Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially · Recognising that all parties are equal and my position is one of privilege and not one that should be used to secure advantage or disadvantage for any party
3 quotes provided:		Yes
Which of the Council's Corporate Priorities are met?		Evidence
Reduce anti-social behaviour		The project will deliver new modern multi-user playground equipment that will cater for a wider age range of children, it will provide physical activity and act as a focal point for children to congregate and socialise which will potentially reduce anti-social behaviour.
Reducing obesity, particularly in children		Modern structured multi-user play equipment has inbuilt fitness as well as imaginary elements. New equipment will encourage children from a good age range to play outside and undertake physical activity which will help to reduce obesity. The project will also deliver equipment which will cater for a wider age range which will give more opportunity to further reduce obesity.
Increase opportunities for everyone to enjoy and participate in sports, arts and cultural activities		The project will deliver new modern multi-user playground equipment that will cater for a wider age range of children, this increases opportunity for all to enjoy and participate in physical activity without necessitating access to a car and travel outside of the local area. The entrance gate to the playground will be altered to enable easier access by wheelchairs and pushchairs.
Engaging and strengthening communities		The new modern multi-user playground equipment will encourage social interaction for children and for adults; improved accessibility to local amenities will encourage greater use and engagement of children and their carers. This helps to engage and strengthen the community.
Targetting disadvantage in rural / urban areas:		The facilities in rural areas are limited, unlike the recreation facilities, parks etc. available in urban areas; Lapworth is a rural community with an infrequent bus service, improvement to the playground facilities will enable access to play and physical activity for those without personal transport.
Total cost of scheme (excluding VAT)	60,991	VAT will be claimed back, therefore award is excluding VAT; will initially be paid from cash reserves, these funds have been evidenced through their annual accounts and the provision of a recent bank statement
Funded by:		Status
Organisations Own Funds	£7,000	
National Lottery Awards for All	£10,000	Agreed; funds already received
Lapworth Charity	£2,000	Agreed
Dorridge Fun Run	£250	Agreed; funds already received
Tesco's Bags of Help	£4,000	Application agreed, waiting for confirmation of the exact amount; it will be between £1,000-£4,000
Total RUCIS	£21,741	
equates to	35.6%	

RURAL/URBAN CAPITAL IMPROVEMENT SCHEME - 26TH SEPTEMBER 2018 EXECUTIVE**APPENDIX 2****Summary of Financial Impact of Approving Scheme**

Scheme Description	RURAL	URBAN	UNDERSPENDS	TOTAL
<u>Original 2018/19 Budget</u>	£75,000	£75,000	£0	£150,000
<u>31st May 2018 Executive</u>				
Budbrooke Community Association	-£25,925			-£25,925
Brunswick Healthy Living Centre		-£26,256		-£26,256
<u>25th July 2018 Executive</u>				
St Chad's Centre	-£9,000			
Cubbington Sports & Social Club	-£11,430			
<u>30th August 2018 Executive</u>				
Playbox Theatre		-£29,406		-£29,406
Remaining Budget Sub-Total	£28,645	£19,338	£0	£47,983
<u>26th September 2018 Executive</u>				
Lapworth Parish Council (proposed)	-£21,741			-£21,741
Total Remaining 2018/19 Budget	£6,904	£19,338	£0	£26,242