

Council meeting: Wednesday 27 November 2024

Notice is hereby given that a meeting of Warwick District Council will be held at Shire Hall, Market Place, Warwick on Wednesday 27 November 2024 at **6.00pm**

Agenda

1. Apologies for Absence

2. Declarations of Interest

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

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

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

3. Communications and Announcements

4. Petitions

5. Notices of Motion

To consider a notice of Motion from Councillor Dray, and seconded by Councillor Tangri, that the Council continues to support its fair, equal, and diverse communities, along with its commitment to resolving hate crime and will:

1. Ensure Officers, as part of the Events Strategy, consider further opportunities for promoting inclusivity and cultural awareness with its Event Organisers; and
2. Continue to work with Community Leaders to promote cultural and religious events and demonstrate a wider understanding of the meaning behind them.

6. Leader and Portfolio Holders' Statements

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

8. Cabinet Report

To consider an excerpt from the minutes of the Cabinet meeting of 17 October 2024 in respect of:

- (a) Minute 56 - Fees and Charges **(Pages 1 to 4 & Appendix A)**
- (b) Minute 57 - Minor Revisions to the Complaints Policy **(Pages 5 to 7)**
- (c) Minute 58 - Warwick District Council response to proposed changes to the NPPF and other reforms to the planning system **(Pages 8 to 11)**

9. Licensing & Regulatory Committee

To consider an excerpt of the minutes of the Licensing & Regulatory Committee of 18 November 2024, in respect of the Gambling Act Policy for January 2025 to January 2028. **(Pages 1 to 21)**

10. Appointments

- (a) To appoint the Chair of Housing Scrutiny Committee as a Member of the Budget Review Group; and
- (b) To consider the substitutes of Housing Scrutiny Committee as Follows:

Conservatives

Councillor A Day
Councillor R Hales
Councillor J Matecki
Councillor P Redford

Liberal Democrats

Councillor R Dickson
Councillor C Gifford
Councillor B Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell
Councillor S Syson

Green

Councillor K Aizlewood
Councillor D Armstrong
Councillor J Chilvers
Councillor L Cron
Councillor R Davidson
Councillor K Gorman
Councillor D Harrison
Councillor J Kennedy
Councillor M Luckhurst

Labour

Councillor D Browne
Councillor C King
Councillor G Rosu
Councillor C Wightman
Councillor P Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

11. 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 Numbers	Paragraph Numbers	Reason
12	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

12. Confidential Cabinet Report

To consider an excerpt from the confidential minutes of the Cabinet meeting of 17 October 2024 in respect of:

- (a) Minute 66 - Lift Replacement Works and two high rise blocks **(Pages 1 to 3)**
- (b) Minute 67 - Kenilworth Wardens Sports Club Property Matter **(Pages 4 to 5)**

13. Common Seal

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



Chief Executive
Published Tuesday 19 November 2024

For enquiries about this meeting please contact Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT

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WARWICK DISTRICT COUNCIL

Minutes of the meeting of Warwick District Council held at Shire Hall, Warwick, on Wednesday 2 October 2024, at 6.00pm.

PRESENT: Councillor Margrave (Chairman); Councillors Adkins, Aizlewood, Armstrong, Billiald, Boad, Browne, Chilvers, Collins, Davidson, Davison, Day, K Dickson, R Dickson, Dray, B Gifford, C Gifford, Gorman, Hales, D Harrison, J Harrison, Kennedy, Kohler, Matecki, Payne, Phillips, Redford, Rosu, Russell, Sinnott, Syson, Tangri, C Wightman, Williams, and Yellapragada.

33. Apologies for Absence

Apologies for absence were received from Councillors Barton, Cron, Falp, King, Luckhurst, Milton, Roberts, Sullivan, and P Wightman.

34. Declarations of Interest

There were no declarations of interest made.

35. Minutes

The minutes of the Council meeting held on 24 July 2024 were taken as read and signed by the Chairman as a correct record.

36. Communications & Announcements

The Chairman reminded Members of the sad news that former Councillor, Dr Christine Hodgetts passed away recently. She was a District Councillor from 1995 to 2007 and had also been a Town Councillor and Former Mayor of Warwick. The Chairman invited Council to stand and observe a minute silence as a mark of respect.

The Chairman reminded Members that they had official social media accounts on both X (formally twitter) and Instagram that Councillors were welcome to follow.

The Chairman thanked Councillors Tangri and Yellapragada for providing refreshments in celebration of Diwali.

The Chairman stated that there would be no business to consider under agenda under Item 5 – Petitions.

37. Notices of Motion

(b) The Council received a Notice of Motion proposed by Councillor Kennedy and seconded by Councillor Collins that read as follows:

This Council notes:

'At Warwick District Council, we will not tolerate any form of hate crime. We fully recognise the serious and negative effect that hate crime has on victims and in our communities. Nobody should live in fear of abuse, violence, prejudice, or discrimination as a result of hateful actions. Everyone has the right to be visible, to be heard and live without fear.'

Councillor Browne addressed the Council on this item.

Resolved that the Motion be approved.

- (a) The Council received a Notice of Motion proposed by Councillor Day and seconded by Councillor Phillips that read as follows:
- (1) request that the Council Leader writes to the Secretary of State for Housing, Communities and Local Government to ask for funding for a local advertising and outreach campaign to raise awareness about Pension Credit and other benefits, targeting all pensioners who may be eligible but are not currently claiming;
 - (2) request that Cabinet develops a Council-led local awareness campaign in Quarter 4 2024 to alert those potentially eligible to Pension Credit of its existence and of the application process, with the objective of helping offset the loss of the Winter Fuel Payment. This campaign should include not just the recent WDC social media advertising but also letters to all HRA tenants Item 6(a) / Page 3 of pension age offering help from Warwick District Council in completing the complex application form for Pension Credit and any other means deemed appropriate by Cabinet;
 - (3) request the Cabinet to support local efforts to promote Pension Credit uptake through council services, and partnerships with local charities and community organisations to ensure that all eligible pensioners in Warwick District are supported in claiming their entitlement;
 - (4) request that the Council Leader writes to the Chancellor of the Exchequer, urging a review of the decision to means-test the Winter Fuel Payment and asking the government to ensure that vulnerable pensioners, particularly those who do not claim Pension Credit, are protected from fuel poverty; and
 - (5) request that the Council Leader signs the 'Save the Winter Fuel Payment for Struggling Pensioners' petition being run by Age UK and write to all members offering them the opportunity to sign the petition themselves.

Councillor R Dickson, seconded by Councillor B Gifford proposed an amendment to the motion as set out so that (3) above reads as follows:

Request the Cabinet to support local efforts to promote Pension Credit uptake through council services, *including through WDC Customer Services staff at the Pump Rooms and through town and parish councils*, and partnerships with local charities and community organisations to ensure that all eligible pensioners in Warwick District are supported in claiming their entitlement.

This proposal was accepted by Councillor Day and Councillor Phillips as an amendment and so the became the substantive motion for debate.

Councillors R Dickson, B Gifford, Boad, Syson, Kennedy, Hales, Chilvers, Matecki, Davison, Sinnott, and J Harrison addressed the Council on this item.

Resolved that the Motion be approved and passed to Cabinet with an accompanying report from officers.

Prior to the vote being taken a recorded vote was requested by Councillor Day and duly second by two Councillors. The votes were recorded as follows:

In favour: Aizlewood, Armstrong, Billiald, Chilvers, Davidson, Day, K Dickson, R Dickson, B Gifford, C Gifford, Gorman, Hales, D Harrison, Kennedy, Kohler, Margrave, Matecki, Payne, Phillips, Redford, Russell, Syson, Tangri, Williams and Yellapragda.

Against: Adkins, Browne, Collins, Dray, J Harrison, Rosu, Sinnott and C Wightman
Abstention

- (c) The Notice of Motion as set out on the agenda was not proposed and therefore not considered by Council.

38. Leader and Portfolio Holders' Statements

The Portfolio Holder for Arts & Economy, Councillor Billiald informed Council that 42 events were successfully held across the District from July to September 2024. The largest of which was Leamington Art in the Park festival, which welcomed 27,000 visitors on day one. Work had started on an Events Strategy. Following Warwick District Council's Planning Committee in June 2023, plans for the first phase restoration and access improvements to Royal Leamington Spa's Town Hall had commenced. This project played a key part in the wider Leamington Transform Programme of Work and was planned for completion in February 2025. Work had also progressed on the Stoneleigh Arms old school development.

The Arts Team had a new exhibition at the arts gallery at Royal Leamington Spa Pump Rooms, which was due to open on Friday 4 October 2024, to celebrate the 25 years since it opened in the summer 1999. Ticket sales were strong for this year's Pantomime, 'Beauty and the Beast', which would open on 7 December 2024.

The Portfolio Holder for Climate Change, Councillor Williams expressed frustration at the previous progress in bringing forward proposals for new council homes which were Net Zero in operation. This work was on-going, but Councillor Williams reported that good progress had been made to implement much of the Low Cost Low Carbon Energy Strategy.

With approvals in place from both Cabinet and from Heart of England Community Energy's Board, officers were working up a programme for the installation of solar on corporate buildings. Those first installations were expected to start in early 2025.

Survey work had been completed for the LED installation in 12 Council buildings. Once all quotes had been received, projects were prioritised on cost benefit and carbon reduction basis. Councillor Williams passed thanks to the Programme Advisory Board for their consideration on de-carbonisation plans.

Officers had prepared plans for soft market testing of a scheme to support homeowners and businesses in decarbonising their own assets. The ambition was for the scheme to be supported by the Local Growth Initiative funding as part of the West Midlands Investment Zone agreement this Council had.

There would be a delivery plan brought to Cabinet for taking Council owned housing stock up to EPC C.

The Portfolio Holder for Housing and Assets, Councillor Adkins, reminded Council that an external review was commissioned to assist the Council with preparations to achieve compliance with the four consumer standards introduced in April 2024. This

had followed the 2023 Pennington asset compliance review. Councillor Adkins stated that the findings of the review revealed serious issues that had been present for many years, for example the poor data records and a lack of effective risk assessment management framework which meant the Council could not be sure that its tenants were being kept safe. Feedback had been provided to the regulator for social housing, who had issued a regulatory judgment and a consumer grading of C3. The regulator had recognised that the Council had worked in a proactive, open and transparent way with the housing regulator and had kept tenants informed of these issues.

Over the last 12 months, the Cabinet had worked in updating, risk and complaints procedures and delivering the Housing Compliance Action Plan. The Council had prioritised a major restructure of how it operated in Housing and Assets to be sharper, more effective and with clear lines of responsibility. A new housing strategy was being developed, which would ensure regulatory standards were met and would provide high quality service for WDC tenants.

The consumer standards action plan had been drafted and would be presented to the Housing Scrutiny Committee in November 2024.

The Portfolio Holder for Resources, Councillor Chilvers, stated that the Council was approaching setting fees and charges. WDC had previously set an assumption that income from charges overall would result in an overall income rise of 10% year on year regardless of inflation. The Council had asked Commercial-Gov to review the charges and benchmark them against other councils. The findings suggested that there was scope to achieve a 10% increase in income for 2025 and 2026, although this would need re-evaluating for future years. Changing this assumption for future years means it is likely to reveal a gap in the MCFS which would need to be addressed. This would be considered as part of the budget cycle that had begun.

The base budget would be reported to Cabinet in December 2024. The Council held a fundamental responsibility, as a publicly funded organisation, to continually look to run services more efficiently. Therefore, it was important that the Change Programme had a clear focus on delivering the £2.5 million of savings intended to be found.

The Portfolio Holder for Safer Communities, Leisure & Environment, Councillor Sinnott:

(a) updated Council on the flies in the Heathcote area. He explained that on 26 September 2024 Council Officers had met with volunteers from the Rapid Residents' Group (residents against pollution & industrial damage), the Environment Agency and the MP for Warwick & Leamington. The Environment Agency were requested to provide additional information and clarification in some specific areas related to the Berry Polymers site. Warwick District Council had explained the roles and responsibilities of each regulator and provided further insight into the legislative framework. It was a constructive meeting, which paved the way for open and balanced dialogue, with all parties committed to further engagement to have a better understanding of each other's viewpoints.

(b) informed Council about the known antisocial behaviour at Warwick Racecourse. The Council and police work in partnership to resolve antisocial behaviour through using the Community Impact Operational Group (CIOG). CIOG oversaw the development and implementation of a community impact action plan following recorded incidents in the community, and encouraged all parties to ensure incidents are reported.

- (c) informed Council he was aware of calls to 101, but he had been reassured that these were functioning well. If this was not the experience of residents, he asked to be kept informed so he could raise this.
- (d) explained plans related to Priory Pools Community Centre. A new community interest organisation had been set up to lease the proposed new building that was in the planning stage; and
- (e) The Cubbington Road GP practice had moved into Lillington Health Hub with a name change to the Valley Road Medical Practice from 27 September 2024. They had three groups running from the community room, which included: Brunswick Healthy Living Centre advise drop-in; Everyone Active chair exercise; and District Council Wellbeing Walk. They also had a community connector based at the hub who had an honouree contract with the NHS and had become embedded with access to patient databases.

The Portfolio Holder for Transformation, Councillor J Harrison

- (a) highlighted the apprenticeship scheme report to Employment Committee, which was one of the Council's standout initiatives. Councillor J Harrison explained how this initiative equipped individuals with vital skills and strengthened the Council's skilled workforce with 'home-grown talent'. The Change programme had recently been reported to the Overview and Scrutiny Committee. The programme was vital to showing that the Council was on track to meet the targets for the year and that the Council continued to be responsive to financial challenges
- (b) highlighted the significant progress made with the transition of waste calls moving back to the Council in December. This change would streamline operation and enhance customer experience, which would allow the Council to respond more effectively to needs of the community. Additionally, the new customer relationship management tool was steadily advancing which would work to further empower teams to provide high level services that residents deserve.
- (c) informed Council that it had participated in the Warwickshire Pride, where members of the health and safety communities team carried a newly created rainbow banner. This act symbolised the unwavering commitment to inclusivity and diversity within both the Council and the community. Councillor J Harrison stated that it was essential that the Council foster an environment where everyone feels valued and respected. With the passed hate crime notion at this meeting, it demonstrated a step forward; and
- (d) extended a warm invitation to all Members for EXPO on 14 October 2024. This event would showcase the incredible breadth and depth of the services the Council had to offer.

The Leader and Portfolio Holder for Strategic Leadership, Councillor Davison stated that it had been a challenging time with Cabinet focused on addressing several serious legacy issues. Councillor Davison stated that two of these issues had already been spoken about today. He highlighted that Councillor Adkins had spoken about actions being taken to address the judgement by the regulator for social housing and had mentioned the need for sharper lines of responsibility; and Councillor Chilvers had updated the Council on budget challenges, specifically the over-optimistic growth assumptions in fees and charges income inherited from the previous administration. There was also the exciting recycling news that plastic

bags and film could be recycled in the blue bins, which was a sector leading initiative from the Council's involvement with the Sherborne Recycling Facility.

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

Councillor Day asked the Portfolio Holder for Communities and Leisure what support Matt Western, as the MP for Warwick and Leamington, was giving to ensure the Environment Agency was taking due and proper responsibility in addressing the ongoing issues with flies to ensure it was resolved by next spring.

In response, Councillor Sinnott confirmed that it had been a year since the first public meeting with Matt Western MP to listen to residents' concerns. Councillor Sinnott stated that Matt Western MP did not have direct control over the Environment Agency, but letters had been sent to government ministers and he was pushing for a resolution. Warwick District Council had been heavily involved with this issue. There had been a meeting with residents, Matt Western MP, WDC and the Environmental Agency recently but progress was slow.

Councillor Day asked a supplementary question which Councillor Sinnott responded to, explaining that the MP had written to the minister in question and there should be a meeting with the Environment Agency, but this needed to be evidence led and the investigation could not be rushed.

Councillor Payne asked the Portfolio Holder for Arts and Economy if they could involve rural parishes as a consultee in the discussions that were taking place in respect of supporting rural communities in delivery of their neighbourhood plans, to protect their local economies.

In response, Councillor Billiald explained that the economic development strategy had been written in conjunction with Stratford-on-Avon District Council which was largely a rural District therefore this objective had wider significance for their District. This Council worked closely with Town Councils and the Warwickshire Town Network, which was open to all towns and villages within the District. At present only Warwick, Royal Leamington Spa, and Kenilworth attended, however, this might be a useful forum for other towns and villages to get involved in. Councillor Billiald finished by stating that officer support could be given around economic development.

Councillor Payne asked a supplementary question enquiring if it was possible for the different rural areas that Royal Leamington Spa was serving through its shopping area to be involved through a forum.

In response, Councillor Billiald stated that as Portfolio Holder she had engaged with Schools, faith leaders, Town Councils, local businesses, and residents to ensure that the community had a say in what happened in towns and villages. She stated that she also worked with Live and Local to ensure that residents who might not be able to access the cultural arts would be able to access them. Examples of supporting rural areas included working on the event strategy, ignite, the cultural identity of towns and retaining those whilst ensuring accessibility, particularly within the parks and open spaces across the District.

Councillor Davison reminded Councillor Payne of the ongoing work within the Leamington Transformation Board and plans to revitalise the town centre. He further stated that a report around this would be shared shortly.

Councillor Matecki asked the Portfolio Holder for Communities and Leisure to outline what the roles and responsibilities of the Chair and Vice Chair of Licensing and Regulatory Committee were.

In response, Councillor Sinnott stated that the Chair and Vice Chair should run efficient and effective meetings and make good decisions.

Councillor Matecki asked a supplementary question, that if he could assure Council that if a Member was not fulfilling their duty as a Vice-Chair they would be removed from the Committee.

In response, Councillor Sinnott stated that he did not have the power to do this. He explained that some Members held a full-time job as well as being a District Councillor and it was not always possible to attend meetings or events due to this. Committee Chairs and Members of the Cabinet had families and day jobs. Councillor Sinnott confirmed he did not agree that Councillors should not take on responsibilities if they had a day job.

Councillor R Dickson asked the Portfolio Holder for Resources if he could update Council on the planned timetable for publication of accounts for the years ended 21/22 and 22/23.

In response, Councillor Chilvers confirmed the planned timetable was to finish work with auditors by the end of October 2024 and the public inspection period would be in November 2024. In December 2024 formal statements were required, and Audit and Standards Committee would meet to look at these. The back stop date was 13 December 2024.

Councillor R Dickson asked the Portfolio Holder for Communities and Leisure what explanation had been given by the Police and Crime Commissioner at the Police and Crime Panel, last month, for the fact that four out of five of the victim satisfaction targets continued to be missed on a rolling six-month basis.

In response, Councillor Sinnott stated that he did not recall victim satisfaction being raised at the meeting of Police and Crime Panel meeting held 26 September 2024. The topic was considered at the meeting regarding the Panel's performance 19 September 2024 of which Councillor Sinnott was not able to attend. The data was included on the office of performance scrutiny reports and the in-month figures in June 2024 showed considerable improvements, except for violence. Since this time, the surveying of victim satisfaction rates for Warwickshire Police has been brought in house, as it was previously outsourced. The latest performance insights from August 2024 could not be compared to previous data due to different collection methods. Therefore, there might be anomalies in the results. The 2024 data showed:

- 100% of respondents were fully or partly satisfied in the police response to burglaries;
- 92% of respondents were fully or partly satisfied in police response to violence;
- 95% of respondents were fully or partly satisfied in police response to vehicle crime;
- police response to burglary was 84% above target level of satisfaction;
- satisfaction across all elements had followed an upwards trend;
- police response to vehicle crime was 67% below target level of satisfaction;
- police response to domestic abuse was 80% above target level of satisfaction; and

- police response to hate crime was 73% below target level of satisfaction.

Councillor Sinnott explained the sample size for this data might be an issue for the data quality and the victim satisfaction targets were aspirational and were not nationally mandated. Warwickshire Police were actively implementing improvements in order to improve satisfaction further. The PCC commissioned several victim support services and continued to monitor and scrutinise victim satisfaction rates. The Chief Executive of the Police and Crime Commissioner, Polly Reed had stated that there had been a considerable increase in the range of performance reporting provided by Warwickshire Police. This reflected a change in attitude by the force around data and performance monitoring.

Councillor R Dickson asked a supplementary question stating that although targets were aspirational, four out of five of them on a rolling six-month basis were still being missed according to the police and crime commissioners report. Councillor Dickson asked if a substitute could be sent to the Panel if Councillor Sinnott was unable to attend to ensure the voice of WDC could still be heard at those meetings.

In response Councillor Sinnott stated that he attended the pre-meeting Panel and was aware of what was spoken about at the Panel, how it worked, and influence around the table. Councillor Sinnott stated he did not have concerns about sending a substitute to the Panel. In terms of targets, it depends on what a target should be, should it be something to hit or something to aspire and aim for.

Councillor Kohler asked the Portfolio Holder for Transformation, if a business case could be put together in regard to expanding the apprenticeship team in the area of planning, which had historically been a hard to recruit area.

In response Councillor J Harrison stated she was happy to work with officers to achieve this, because focus needed to be on harder to employ areas in this scheme, and that she would report back on this in the next meeting.

Councillor Kennedy asked the Portfolio Holder for Climate Change to provide an update on the proposal for the cycle path across Abbey Fields; if funding had been identified for the works to create the path; and when construction was likely to take place.

In response, Councillor Williams stated that there had been a delay in the consultation on the route because Historic England disliked the preferred route and had requested a redesign, which had been completed. Historic England were happy with the redesigned route in principle but had requested a heritage assessment to be carried out. The consultation would be organised if the heritage assessment received was successful. The funding was in part in place, but not fully in place. If stages were successful, in terms of the heritage assessment and funding, construction would be expected to begin in 2025/2026.

Councillor Davidson asked the Portfolio Holder for Neighbourhood to provide reassurance that the bridge to Newbold will be operational this year and if not, when it would be completed and operational.

Councillor Davison responded on behalf of Councillor Roberts who was absent. Councillor Davison informed that the pilings were complete but that they had flooded. There were still questions surrounding whether the Environment Agency would approve. The bridge structure was due to arrive on the 25 November 2024. Councillor Davison stated they were confident it should be completed in December, but there were some issues present which could impact this.

Councillor Redford asked the Portfolio Holder for Safer Communities, Leisure and Environment if he agreed being a Chair or Vice-Chair is an important role and if an individual is not able to fulfil the role they should step aside.

Councillor Sinnott explained that he needed specific information to answer the question being asked appropriately, and that he was open to work case by case related to the issue of Chair and Vice-Chair, and their expected roles.

Councillor Redford asked the Portfolio Holder for Safer Communities if an agreement could be reached with the Environment Agency that would ensure information related to flooding is passed on to the ops room when requested.

Councillor Sinnott responded by explaining that he does receive updates related to flooding information and was unsure why this information was not received by Parish or Town Councils, but that in terms of the Environment Agency he did not have the power to ensure they responded with relevant information quickly.

With the agreement of the Chairman, the Chief Executive stated that he understood the issue that the information displayed by the Environment Agency did sometimes take time to come through. The Chief Executive then stated that if required by Councillors, the Environment Agency could be contacted to raise the issue.

Councillor Hales asked the Portfolio Holder for Resources whether the two traveller sites that had appeared in the district in the last six months could be looked at from a Resources point of view.

Councillor Chilvers responded that he would be open to discussing the situation with appropriate officers and Cabinet Members.

Councillor K Dickson thanked the Portfolio Holder for Arts and Economy for their help and support with Kenilworth's request for a community banking hub. Councillor Dickson then asked that when setting the fees and charges for market stalls, could consideration be given to a structure that would allow flexibility for local community groups at lights switch on events.

Councillor Billiald responded by stating that she had already spoke to officers on this matter, and that they were happy to work on this in regard to fees and charges.

Councillor Dray asked the Portfolio Holder for Neighbourhood if Network Rail would consider boxing in the bridge girders related to the issue of pigeon droppings under the railway bridge at Coventry Road, although Councillor Dray had been informed this was the responsibility of this Council.

Councillor Davison responded that the issue was a challenge, and that he had asked two officers to work on this across the District. Councillor Davison offered to send an update on this work and stated that he also shared the concern.

40. **Cabinet Report**

The Council considered the recommendations from the meeting of the Cabinet held on 4 September 2024 in respect of:

- (a) Authority to Apply to Homes England for Designated Protected Area Waivers (Minute 40); and

(b) Replacement of Planning Software (Minute 49).

Were proposed by Councillor Adkins, seconded by Councillor Davison and

Resolved that recommendations contained in minute numbers 40 and 49 as set out in the report of the Cabinet meeting held on 4 September 2024, be approved.

41. **Planning Committee**

The Council considered the recommendations from the meeting of Planning Committee held on 11 September 2024 that requested the revised Warwick District Conservation Advisory Forum constitution to be Annexed to the Constitution of the Council, subject to an amendment to replace name officer roles with the Head of Place, Arts and Economy, was proposed by Councillor Phillips, seconded by Councillor Kennedy; and

Resolved that the revised Warwick District Conservation Advisory Forum constitution to be Annexed to the Constitution of the Council.

42. **Asset Compliance Committee**

The Council considered the recommendation of the Asset Compliance Committee of 25 September 2024, in respect of amending its remit to a Housing Scrutiny Committee. This was proposed by Councillor Adkins and seconded by Councillor Phillips.

Councillors Boad, K Dickson and Adkins spoke on this item.

Resolved that recommendations contained in Minute 15 as set out in the report of the Asset Compliance meeting held on 25 September 2024, be approved.

43. **Appointments**

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

Resolved that the membership and substitutes of Committees be amended as set out at Appendix 1 to the minutes.

44. **Common Seal**

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

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

(The meeting ended at 8.18pm)



**Membership of the
Committees 2024/2025**

October 2024

Audit & Standards Committee (11)

Councillor Kyn Aizlewood
Councillor Lara Cron
Councillor Kathleen Gorman
Councillor Daniel Browne
Councillor Katya Dray
Councillor Gabriel Rosu
Councillor Kate Dickson
Councillor Richard Dickson
Councillor Sidney Syson
Councillor Richard Hales
Councillor Judith Falp

Overview & Scrutiny Committee (10)

Councillor David Armstrong
Councillor Dominic Harrison
Councillor Martin Luckhurst
Councillor Matt Collins
Councillor Paul Wightman
Councillor Andrew Milton
Councillor Josh Payne
Councillor Daniel Russell
Councillor Conservative Vacancy
Councillor Pam Redford
Councillor Adrian Barton

Employment Committee (11)

Councillor Rebecca Davidson
Councillor Ian Davison
Councillor Kathleen Gorman
Councillor Hema Yellapragada
Councillor Jess Harrison
Councillor Chris King
Councillor Jim Sinnott
Councillor Sidney Syson
Councillor Josh Payne
Councillor Richard Hales
Councillor Rob Margrave

Planning Committee (11)

Councillor Lara Cron
Councillor Rebecca Davidson
Councillor James Kennedy
Councillor Martin Luckhurst
Councillor Paul Wightman
Councillor Claire Wightman
Councillor Alan Boad
Councillor Richard Dickson
Councillor Bill Gifford
Councillor Peter Phillips
Councillor Judith Falp

**Licensing & Regulatory Committee
(15)**

Councillor David Armstrong
Councillor Kathleen Gorman
Councillor Dominic Harrison
Councillor Martin Luckhurst
Councillor Will Roberts
Councillor Hema Yellapragada
Councillor Daniel Browne
Councillor Chris King
Councillor Gabriel Rosu
Councillor Sidney Syson
Councillor Carolyn Gifford
Councillor Phil Kohler
Councillor Jan Matecki
Councillor Pam Redford
Councillor Adrian Barton

Asset Compliance Committee (9)

Councillor Naveen Tangri
Councillor Kathleen Gorman
Councillor Hema Yellapragada
Councillor Katya Dray
Councillor Matt Collins
Councillor Alan Boad
Councillor Kate Dickson
Councillor Peter Phillips
Councillor Adrian Barton

Substitute Members 2024/2025

Audit & Standards Scrutiny Committee

Conservatives

Councillor A Day
Councillor J Matecki
Councillor P Phillips
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell

Green

Councillor Armstrong
Councillor Billiald
Councillor Chilvers
Councillor Davison
Councillor Davidson
Councillor D Harrison
Councillor Kennedy
Councillor Luckhurst
Councillor Roberts
Councillor Williams
Councillor Yellapragada

Labour

Councillor H Adkins
Councillor M Collins
Councillor J Harrison
Councillor C King
Councillor G Rosu
Councillor J Sinnott
Councillor C Wightman
Councillor P Wightman

Whitnash Residents Association

Councillor A Barton

Employment Committee

Conservatives

Councillor A Day
Councillor J Matecki
Councillor P Phillips
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor D Russell

Green

Councillor K Aizlewood
Councillor D Armstrong
Councillor E Billiald
Councillor J Chilvers
Councillor L Cron
Councillor D Harrison
Councillor J Kennedy
Councillor M Luckhurst
Councillor W Roberts
Councillor N Tangri
Councillor L Williams

Labour

Councillor H Adkins
Councillor D Browne
Councillor M Collins
Councillor K Dray
Councillor Rosu
Councillor C Wightman
Councillor P Wightman

Whitnash Residents Association

Councillor A Barton
Councillor J Falp

Licensing & Regulatory Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor P Phillips

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor A Milton
Councillor J Payne
Councillor D Russell

Green

Councillor K Aizlewood
Councillor E Billiald
Councillor J Chilvers
Councillor L Cron
Councillor I Davison
Councillor R Davidson
Councillor J Kennedy
Councillor N Tangri
Councillor L Williams

Labour

Councillor H Adkins
Councillor M Collins
Councillor K Dray
Councillor J Harrison
Councillor J Sinnott
Councillor C Wightman
Councillor P Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

Overview & Scrutiny Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor J Matecki
Councillor P Phillips

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler
Councillor S Syson

Green

Councillor K Aizlewood
Councillor D Armstrong
Councillor L Cron
Councillor R Davidson
Councillor K Gorman
Councillor J Kennedy
Councillor N Tangri
Councillor H Yellapragada

Labour

Councillor D Browne
Councillor K Dray
Councillor G Rosu
Councillor C Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

Planning Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor J Matecki
Councillor P Redford

Green

Councillor K Aizlewood
Councillor D Armstrong
Councillor E Billiald*
Councillor J Chilvers*
Councillor I Davison*
Councillor K Gorman
Councillor D Harrison
Councillor W Roberts
Councillor N Tangri
Councillor L Williams*
Councillor H Yellapragada

Whitnash Residents Association

Councillor A Barton
Councillor R Margrave

*Not for WDC applications

Liberal Democrats

Councillor K Dickson
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell
Councillor S Syson

Labour

Councillor H Adkins*
Councillor D Browne
Councillor M Collins
Councillor K Dray
Councillor J Harrison*
Councillor C King*
Councillor J Sinnott*
Councillor G Rosu

Cabinet

Minutes of the meeting held on Thursday 17 October 2024 in Shire Hall, Warwick at 6.00pm.

Present: Councillors Davison (Leader), Adkins, Chilvers, King, Melrose, Roberts, Sinnott, and Williams.

Also Present: Councillors: Milton (Chair of Overview & Scrutiny Committee), Day (Conservative Group Observer), and Boad (Liberal Democrat Group Observer).

53. **Declarations of Interest**

There were no declarations of interest.

Part 1

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

56. **Fees and Charges**

The Cabinet considered a report from Finance which detailed the proposals for discretionary Fees and Charges in respect of the 2025 calendar year. It also showed the latest Fees and Charges 2024/25 income budgets, initial 2025/26 budgets and the actual out-turn for 2023/24.

The Council was 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 2025/26. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Council.

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

- the impact of the Fees and Charges levels on delivery of the Council's Corporate Strategy;
- the level of prices the market could bear including comparisons with neighbouring and other Local Authorities;
- the level of prices to be sufficient to recover the cost of the service and the impact on Council Finances, where this was not the case;
- the impact of prices on level of usage;
- the impact on the Council's future financial projections within the Medium-Term Financial Strategy;
- Ensuring that fees, particularly those relating to licensing, reflect the current legislation. The regulatory manager had to ensure that the fees charged should only reflect the amount of officer time and associated costs needed to administer them;
- whether a service was subject to competition from the private sector, such as Building Control. This service had to ensure that charges set remain competitive within the market;
- income generated from services including Building control, land charges and licensing was excluded from the Medium-Term

Financial Strategy and was managed through ring-fenced accounts, due to the legislation and criteria under which they operated; and

- management of the Council's Leisure Centres was by Everyone Active. The contract definition stated that 'The Contractor shall review the core products and prices in September of each year and submit any proposed changes to the Authority for approval (the "Fees and Charges Report")'. RPI from June was used to set the core fees and charges in agreement with the Councils designated officer, the Sports and Leisure Manager. RPI in June 2024 presented an annual inflation rate of 2.9%. Appendix C to the report outlined the core fees.

An assumption underpinning the Council's Medium Term Financial Strategy (MTFS) was that Fees income would be increased by 10% per annum until 2027/28. Managers had been challenged on ensuring income maximisation and cost recovery where appropriate and had provided commentary on the rationale behind some of the charges highlighted in Appendix B to the report.

As part of a review into the longer-term viability of this assumption within the MTFS first introduced at Budget setting 2023/24, an external review of WDC's fees and charges was commissioned in May 2024.

The review had been carried out by Commercial Gov and had focused on ten key areas of Fees and Charges. The findings of the review had been shared with service managers.

The review by Commercial Gov had been assessed by service managers, with either the recommendations implemented in full, or reasoning provided as to why adopting these as outlined is either not viable or recommended.

Commercial Gov benchmarking indicated that while a 10% increase in fee income could be achieved for 2025/26 (if all recommendations were adopted), ongoing increases of 10% per annum thereafter would be increasingly difficult to deliver. Commercial Gov's recommended approach for future years would see the Council adopt a fees and charges policy which tracked more closely to CPI. This indicated a substantial gap that would need to be addressed in the context of the MTFS as part of the 2025/26 budget process.

In addition to the work carried out by Commercial Gov, historical fees and charges data had been analysed to see:

- whether prior year targets had been achieved in setting budgets;
- how actual income generated compared with the original budget set;
- how the budget target compared with CPI; and
- how significant new fees introduced (such as green waste charging) impacted upon the delivery of budget target and actual income received.

Appendix D to the report provided a summary of this analysis, covering the period 2019-20 to 2024-25. From the summary, in years where a fee

target was set at a level above CPI, unless there was a significant new charge introduced, the budget approved fell short of the target. However, the budget set was always above that year's CPI.

	19/20	20/21	21/22	22/23	23/24	24/25
CPI	2.40%	1.70%	0.50%	3.10%	10.10%	6.70%
MTFS target	2%	3.00%	15.00%	15.00%	15.00%	10.00%
Budget Increase	4.00%	5.14%	5.58%	3.33%	27.65%	8.02%
Budget Increase (exc. significant new charges)	4.00%	5.14%	5.58%	2.51%	8.75%	8.28%

However, in all years the actual income generated from fees and charges on general fund services fell short of the budget set.

	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000
Budget	7,058	7,421	7,835	8,096	10,334
Actual	6,647	6,584	7,545	7,561	9,973
Variance	-5.83%	-11.27%	-3.70%	-6.60%	-3.50%
Variance (excluding significant new charges)	-5.83%	-11.27%	-3.70%	-15.22%	-3.73%

It should be noted that the period covered by this review included years where there was a direct impact from COVID-19. The Council's response to the pandemic, driven by the loss of significant income sources (at times due to national policy such as lockdowns), could be seen in the fee targets set (15%) and the fall in actual income received (in 2020/21 and 2021/22).

With inflation (CPI) in August 2024 at 2.2%, with a national target of 2%, this reinforced the Commercial Gov benchmarking data that a year on year 10% increase would be unlikely to be achieved.

Importance should therefore be placed on how service demand and delivery was maximised to achieve the MTFS assumptions rather than on a reliance of above inflation fee increases, which might not even be possible for fees regulated by cost recovery or those set within a competitive commercial environment. Cabinet expected proposals to continue to come forward to the Change Programme to deliver services in a way that delivered better outcomes and value for money for the public.

Alternative options would be:

- leave all fees and charges at 2024 levels or increase at a reduced level. This would increase the level of savings to be found through the Change Programme over the next five years, unless additional activity could be generated to offset this;
- implement all Commercial Gov recommendations in full. The proposals put forward by the review suggested that £599k of additional income could be achieved in 2025/26 just from the

areas reviewed. £104k of this income was previously not factored into the 10% assumption within the MTFS;

- increase at a level higher than proposed in the report. Excessive increases could deter usage where the take up was discretionary. Customers might choose to use the service less frequently or use an alternative supplier where one was available; or
- the judgement and expertise of managers was taken into consideration when assessing the two options presented in paragraphs 2.1.2 and 2.1.3 in the report. In some instances, it was deemed that the options were unrealistic and might ultimately result in income reducing due to competition or reduced customer retention. Where possible, managers had used the insights and information proposed by Commercial Gov to propose different approaches to achieving the same or similar levels of income, and these had been included within the proposals.

All the above were considered not to be realistic options given the increased cost of delivering some services, the current position of the Financial Strategy, and the level of savings required.

The Budget Review Group asked Cabinet to consider what the communication strategy would be for the changes in fees and charges this year, including information that will help Councillors explain the reason/rationale for the changes to residents. While the Budget Review Group welcomed that officers would have access to the CommercialGov database, to help evaluate and consider future fees and charges, it recommended to Cabinet that it explore a commercial strategy for the Council.

Two addendums circulated prior to the meeting advised of an additional recommendation, further information regarding section 5 of the report, set out the review, and the outcomes of the review.

Councillor Chilvers proposed the recommendations in the report, the recommendation from the Budget Review Group, and the additional recommendation set out in addendum 1.

Recommended to Council that

- (1) the Fees and Charges proposals set out in Appendix A to the Minutes, to operate from 2 January 2025 unless stated otherwise;
- (2) the changes proposed by Everyone Active to the core products and prices from January 2025, in line with the agreed contract; and
- (3) the Car Parking Charges be endorsed for consultation with relevant stakeholders (including Warwickshire County Council) and are brought back to Cabinet along with the proposed revisions to off Street Parking Orders for consideration.

(The Portfolio Holder for this item was Councillor Chilvers.)
Forward Plan Reference 1,477

57. **Minor revisions to the complaints policy**

The Cabinet considered a report from Governance which brought forward the revised complaints Policy for Warwick District Council.

The Complaints policy was last updated in February 2024 and since then the handling of complaints had remained largely consistent, even with the introduction of the Housing Ombudsman complaint handling code.

The Complaints considered by the Council were subject, ultimately, to consideration by one of two Ombudsmen and therefore the Council needed to have consideration of this when setting its policy.

A few minor changes had been made to the wording of the policy. This provided clarification and ensured the policy followed best practice and the Complaint Handling Codes of the Local Government & Social Care and Housing Ombudsmen.

The Pennington and HQN reports identified the requirement for a Building Safety Risk Complaints Policy – this had been developed in accordance with the requirements of the Building Safety Act 2022 to ensure compliance with the standards set by the Regulator.

The Warwick District Council Compensation Policy had been developed to satisfy the requirements of the Housing Ombudsman in respect of being able to provide evidence for compensation amounts awarded, and to ensure consistency was applied when compensation was considered as a necessary remedy to a complaint.

The Policy, Performance and Complaints manager was conducting a review of Complaint Handling Practices, working closely with colleagues in Housing Services. The need for investment in the Councils “corporate core” was identified in a Peer Review conducted in 2023. An updated version of the Complaints Policy was approved by Cabinet in February 2024 (in line with the Housing Ombudsmans Complaint Handling Code). The review was Council wide but had been adopted first by Housing Services and consisted of the following aspects:

Creation of template documents and a “useful information” factsheet provided to all investigating officers.

All housing complaints were handled by the Customer Engagement Team.

The Policy, Performance & Complaints Manager had been updated as the point of contact for the Housing and Local Government & Social Care Ombudsmen.

Plans for promotion of the complaints policy and best practice through the ICT training system “MetaCompliance” and a newly created Intranet page.

Plans for complaint handling training briefings for all staff and elected Members – the briefings would be added to an introductory course for all new starters.

Plans for all relevant Staff to complete Housing Ombudsman eLearning.

Plans to train officers in identifying complaints and Heads of Service delegating their authority to the trained officers.

A "complaint recommendations" SharePoint list had been created to record and track progress of Orders/Recommendations/Learning Points from WDC complaint reports and those completed by the Housing and Local Government & Social Care Ombudsmen – the list was being trialled throughout September and October.

All Stage two complaints would be undertaken by the Policy, Performance & Complaints Manager from 1 November 2024.

WDC had purchased a CRM (Customer Relationship Management) system, and the Policy, Performance & Complaints Manager would be working with colleagues to implement the complaints process in the CRM. This would bring about improvements in communication with residents and internal stakeholders, record keeping, access of data, monitoring & reporting, and learning from actions in respect of complaints.

The creation of a compensation policy to be reviewed by Cabinet alongside minor changes to the complaints policy and addition of Building Safety Complaints Appendix (in line with the Building Safety Act 2022).

The revised delegations provided improved clarity on the authority in place and assurance for Councillors on the process used which was the practice normally used at present. The current delegations were as follows:

To All Heads of Service:

- G (7) Authority to agree remedies for a complaint at Stage 1.

To the Chief Executive:

Agree:

1. any proposed remedy at stage 2 includes compensation. This will be considered by the Chief Executive as part of the CE(3) investigator's report; and
2. any proposed compensation following an investigation by the Local Government Ombudsman in consultation with the Head of Service.

In terms of alternative options, the changes being brought forward were recognised as best practice and aimed to address consistency of administration of complaints, how progress was measured, how the Council acted on learning points from complaints and improve customer engagement. In time, the process would be implemented in the CRM.

Councillor Davison proposed the report as laid out, subject to the change of wording from "Overview and Scrutiny" to "Audit and Standards Committee" in Recommendation 4.

Recommended to Council that the revised delegations to replace G(7) and CE(3) as follows be agreed:

Revised G(7) Delegated authority is given to the Head of Service, (for values over £5,000 the Head of Finance, Head of Governance & Monitoring Officer & Chief Executive, and over £10,000 also the Group Leaders) to authorise compensation payments arising as remedies for complaints at Stage 1. (Any compensation amounts of £5000 or above will be reported to the Overview & Scrutiny Committee)

New Delegation: Delegated authority is given to the Head of Governance Services, in consultation with the relevant Head of Service (and for values over £5,000 the Head of Finance & Chief Executive and over £10,000 also the Group Leaders) to authorise compensation payments arising as remedies for complaints at Stage 2, or from the Ombudsmen. (Any compensation amounts of £5000 or above will be reported to **Audit and Standards** Committee)

Resolved that

- (1) the minor revisions to the Complaints Policy, including the addition of the Building Safety Risk Complaints Policy (Appendix 3 of the Complaints Policy) for Warwick District Council, as set out at Appendix A to the report, to come into force from 1 November 2024, be approved;
- (2) the Compensation Policy for Warwick District Council, as set out at Appendix B to the report, to come into force from 1 November 2024, be adopted; and
- (3) the ongoing work on complaints development within the Council as set out in the report, be noted.

(The Portfolio Holder for this item was Councillor Davison).
Forward Plan Reference 1,493

58. **Warwick District Council response to proposed changes to the NPPF and other reforms to the planning system**

The Cabinet considered a report from Place, Arts and Economy which confirmed the response submitted on behalf of Warwick District Council to the government consultation on the proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system and to propose an amendment to the scheme of delegation in respect of future similar consultations.

On 30 July 2024, the new government launched a public consultation on some proposed changes to the planning system which would impact Warwick District Council (and all other local authorities across England).

The government was seeking views on a proposed approach to revising the National Planning Policy Framework (NPPF) and also on a series of wider policy proposals in relation to increasing planning fees, local plan intervention criteria and appropriate thresholds for certain Nationally Significant Infrastructure Projects.

The consultation was supported by a revised draft of the NPPF which could be viewed on the gov.uk website along with more information and explanation of the consultation.

Although there was no requirement for the Council to make a formal response to consultations such as this, it was usual practice to do so. Given the relatively short period for the consultation (which closed on 24 September 2024) and its timing over the summer period, it was not possible to bring a report to Cabinet with a proposed response from Warwick District Council before the end date of the consultation. Accordingly, it was agreed through the Leadership Coordination Group that a group of Councillors, working alongside the Portfolio Holder for Place, would agree the text of an interim response which would be submitted in accordance with the government deadline, and all Councillors were given an opportunity to review and comment on these. This response was attached at Appendix 1 to this report. It was also agreed that this response would be formally presented to Cabinet at the first available opportunity. This report provided that opportunity. Any further comments made by way of amendments to the recommended response would be submitted to the government as additional comments of this Council. Although, it should be noted that this would be beyond the closing date for the consultation and therefore, WDC could not guarantee they would be considered by government.

The consultation had been structured as a series of 106 questions. The decision had been made to focus on those which were of most direct relevance to, or which had the greatest impact on, Warwick District. Accordingly, as seen in Appendix 1 to the report, responses were provided to most but not all questions.

Because this council was working alongside Stratford-on-Avon District Council (SDC) to prepare the South Warwickshire Local Plan (SWLP), it was appropriate that the two Councils together considered how it would respond to any matters that would impact on the SWLP. These would include matters concerning plan-making, meeting housing needs, and Green Belt. Accordingly, officers had worked together with colleagues at SDC in the preparation of some of these responses. However, these might, in some cases, be amended to reflect local concerns and priorities.

The issues raised through the changes proposed by this consultation were important and wide ranging. In presenting these consultation responses, officers would draw Cabinet's attention particularly to the following (cross references had been made where appropriate, to the consultations questions):-

Meeting housing needs

- The government was proposing to reintroduce mandatory housing targets to underpin work on Local Plan preparation (questions 1-14).

(These were abolished under the previous version of the NPPF.). Importantly, in calculating this, the government had developed a new “standard method” for calculating housing needs (15-19). The current standard method approach was introduced in 2018 and was a trend-based model, which looked back at house building in the local area over a number of years. It also factored in levels of affordability of housing (with additional homes directed to those areas where affordability was more challenging). Finally, it included an arbitrary 35% uplift for major cities including, in this area, Coventry. The proposed new standard method had a baseline based on a percentage of existing housing stock levels. It retained the affordability multiplier but did not apply the urban uplift.

- The current standard method has been criticized locally, both because it was a trend-based model which focused more housing on those areas which had seen greater levels of housebuilding in recent years, and because it was based on largely historic (and out of date) data. The major cities uplift had also had the effect of putting more housing into areas such as Coventry, which then put pressure on Warwick District when Coventry had not been able to make provision to meet its needs within its area.
- There was also helpful clarity around affordable housing provision (34, 40, 47-61). Housing colleagues had helped draft the response to these questions.

Green Belt

- There had been a number of significant changes to Green Belt policy (20 – 46). Amongst these changes were proposals to:-
 - a. set criteria for the release of Green Belt land for development and make some minimum planning requirements for land that was released (including (subject to viability) at least 50% affordable housing);
 - b. redefining “inappropriate development” in cases where there was no five-year supply of housing land (as was currently the case in Warwick District); and
 - c. defining “grey belt” areas within the Green Belt. These were areas comprising previously developed land and any other parcels and/or areas of Green Belt land that made a limited contribution to the five Green Belt purposes.
- These changes would have a significant impact on Warwick District, both in terms of how it would consider Green Belt land as it prepared the SWLP, and how it would determine planning applications. Given that it had been determined that Warwick District did not have a five-year supply of housing land, the current NPPF would exclude Green Belt areas from those that might have to be considered favourably for planning approval. The proposed NPPF would not exclude Green Belt land in the same way, opening up the possibility of more development taking place in Green Belt areas outside of the Local Plan process.

Plan-making (43, 103 - 106)

- The consultation set out transitional arrangements for Local Plans that were currently in preparation as to how they would be impacted by the

changes proposed in this consultation. These mainly impacted on those at an advanced (regulation 19 and beyond) stage of preparation. This did not cover the SWLP. WDC's Plan would be expected, under these proposals, to follow all the policy direction in this NPPF. This would include the use of the new "standard method" as a basis for deriving housing needs.

Planning fees (89 – 102)

- At the present time, fees for the submission of planning applications were set centrally by government. Outside of the changes to the NPPF, the government were also consulting on proposals to allow local planning authorities to set their own planning fees. They were consulting on the principle of helping local planning authorities recover the full costs of processing planning applications. As an example, given in the consultation, all householder planning applications had a set fee of £258. The government estimated that the average cost (nationally) for local authorities to process such applications is £528. The consultation was asking for views both on the principle of the local setting of fees based on full cost recovery (including how much latitude councils should be given), and its scope.

This was a national planning policy consultation. There was no requirement for the Council to respond however, along with many other local authorities, it was usual practice to do so.

A problem with such consultations was that often the timing of Committee cycles made it impossible to formally prepare and agree a response within the consultation period. This was the case with this consultation. It was also relevant that whilst any responses to such national consultations reflected views within the Council at the time, they were not binding on the Council in any way in terms of future decisions that WDC made.

Currently, there was delegated authority for the Head of Place, Arts & Economy, in consultation with the relevant Portfolio Holder, to respond to Planning Policy consultations, that might affect Warwick District undertaken by neighbouring or overlapping authorities. This delegation specifically excluded national Planning Policy and other national planning-related consultations. Given that such consultations were not binding on the Council, and that sometimes it was not possible to prepare formal Cabinet reports within the timeframe of the consultation, it was proposed that the current delegation was amended as stated in paragraph 1.13 in the report.

In terms of alternative options, there was no requirement on the Council to respond to this consultation, and so an alternative option would be for the Council not to make a response. This was not recommended as it was felt helpful for the Council to make any concerns it might have about the changes known to government through this consultation. It was also an important opportunity to register support for any proposed changes which it considered would be helpful to the Council, particularly in its plan-making work, and in any opportunities to increase planning fees which would help the Council to cover the cost of supporting the services it provided.

Councillor Davison proposed the report as laid out.

Recommended to Council that the scheme of delegation is amended as set out in paragraph 1.13 in the report.

Resolved that the comments attached as appendix 1 to the recent government consultation on National Planning Policy Framework (NPPF) and other changes to the planning system, be endorsed.

(The Portfolio Holder for this item was Councillor King).
Forward Plan Reference 1,496

(The meeting ended at 7.46pm)

CHAIR
5 December 2024

Fees and Charges 2025/26

Department	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	£	£	£	£
Safer Communities, Leisure & Environment	107,239	108,700	118,000	123,100
Customer & Digital Services	31,129	60,500	60,500	68,500
Housing	107,995	150,700	196,900	227,900
Neighbourhood and Assets	7,665,413	8,542,300	8,311,600	9,002,600
Place, Arts and Economy	443,342	540,900	572,000	536,900
General Fund Total	8,355,119	9,403,100	9,259,000	9,959,000
Housing Revenue Account (HRA)	587,389	652,100	652,100	668,000
Housing Revenue Account (HRA)	587,389	652,100	652,100	668,000
Land Charges	105,644	115,000	115,000	115,000
Building Control	578,204	711,000	711,000	770,000
Licensing & CCTV	346,455	400,200	400,200	432,400
Total Ring Fenced	1,030,303	1,226,200	1,226,200	1,317,400
Total Fees & Charges	9,972,812	11,281,400	11,137,300	11,944,400

Safer Communities, Leisure & Environment

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	£	£	£	£
Tennis	18,931	20,000	30,000	35,000
Bowls	6,682	6,500	6,500	5,500
Football, Rugby, Hockey Pitches	20,078	24,000	24,000	28,000
Miscellaneous Charges	1,434	0	0	
Edmondscote Track	16,731	0	0	0
Lillington Recreation Centre	10,461	11,400	11,400	12,000
Bowls Championships - Bowls Championship - Parking	15,508	21,000	21,000	21,000
Environmental Health	17,414	12,900	12,200	12,000
Animal Licensing	0	12,900	12,900	9,600
Safer Communities, Leisure & Environment	107,239	108,700	118,000	123,100

Customer & Digital Services

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	£	£	£	£
Street Naming and Numbering	31,129	60,500	60,500	68,500
Customer & Digital Services	31,129	60,500	60,500	68,500

Fees and Charges 2025/26

Housing

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	£	2024/25	2024/25	2025/26
HMO Renewal	945	41,300	82,500	106,300
MEES Regulations	11,950	10,000	15,000	20,000
Additional HMO Licensing	95,100	99,400	99,400	101,600
Housing	107,995	150,700	196,900	227,900

Neighbourhood and Assets

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	£	2024/25	2024/25	2025/26
Cemeteries - Burial Rights	170,625	178,400	149,503	157,300
Cemeteries - Interments	219,835	241,800	205,072	243,200
Cemeteries - Memorial Permit	53,550	49,000	30,100	30,100
Cemeteries - General Fees & Charges (other)	2,683	11,900	10,361	10,800
Cemeteries - Cemeteries - other	20,507	0	1,770	1,800
Crematorium - Cremation	1,645,525	1,857,700	1,499,370	1,601,700
Crematorium - Cremation-Other	1,597	17,700	19,224	19,900
Crematorium - Interments	25,540	-	-	0
Crematorium - Sale of Goods	44,680	200	200	200
Crematorium - Book of Remembrance & Rememb Cards		25,800	25,800	26,900
Crematorium - Memorial Garden		13,000	13,000	13,900
Crematorium - Media Services		15,300	15,300	17,600
Car Parking - Car Parking Charges	3,400,981	3,643,600	3,741,000	4,115,100
Car Parking - Season Tickets	244,705	240,100	240,100	297,100
Car Parking - Excess Charges	173,530	125,000	250,000	278,400
Car Parking - Other Income	6,705	9,100	9,100	3,100
Refuse Collection - Green Waste	1,564,617	1,848,000	1,848,000	1,920,000
Refuse Collection - Additional Bins/Bags etc	50,050	120,000	110,000	120,000
Refuse Collection - Bulky Refuse Tickets	17,553	120,000	118,000	120,000
Jephson Gardens	2,398	3,100	3,100	3,500
Green Spaces Contract	20,334	22,600	22,600	22,000
Neighbourhood and Assets	7,665,413	8,542,300	8,311,600	9,002,600

Place, Arts and Economy

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	£	2024/25	2024/25	2025/26
Events - Royal Spa Centre	55,312	101,000	101,000	110,000
Additional Facilities - Royal Spa Centre		2,700	2,700	3,000
Assembly Room, Annexe, Education Room - Royal Pump Room	130	1,400	1,400	1,500
Art Exhibitions - Commission on sales - Royal Pump Room	497	100	100	200
Town Hall Room Hire	6,886	82,500	82,500	5,000
Royal Pump Rooms - room hire			23,000	30,000
Development Control - Pre-Application Advice Fees	64,667	40,000	40,000	60,000
Self Building Section - Self Building Section	600	1,000	1,000	1,000
Enterprise Team	195,747	188,200	188,200	191,200
Markets - Markets	65,913	75,000	83,100	75,000
Miscellaneous Charges - Special Events	53,590	49,000	49,000	60,000
Miscellaneous Charges - Circuses and Fairs	in above	in above	in above	
Place, Arts and Economy	443,342	540,900	572,000	536,900

Fees and Charges 2025/26

Housing Revenue Account

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	2023/24	2024/25	2024/25	2025/26
	£	£	£	£
Lifeline - Control Centre - General F&C	155,554	175,600	175,600	140,000
Lifeline - Control Centre - Sales of Goods	14,775	31,100	31,100	13,200
Lifeline - Private Customer - General F&C	417,060	445,400	445,400	514,800
Housing Revenue Account (HRA)	587,389	652,100	652,100	668,000

Ring Fenced Accounts

Activity	Actuals	Original	Latest	Proposed
	2023/24	Budget	Forecast	Budget
	2023/24	2024/25	2024/25	2025/26
	£	£	£	£
Licences Income	334,328	380,500	380,500	406,900
CCTV	12,127	19,700	19,700	25,500
Building Control - Building Control Fees	578,204	711,000	711,000	770,000
Local Land Charges	105,644	115,000	115,000	115,000
Ring Fenced Accounts	1,030,303	1,226,200	1,226,200	1,317,400

Description of Charge

Current Charge
2024/25Proposed Charge
2025/26**Notes:**

- i) Recommended charges to operate from 2nd January 2025 (unless otherwise stated).
- ii) Charges inclusive of Vat where applicable.
- iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)

Safer Communities, Leisure & Environment**Sports & Leisure****Tennis**

Per court per hour (Excluding All Weather Pitch)

*We Do Tennis operate the districts tennis courts and set the fees and charges by agreement with the Sports and Leisure Team.***Bowls**

Per person - per hour	£8.00	£9.00
Senior Citizens	£4.00	£4.50
Under 18's / Disabled / Unemployed	£4.00	£4.50
Under 5s		
Season Ticket	£113.50	£120.00
Club Season Ticket	£52.50	£55.00
Club Member Season Ticket	£52.50	£55.00
Rate for 1 rink per hour for clubs/organisations (greens only)	£1.40	£1.50
Rate for 1 rink per hour for clubs/organisations (plus function room per hr)	£1.60	£1.80
Special Rate room hire	£66.00	£70.00
Hire of Green (for morning, afternoon or evening session)	by negotiation	

Football

Adult Hire of Pitch:		
a) Pitch only	£55.75	£65.00
b) With Dressing Room / Showers	£88.55	£95.00
Adult Hire of Pitch for Season (Once a week):		
a) Pitch only *	£770.00	£900.00
b) With Dressing Room / Showers *	£1,380.00	£1,630.00
Adult Hire of Pitch for Season (Once fortnightly):		
a) Pitch only *	£385.00	£450.00
b) With Dressing Room / Showers *	£690.00	£815.00
Junior Hire of Pitch:		
a) Pitch only	£30.45	£35.00
b) With Dressing Room / Showers	£55.75	£65.00
Junior Hire of Pitch for Season (Once a week):		
a) Pitch only *	£400.00	£450.00
b) With Dressing Room / Showers *	£690.00	£775.00
Junior Hire of Pitch for Season (Once fortnightly):		
a) Pitch only *	£200.00	£225.00
b) With Dressing Room / Showers *	£345.00	£387.50

* 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.

Parks Exercise PermitsMonthly**1-3 Sessions per week (Monthly)**

Groups up to 5	£38.00	£42.00
Groups of 6 or more	£109.00	£120.00

4 or More sessions per week (Monthly)

Groups up to 5	£73.00	£80.00
Groups of 6 or more	£181.50	£200.00

Annual**1-3 Sessions per week (Annual)**

Groups up to 5	£392.00	£432.00
Groups of 6 or more	£1,105.00	£1,215.00

4 or More sessions per week (Annual)

Groups up to 5	£742.00	£816.00
Groups of 6 or more	£1,833.00	£2,000.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Community Sports Development		
Various courses/durations, at many locations from basic children's participation and learning up to adult advanced coaching/training.		
Prices from free of charge up to £50 per day dependent on the location, need and subsidy.		
Lillington Recreation Centre per morning / afternoon	£33.00	£40.00
per evening / weekend (per 2 hour session)	£33.00	£40.00
each additional hour or part thereof	£16.50	£20.00
Other Organisations:	by negotiation	by negotiation
Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students		
1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.		
Newbold Hall / Jephson Room, Spa Centre - for meetings relating to rights/improvement in lifestyle of people who are unemployed or hold a current decision notice for Income support.		
2. Facilities available at reduced charges during times shown.		
Edmondscote Athletic Track - Monday to Thursday 5.30 onwards and Sunday mornings	Junior rate	Junior rate
Coaching Courses	Reduced price on selected courses (see local press for details)	Reduced price on selected courses (see local press for details)
Art Gallery / Craft Courses	Reduced price on selected courses (see local press for details)	Reduced price on selected courses (see local press for details)
Royal Spa Centre	Reduced ticket prices at selected performances (see local press for details)	Reduced ticket prices at selected performances (see local press for details)
	Standby tickets for some concerts and shows, 50% reduction, dependant upon availability	Standby tickets for some concerts and shows, 50% reduction, dependant upon availability
	Tickets will only be sold 30 minutes prior to start of performance.	Tickets will only be sold 30 minutes prior to start of performance.
Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students		
3. The department operates a whole range of other facilities which are offered without charge (such as paddling pools, playgrounds, parks, Jephson Gardens) and activities (such as Sunday Band concerts, plays in the parks) which are advertised in the local press as appropriate. Play schemes during the summer holidays are also free.		
For full details of our services, or for further information on leisure opportunities, please ring the Safer Communities, Leisure and Environment team on 01926 456207		
Note:		
(a) Use of the above facilities free or at a reduced charge is conditional upon production of a current :		
E.S. 40 (Job Seekers Allowance)		
OR		
Benefits Agency decision notice or book for Income Support		
OR		
Benefits Agency decision notice or book for Family Credit		
OR		
Students Association (Union) Card specifying Full time status or		
Students Association (Union) Card, non-specific and Student aged under 25 years		
(b) Children of the above may receive discounts on certain holiday courses		
Everyone Active also offer discounts – please contact the Centres for further details		
Bowls - Championship Event Parking		
Victoria Park - Car Parking		
National Championship Bowls Events - per day	£6.20	£7.00
5 Day Parking Pass	£25.00	£30.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Licensing		
Licensing and Registration <i>(Vat not applicable)</i>		
Hackney Carriage Vehicle Licences		
Vehicle Licence (HC) - Application	£74.00	£81.00
Vehicle Licence (HC) - Licence	£122.00	£134.00
Vehicle Licence (HC) – New	<u>£196.00</u>	<u>£215.00</u>
Vehicle Licence (HC) - Renewal Application	£74.00	£81.00
Vehicle Licence (HC) - Renewal Licence	£119.00	£131.00
Vehicle Licence (HC) – Renewal	<u>£193.00</u>	<u>£212.00</u>
Vehicle Licence (HC) - 6 months Renewal Application	£74.00	£81.00
Vehicle Licence (HC) - 6 months Renewal Licence	£60.00	£66.00
Vehicle Licence (HC) - 6 months Renewal	<u>£134.00</u>	<u>£147.00</u>
Horse Drawn Vehicle - Application	£74.00	£81.00
Horse Drawn Vehicle - Licence	£122.00	£134.00
Horse Drawn Vehicle Licence – New	<u>£196.00</u>	<u>£215.00</u>
Horse Drawn Vehicle Renewal - Application	£74.00	£81.00
Horse Drawn Vehicle Renewal - Licence	£117.00	£129.00
Horse Drawn Vehicle Licence – Renewal	<u>£191.00</u>	<u>£210.00</u>
Horse Drawn Vehicle 6 months Renewal - Application	£74.00	£81.00
Horse Drawn Vehicle 6 months Renewal - Licence	£60.00	£66.00
Horse Drawn Vehicle Licence – 6 months Renewal	<u>£134.00</u>	<u>£147.00</u>
Vehicle Licence – transfer of vehicle/change of reg no	£60.00	£66.00
Replacement vehicle Plate	£40.00	£44.00
Replacement paper licence	£30.00	£33.00
Private Hire Vehicle Licences		
Vehicle Licence (PH) - Application	£74.00	£81.00
Vehicle Licence (PH) - Licence	£122.00	£134.00
Vehicle Licence (PH) – New	<u>£196.00</u>	<u>£215.00</u>
Vehicle Licence (PH) Renewal - Application	£74.00	£81.00
Vehicle Licence (PH) Renewal - Licence	£117.00	£129.00
Vehicle Licence (PH) – Renewal	<u>£191.00</u>	<u>£210.00</u>
Vehicle Licence (PH) 6 months Renewal - Application	£74.00	£81.00
Vehicle Licence (PH) 6 months Renewal - Licence	£60.00	£66.00
Vehicle Licence (PH) – 6 months Renewal	<u>£134.00</u>	<u>£147.00</u>
Vehicle Licence (PH) with Dispensation - Application	£74.00	£85.00
Vehicle Licence (PH) with Dispensation - Licence	£123.00	£140.00
Vehicle Licence (PH) – New with dispensation	<u>£197.00</u>	<u>£225.00</u>
Renewing Vehicle Licence with Dispensation (PH) - Application	£74.00	£85.00
Renewing Vehicle Licence with Dispensation (PH) - Licence	£119.00	£140.00
Vehicle Licence (PH) – Renewal with dispensation	<u>£193.00</u>	<u>£225.00</u>
Renewing 6 months Vehicle Licence with Dispensation (PH) - Application	£74.00	£85.00
Renewing 6 months Vehicle Licence with Dispensation (PH) - Licence	£63.00	£70.00
Vehicle Licence (PH) – 6 months Renewal with dispensation	<u>£137.00</u>	<u>£155.00</u>
Vehicle Licence – transfer of vehicle/change of reg no	£66.00	£73.00
Replacement vehicle Plate	£40.00	£44.00
Replacement paper licence	£30.00	£33.00
Operator Licence		
Private Hire Operator's Licence (5 year) - Application	£155.00	£170.00
Private Hire Operator's (5 year) - Licence	£1,160.00	£1,276.00
Operator's Licence - 5 year New	<u>£1,315.00</u>	<u>£1,446.00</u>
Private Hire Operator's Licence (5 year) - Renewal Application	£80.00	£88.00
Private Hire Operator's (5 year) - Renewal Licence	£1,160.00	£1,276.00
Operator's Licence - 5 year Renewal	<u>£1,240.00</u>	<u>£1,364.00</u>
Operators Licence NEW 1 year duration (not for website)	£387.00	£426.00
Operators Licence RENEWAL 1 year duration (not for website)	£312.00	£343.00
Replacement paper operator's licence	£30.00	£33.00
Driver's Licences (combined hackney carriage and private hire)		
HC/PH driver licence - grant 3 years - Application	£157.00	£173.00
HC/PH driver licence - grant 3 years - Licence	£374.00	£411.00
Driver's Licence – 3 years New	<u>£531.00</u>	<u>£584.00</u>
HC/PH driver licence - renewal 3years - Application	£136.00	£150.00
HC/PH driver licence - renewal 3years - Licence	£374.00	£411.00
Driver's Licence – 3 years Renewal	<u>£510.00</u>	<u>£561.00</u>

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
DBS check	£88.00	£96.00
Knowledge test	£106.90	£117.60
Medical Administration Fee (included in application)	£26.20	£28.80
Medical Administration Fee (without application)	£29.00	£32.00
Replacement plastic badge	£47.00	£52.00
Replacement Drivers Dashboard ID Badge	£55.00	£61.00
Replacement paper licence	£30.00	£33.00
Sex Establishment Licence		
Sex Establishments Licence - new Application	£3,305.00	£3,305.00
Sex Establishments Licence - new Licence	£6,215.00	£6,215.00
Sex Establishments Licence - New	£9,520.00	£9,520.00
Sex Establishments Licence - Renewal Application	£3,105.00	£3,105.00
Sex Establishments Licence - Renewal Licence	£6,215.00	£6,215.00
Sex Establishments Licence Renewal - Total Fee	£9,320.00	£9,320.00
Transfer	£3,040.00	£3,040.00
Variation	£3,040.00	£3,040.00
Street Trading Consents		
Static Pitch	£422.00	£464.00
Touring Pitch	£399.00	£440.00
Day Trader	£88.00	£96.80
Group Trading		
Category 1 (up to 20)	£149.00	£164.00
Category 2 (21 to 49)	£184.00	£202.00
Category 3 (50 to 75)	£222.00	£244.00
Category 4 (76 to 99)	£260.00	£286.00
Category 5 (over 100 traders)	£297.00	£327.00
Transfer of Consent	£62.00	£68.00
Variation to Consent	£89.00	£98.00
Replacement Badge	£37.00	£41.00
Replacement Paper Consent	£30.00	£33.00
Additional Employee registration	£59.00	£65.00
Small Lotteries		
Applications	£40.00	£40.00
Renewals	£20.00	£20.00
Scrap Metal		
Site licence (new)	£1,177.00	£1,295.00
Site licence (renewal)	£988.00	£1,087.00
Site licence (variation)	£111.00	£122.00
Site licence (additional)	£987.00	£1,086.00
Collector licence (new)	£948.00	£1,043.00
Collectors licence (renewal)	£912.00	£1,003.00
Collector licence (variation)	£111.00	£122.00
Replacement/copy of licence	£30.00	£33.00
Change of licence details	£45.00	£50.00
Change of site manager	£103.00	£113.00
Change of site	£230.00	£253.00
Replacement ID Badge	£45.00	£50.00
Environmental Health		
Food Inspection <i>(Vat not applicable)</i>		
Food Safety Inspections	£275.00	£302.50
Food Hygiene rating rescores	£275.00	£302.50
Food Export Health Certificate	£107.00	
Primary Authority Fees <i>(Vat not applicable)</i> <i>Primary Authority Fees charged from 1st April - 31st March</i>		
One off set up fee	£330.00	£366.00
Minimum Package	£220.00	£244.00
Small Package	£314.00	£348.00
Medium Package	£1,188.00	£1,318.00
Large Package	£2,244.00	£2,488.00
Super package	£3,080.00	£3,416.00
Bespoke as agreed	as agreed	as agreed
Hours over contract	£111.00	£122.00
Pollution Control <i>(Vat not applicable)</i>		
Contaminated Land Search (Maximum Hourly Rate)	£175.00	£88.81

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Environmental Health - Licensing		
<i>(Vat not applicable)</i>		
Animal Licensing		
Dangerous Wild Animals Licence	£673.00	£740.00
Zoo Licence – New 5 Years (plus Vet fees if applicable)	£2,200.00	£2,420.00
Zoo Licence – Renewal 6 Years (plus Vet fees if applicable)	£2,514.00	£2,765.00
Dog Day Care and Home Boarding		
Dog Day Care and Home Boarding Application	£229.00	£252.00
Licence Fee 1 yr	£153.00	£168.00
Licence Fee 2 yr	£213.00	£234.00
Licence Fee 3 yr	£275.00	£303.00
Additional Host (franchise) added to Application fee	£92.00	£101.00
Commercial Animal Boarding (Dogs and Cats)		
Animal Boarding (1-25 animals) Application	£305.00	£336.00
Animal Boarding (Over 25 animals) Application	£382.00	£420.00
Licence Fee 1 yr	£198.00	£218.00
Licence Fee 2 yr	£260.00	£286.00
Licence Fee 3 yr	£320.00	£352.00
Selling Animals as Pets (Pet Shops)		
Application fee	£458.00	£504.00
Licence Fee 1 yr	£198.00	£218.00
Licence Fee 2 yr	£260.00	£286.00
Licence Fee 3 yr	£320.00	£352.00
Training Animals for Exhibition (Performing Animals)		
Training Animals for Exhibition Application	£305.00	£336.00
Licence Fee 3 yr	£152.00	£167.00
Hiring of Horses (Riding Establishments)		
Hiring of Horses Application (1-16 Horses)	£305.00	£336.00
Licence Fee 1 yr	£198.00	£218.00
Licence Fee 2 yr	£351.00	£386.00
Licence Fee 3 yr	£504.00	£554.00
Hiring of Horses Application (17 or more Horses)	£382.00	£420.00
Licence Fee 1 yr	£198.00	£218.00
Licence Fee 2 yr	£351.00	£386.00
Licence Fee 3 yr	£504.00	£554.00
Dog Breeding		
Dog Breeding Application (1-10 bitches)	£305.00	£336.00
Licence Fee 1 yr	£198.00	£218.00
Licence Fee 2 yr	£260.00	£286.00
Licence Fee 3 yr	£320.00	£352.00
Dog Breeding Application (11 or more bitches)	£382.00	£420.00
Licence Fee 1 yr	£198.00	£218.00
Licence Fee 2 yr	£260.00	£286.00
Licence Fee 3 yr	£320.00	£352.00
Variations		
Variations (charge depends on nature of variation and if a visit is required)from	£61.00	£67.00
Additional Animals (not requiring a visit)		
Requests for re-inspections	£275.00	£302.50
Local Government (Misc. Provisions) Act 1982		
Premises Registration Ear Piercing, Tattooing (Application)	£229.00	£252.00
Premises Registration Ear Piercing, Tattooing (Licence Fee)	£183.00	£201.00
Personal Registration Electrolysis, Acupuncture (Application)	£167.00	£184.00
Personal Registration Electrolysis, Acupuncture (Licence Fee)	£183.00	£201.00
Temporary Tattoo Events - Cost per Day		
Temp Event Premises registration (per business) -Applic	£107.00	£118.00
Temp Event Premises reg (per business at event) -Licence	£183.00	£201.00
Variations to above licences (From) - new charge	£53.00	£58.00
Alcohol Licensing Fees		
Annual Fee	as advised	as advised
Change of Address/Replacement Licences	£10.50	£10.50
Minor Variation Application	£89.00	£89.00
Notification of Interest	£21.00	£21.00
Personal Licence Application	£37.00	£37.00
New Premises Application	as advised	as advised
Transfer of Designated Premises Supervisor (DPS)	£23.00	£23.00
Temporary Event Notice (TENs)	£21.00	£21.00
Transfer of Premises Licence	£23.00	£23.00
Pavement Licensing Regime		
New Pavement Licence (2 Yr)		£470.00
New Renewal Pavement Licence (2 Yr)		£320.00
CCTV viewing charge	£166.00	£347.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Customer & Digital Services		
Street Naming and Numbering		
Rename/number existing property (per property)	£55.00	£60.50
Amend a Development Layout (per plot affected)	£110.00	£121.00
Add a name to existing numbered property	£55.00	£60.50
Naming of a New Street	£181.50	£199.70
Numbering of New Development - 1-10 plots (per Plot)	£110.00	£121.00
Numbering of New Development - 11+plots (per Plot)	£1100 plus £33 per plot	£1210 plus £36.30 per plot
Additional copies of 'Confirmation of Address' letters	£33.00	£36.30
Renaming of a street	Upon request	Upon request
Housing		
Housing and Property		
Home Improvement Agency fee (% cost of works)	tbc	tbc
Immigration Inspection Fee	£204.60	£225.10
Housing Act Part 1 Notice Administrative Fees		
single notice	£220.00	£242.00
multiple notices	£275.00	£302.50
Houses in Multiple Occupation Licensing (Mandatory)		
<u>New Applications</u>		
5 only	£964.00	£1,060.40
6 to 12	£1,116.00	£1,227.60
13 to 20	£1,278.00	£1,405.80
21+	£1,476.00	£1,623.60
<u>Licence Renewal Fees</u>		
5 only	£733.00	£806.30
6 to 12	£843.00	£927.30
13 to 20	£970.00	£1,067.00
21+	£1,116.00	£1,227.60
Late Licence Application Fee (after initial reminder letter)	£139.00	£152.90
<u>Administrative Charges</u>		
Repeat requests for documents	£70.60	£70.60
Photocopying Charges:	£6.90	£6.90
Houses in Multiple Occupation Licensing (Additional) [new from January 2024]		
<u>Full Fee Applications</u>		
3 to 5	£964.00	£1,060.40
6 to 12	£1,116.00	£1,227.60
<u>Administrative Charges</u>		
Repeat requests for documents	£70.60	£77.66
Photocopying Charges:	£6.90	£7.59
Mobile Homes Act 2013 Fees		
Fit and Proper person charge for Caravan operator	£277.20	£304.90
Mobile Home Site New Application/Variation/Transfer Fee		
sites with up to 10 units	£392.70	£432.00
sites with 11 to 50 units	£440.00	£484.00
sites with 51 to 100 units	£486.20	£534.80
sites with more than 100 units	at cost	at cost
Mobile Home Site Annual Inspection Fee		
sites with up to 10 units	£314.60	£346.10
sites with 11 to 50 units	£361.90	£398.10
sites with 51 to 100 units	£407.00	£447.70
sites with more than 100 units	at cost	at cost
Mobile Home Site Re-inspection Fee	£115.50	£127.10
Mobile Home Site Administrative Fee	£46.60	£51.30
Minimum Energy Efficiency Standards (MEES) Regulations		
Penalty fees for breach of MEES regulations: (Vat not applicable)		
£2,000 for renting out a non-compliant property for less than 3 months	£2,000.00	£2,000.00
£4,000 and a publication penalty for renting out a non-compliant property for 3 months or more.	£4,000.00	£4,000.00
£1,000 and a publication penalty for providing false or misleading information on the PRS Exemptions Regi	£1,000.00	£1,000.00
£2,000 and a publication penalty for failure to comply with a compliance notice	£2,000.00	£2,000.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Lifeline Services - HRA		
Warwick Response		
WDC tenants living in designated or sheltered schemes Vat exempt		
Disabled tenants Vat zero rated		
All other customers should have Vat added to their charges at the prevailing rate.		
Weekly charges		
Monitoring Service only	£2.10	£2.30
Monitoring Service and Equipment Rental (analogue)	£4.00	£4.40
Monitoring Service and Equipment Rental (digital)	£5.00	£5.35
Discretionary services:		
Moving Lifeline (i.e. to a different room)	£55.00	£60.50
Service call out (faults) * per hour	£55.00	£60.50
Replacement batteries *	cost +£35	£55.00
Replace lost cables and PSU*	cost +£35	£60.00
Replace pendant * program / post	cost +£25	£75.00
program / deliver	cost +£35	£85.00
* Charge will be made once the product's warranty expires for purchased units		
Lifeline Services Equipment and Products		
Miscellaneous Products		
Footprint configured and posted (Price per week - rental option only)	£5.40	£5.90
OwnFone configured and posted (Price per week - rental option only)	£4.30	£4.70
Replacement items, e.g. cables, lanyards, cradles etc. (postal only)	£11.00	£12.00
Pivotell medication dispenser posted	£231.00	£255.00
installed	£258.50	£285.00
KEYSAFES		
Supra Keysafe		
Install at same time as Lifeline	£80.00	£80.00
install only	£105.00	£105.00
Keyguard XL keysafe		
install only (WDC tenant)	£50.00	£50.00
Install at same time as Lifeline (private client)	£60.00	£60.00
install only (private client)	£70.00	£70.00
Tynetec Products		
Tynetec Reach IP lifeline with pendant		
Rental - mail order (price per week rental option only)	£5.00	£5.35
Rental - installation charge	£80.00	£80.00
Tynetec Reach IP lifeline with falls detector		
Rental - mail order (price per week rental option only)	£5.10	£5.45
Rental - installation charge	£80.00	£80.00
Tynetec Falls Detector		
Purchase - mail order	£110.00	£120.00
Purchase - installed	£135.00	£145.00
Replacement Tynetec Pendant (lost or damaged)		
Mail order	£65.00	£75.00
Installed	£90.00	£100.00
Tynetec Smoke Detector		
Mail order	£70.00	£75.00
Installed	£105.00	£110.00
Wearbles pack (postal only)	£11.00	£12.00
Careium Products		
CareIP Mobile Lifeline (discontinued for new customers)		
Rental - mail order (price per week rental option only)	£4.70	£5.20
Rental - installation charge	£82.50	£90.80
Eliza 4G Lifeline		
Rental - mail order (price per week rental option only)	£5.00	£5.35
Rental - installation charge	£80.00	£80.00
Smoke Detector - cannot be installed stand alone		
Installed after Lifeline	£81.00	£90.00
Heat Detector - cannot be installed stand alone		
Installed after Lifeline	£103.00	£115.00
Careium Vibby - cannot be installed stand alone		
Installed	£110.00	£120.00
Wearbles pack (postal only)	£11.00	£12.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Packages (all prices per month, HEROS £11.50 extra charge per month) discretionary useage		
Standard monitoring only pack	£21.50	£23.20
Safe and well pack (Monitoring and Keysafe installation)	£22.60	£24.90
Home response Package (monitoring and HEROS Service)	£27.00	£34.70
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£27.40	£35.10
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£30.70	£38.40
Packs without HEROS option		
Falls package (monitoring, 1 x Falls Detector)	£21.90	£24.10
Home Safety and Wellbeing package (monitoring service, up to 3 sensors)	£25.20	£27.70
HEROS (Home Emergency Response Service)bolt on	£5.00	£11.50
Other Telecare Products (Narrative)		
Lifeline supplies many other subsidiary products that are compatible with our equipment. These are purchased from the supplier of the main Lifeline and are on an adhoc basis. The other supplies include items such as bed sensors, flashing beacons, flood detectors etc. they are all supplied at cost per item plus an installation charge (if not purchased at the same time as the Lifeline unit)		
Products are not individually listed on this document as there are hundreds of different options.		
Guest room		
Guest/Relatives of residents - per night	£30.00	£30.00
Guest/Relatives of residents - subsequent nights	£25.00	£25.00
Homelessness - per night	£25.00	£25.00
Community Room Hire (per hour)		
Tenants	from £0-£5	
Charities and community groups (Vat applies) price shown is net of Vat	£8.30	£9.00
Commercial (Vat applies) price shown net of Vat	£22.00	£24.00
Licences and long term bookings will be given consideration for a discount		

Neighbourhood and Assets

Cemeteries

(Free of Vat unless otherwise stated)

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

Standard grave with/without kerbstone for coffin/casket up to 6'9" x 25"	£2,240.00	£2,400.00
Large Grave **	£2,800.00	£3,000.00
Selection Fee (Grave space chosen out of rotation)	£600.00	£620.00
Selection Fee (as above) - for child, 1/2 Size & Ashes	£300.00	£310.00
Child's grave **	£1,010.00	£1,085.00
Half size grave for Cremated Remains - 6 burials **	£1,010.00	£1,085.00
Cremated remains plots - 2 burials	£420.00	£450.00
Exclusive Burial Rights - Garden of Remembrance	£420.00	£450.00
Extension of expired rights (standard* grave 5 year extension) **	£224.00	£240.00

* extension of expired rights for non-standard size graves will be calculated pro-rata per square foot.
Graves purchased for future use will be charged out of rotation fee in addition to the fee for the exclusive right of burial

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

Interment

Person aged 18 years and above :		
Adult interment (irrespective of depth) **	£1,515.00	£1,650.00
Cremated Remains **	£320.00	£350.00
Children :		
Still-born to not exceeding 1 month (Parents are resident in WDC area)	No Fee	No Fee
Still-born to not exceeding 1 month (Parents NOT resident in WDC area) ^	£195.00	£215.00
Child aged between 1 month & 18 years (parents resident in WDC area)	No Fee	No Fee
Child aged between 1 month & 18 yrs (parents not resident in WDC area) ^	£195.00	£215.00
Woodland Burial (Oakley Wood) ***	£1,850.00	£1,850.00

^ Fee recoverable from Central Government and is NOT charged to bereaved parents

** Surcharge of 200% for non-residents on sale of burial rights and interments (exc. Woodland burial)

*** Surcharge of 50% for non-residents (Woodland Burial - Oakley Wood)

Memorial Fees

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

Other Charges

Manual search of Burial Registers (per 30 mins or part thereof)		
Search burial register for genealogical research, per deceased <i>Includes email confirmation of details.</i>	£77.00	£85.00
Search burial register for genealogical research, per deceased <i>Includes confirmation of details sent by post</i>	£121.00	£135.00
Specialist contractor services		
Assistance when making arrangements without a funeral director	£120.00	£135.00
Assistance when making arrangements without a funeral director -		

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
<hr/> (concession for those eligible to claim for a funeral payment)	No charge	No charge

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Cemeteries		
Use of Kenilworth Cemetery Chapel	£155.00	£160.00
Late arrival(charged after 10mins + for every subsequent 15mins)	£295.00	£320.00
Transfer exclusive right of burial	£135.00	£145.00
Preparing documents for relinquish of grant	£135.00	£140.00
Marking out grave	£85.00	£90.00
Temporary grave marker (1 year only)	£50.00	£50.00
Administration of late, incomplete or incorrect paperwork (after 10am,3 working days prior to burial)	£95.00	£105.00
Late cancellation of burial (after 10am, 3 working days prior to burial)	£335.00	£345.00
Very Late cancellation of burial-if excavation has already been carried out	Full cost of burial	Full cost of burial
Late notification of coffin size or incorrect coffin size supplied (after 10am, 3 working days prior to burial)	£335.00	£345.00
Personal Delivery of cremated remains to Cemetery or within Warwick District	£170.00	£100.00
Crematorium		
<i>(Free of Vat unless otherwise stated)</i>		
Cremation Fee: (Including use of music system and/or Organ)		
Foetal remains and still-born to 1 month (parent resident in WDC)	No charge	No charge
Foetal remains and still-born to 1 month (parent NOT resident in WDC)	£195.00	£215.00
Child - aged between 1 month and 18 years (parent resident in WDC)	No charge	No charge
Child - aged between 1 month and 18 years (parent NOT resident in WDC)	£195.00	£215.00
Person aged 18 years and above	£1,050.00	£1,150.00
Person aged 18 years and above - non-resident	£1,050.00	£1,150.00
Body Parts	£195.00	£215.00
Additional Service Time - per half hour	£285.00	£285.00
Late departure	£310.00	£345.00
Communal cremation of foetal remains (per Coffin)	£195.00	£215.00
Cremation where there is no service	£500.00	£550.00
Premium on top of cremation fee for Saturday service	£550.00	£590.00
Caskets And Other Memorials (Inclusive of Vat)		
Scattering tube	£33.00	£35.00
Mini scattering tube	£20.00	£25.00
Ashes casket	£75.00	£80.00
Mini ashes casket	£33.00	£35.00
Ashes keepsake	£60.00	£60.00
Additional Biodegradable Oakley Wood caskets (1 supplied free with ashes that are collected)	£15.00	£15.00
Grave Marker (supplied at time of burial)	£48.00	£50.00
Carved wooden grave marker (supplied at the time of the burial)	£115.00	£115.00
Media Services (Inclusive of VAT)		
USB recording of service	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Live streaming of service	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Downloadable MP4 video file (only available for live streamed services)	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Webcasting & USB recording (including visual tribute)	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Webcasting & digital download of recorded funeral service (including visual tribute)	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute - single still image	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute, without music - Slideshow - Max 25 images	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute, without music - slideshow - additional 25 images	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute, with music - Slideshow - Max 25 images	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute, with music - slideshow - additional 25 images	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute - Family video file	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute only - Digital download	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Visual Tribute Only - USB	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh
Urgent service - Visual tributes received less than 2 days prior to ceremony	Delegated authority for HoS & Pfh	Delegated authority for HoS & Pfh

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Other Services		
Disposal of remains from other Crematoria	£140.00	£145.00
Certified copy of an entry in the Cremation register	£14.00	£14.00
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	£30.00	£30.00
Despatch of Cremated Remains by courier	cost + 20%	cost + 20%
Duplicate certificate for cremated remains	£14.00	£14.00
Administration of late, incomplete and incorrect paperwork or funeral schedule (after 10am, 2 working days prior to cremation)	£95.00	£105.00
Late cancellation of service(after 10am,2 working days prior to cremation)	£335.00	£345.00
Assistance when making arrangements without a funeral director	£120.00	£135.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)		£0.00
Book Of Remembrance (Inclusive of Vat)		
2 Line Inscription	£180.00	£190.00
5 Line Inscription	£240.00	£250.00
8 Line Inscription	£330.00	£340.00
Crests, etc.	£144.00	£150.00
Remembrance Cards (Inclusive of Vat)		
With 2 Line Inscription	£96.00	£100.00
With 5 Line Inscription	£120.00	£125.00
With 8 Line Inscription	£168.00	£175.00
Crests, etc.	£144.00	£150.00
Memorial Garden (Inclusive of Vat)		
Sanctum 2000 Unit		
- Supply and 10 year lease including inscription of up to 80 letters	£1,500.00	£1,650.00
- Additional 10 year lease	£732.00	£790.00
- New plaque (up to 80 letters)	£540.00	£580.00
- Inscribed designs A	£300.00	£315.00
- Inscribed designs B	£375.00	£390.00
- each additional letter	£5.90	£6.10
- refurbish existing plaque	POA	POA
- 2nd interment -80 letters inscrip	£520.00	£580.00
Refurbished columbaria with new plaque and 10 year lease	£1,200.00	£1,370.00
Vase Block and Inscribed relief tablet -Supply and 10 year lease	£840.00	£875.00
- Additional 10 year lease	£366.00	£380.00
New plaque (relief)	£258.00	£270.00
new plaque (gilded)	£270.00	£285.00
- refurbish existing plaque		
Refurbished vase with new plaque and 10 year lease	£675.00	£695.00
Wooden Memorial Benches (with one plaque)	£2,100.00	£2,200.00
Granite Memorial Benches (with one plaque)	£2,270.00	£2,400.00
Granite Memorial Bench (with two plaques)	£2,440.00	£2,600.00
Granite Memorial Bench (with three plaques)	£2,610.00	£2,800.00
Plaque on communal memorial bench	£540.00	£560.00
Refurbish memorial bench		cost + 20%
Memorial tree		cost + 20%
Habitat memorial (eg bird or bat box)	£240.00	£250.00
Additional or replacement plaque (private benches)	£240.00	£250.00
Leaf or Acorn plaque	£495.00	£495.00
Bird plaque	£530.00	£530.00
Sustainable plaque scheme	£540.00	£540.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Parking Services		
<i>Charges apply from 1st April</i>		
Leamington		
Bedford Street, Chandos Street, Covent Garden Surface		
7 Days a week charges (Short Stay)		
1 Hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hour Maximum	£5.10	£5.20
Overnight Charge	£2.20	£2.30
Rosefield Street		
7 Days a week charges (Long Stay)		
1 Hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.10	£5.20
10 hours		£8.00
24 hours	£8.00	£12.00
Overnight Charge	£2.20	£2.30
Adelaide Bridge		
7 Days a week charges (Long Stay)		
1 Hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.10	£5.20
10 hours		£8.00
24 hours	£8.00	£12.00
Overnight Charge	£2.20	£2.30
Bath Place, Court St, Packington Place ('Park & Stride' car parks)		
7 Days a week charges (Long Stay)		
1 Hour	£1.00	£1.10
2 hours	£2.00	£2.20
11 hours		£3.30
24 hours	£3.00	£4.50
Overnight Charge	£2.20	£2.30
St. Peter's multi-storey car park 7 Days a week charges (Long Stay)		
7 Days a week charges (Long Stay)		
1 Hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.70	£5.80
10 hours		£8.00
24 hours	£8.00	£12.00
Overnight Charge 6pm until 8am	£2.20	£2.30
Station Approach and Lower Road ('Park & Stride' car parks)		
7 Days a week Charges (Long Stay)		
1 Hour	£1.00	£1.10
2 hours	£2.00	£2.20
11 hours		£3.30
24 hours	£3.00	£4.50
Overnight Charge	£2.20	£2.30
Kenilworth		
Abbey End car park		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.20	£2.30
3 hours	£3.10	£3.20
4 hours	£4.00	£4.10
10 hours		£7.30
24 hours	£7.30	£12.00
Overnight Charge 6pm to 8am	£2.20	£2.30
Square West car park		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.20	£2.20
3 hours	£3.10	£3.10
4 hours	£4.00	£4.00
10 hours		£7.30
24 hours	£7.30	£12.00
Overnight Charge 6pm to 8am	£2.20	£2.30

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Abbey Fields		
7 Days a week charges (Long Stay)		
Up to 2 hours (Between 6am to 10pm)	Free	Free
3 hours	£3.10	£3.20
4 hours	£4.00	£4.10
10 hours		£7.30
24 hours	£7.30	£12.00
Overnight Charge 6pm to 8am	£2.20	£2.30
Warwick		
St. Nicholas Park		
7 Days a week charges apply 8am - 6pm (Long Stay)		
Up to 2 hours free after 6pm	Free	Free
1 hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.10	£5.20
10 hours		£8.00
24 hours	£8.00	£12.00
Overnight Charge 6pm to 8am	£2.20	£2.30
Castle Lane, The Butts, Priory Road and West Rock		
7 Days a week charges (Long Stay)		
1 hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.10	£5.20
10 hours		£8.00
24 hours	£8.00	£12.00
Overnight Charge 6pm to 8am	£2.20	£2.30
New Street and West Gate		
7 Days a week charges (Short Stay)		
1 hour	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.10	£5.20
Overnight charges (6pm - 8 am)	£2.20	£2.30
Hampton Road (Formerly St. Mary's Lands Area 2) Including Coach / Motorhome parking provision.		
7 Days a week charges (Long Stay)		
Up to 2 hours (Between 6am to 10pm)	Free	Free
24 hours	£3.00	£2.00
Overnight charges (6pm - 8 am)	£2.20	£2.30
Bread & Meat Close (Formerly ST. MARY'S LANDS - Area 3)		
7 Days a week charges (Short Stay)		
Up to 2 hours (Between 6am to 10pm)	Free	Free
3 hours	£2.60	£2.70
4 hours	£3.90	£4.00
Overnight charges (6pm - 8 am)	£2.20	£2.30
Vittle Drive (Formerly ST. MARY'S LANDS - Area 4)		
7 Days a week charges (Long Stay)		
1 hours	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£4.50	£4.60
10 hours		£5.00
24 hours	£5.00	£12.00
Overnight charges (6pm - 8 am)	£2.20	£2.30
Myton Fields Picnic Area		
7 Days a week charges between 8am - 8pm Apr-Nov (Long Stay)		
1 hours	£1.40	£1.50
2 hours	£2.60	£2.70
3 hours	£3.90	£4.00
4 hours	£5.10	£5.20
All day (between 8am - 8pm)	£8.00	£8.00
Coach/motorhome parking provision - Designated Car Parks only	£10.00	£11.00
Penalty Charge Notices (Exempt From Vat)		
(Set by Central Government)		
Higher Rate (50% disc if paid in 14 days)	£70.00	£70.00
Lower Rate (50% disc if paid in 14 days)	£50.00	£50.00
Season Tickets		
<i>Charges exclude Vat. which should be added at the prevailing rate</i>		

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Leamington Spa, Warwick & Kenilworth		
Long Stay ONLY (Excluding Pay on Foot Car Parks)		
Per Annum	£1,030.00	£1,133.00
Per Month	£106.00	£117.00
Leamington Spa Restricted Locations		
St. Peter's Pay (200 spaces only)		
Per Annum	£792.00	£871.00
Per Month	£92.00	£101.00
Adelaide Road (20 passes only)		
Per Annum	£647.00	£712.00
Per Month	£92.00	£101.00
Rosefield Street (20 spaces only)		
Per Annum	£647.00	£712.00
Per Month	£92.00	£101.00
Leamington Spa Old Town (Packington Place, Court St, Bath Place, Station Approach and Station Approach Lower Road)		
Per Annum	£627.00	£689.70
Per Month	£92.00	£101.00
Warwick Restricted Location Car Parks		
St. Nicholas Park, Warwick (100 spaces only)		
Per Annum	£647.00	£712.00
Per Month	£92.00	£101.00
West Rock (10 was 40 spaces only - reserved for Linen St MSCP displacement)		
Per Annum	£647.00	£712.00
Per Month	£92.00	£101.00
Hampton Road - formerly St Mary's Lands Area 2 (150 spaces)		
Per Annum	£139.00	£153.00
Per Month	£20.00	£22.00
Vittle Drive - formerly St Mary's Lands Area 4 (60 spaces)		
Per Annum	£647.00	£712.00
Per Month	£92.00	£101.00
Priory Road, Warwick (10 spaces only)		
Per Annum	£647.00	£712.00
Per Month	£92.00	£101.00
Kenilworth Restricted Location Car Parks		
Square West (75 spaces only)		
Per Annum	£574.00	£631.00
Per Month	£84.00	£92.00
Abbey End (75 spaces only)		
Per Annum	£574.00	£631.00
Per Month	£84.00	£92.00
Abbey Fields (30 spaces only)		
Per Annum	£574.00	£631.00
Per Month	£84.00	£92.00
resident 12 month permit	£40.00	£44.00
Overnight Parking Permits -Park specific (Available for car parks - excludes Myton Fields)		
Overnight Parking: 18:00 - 09:00 only	£64.00	£64.00
St Peters and Coten End School Parking permits (term time only parking)		
Per Annum	£50.00	£55.00
Administration charge for Season Ticket Amend / Refunds	£8.00	£8.00
Release of vehicles from Multi-Storey car parks	£69.00	£69.00
Special Event Charge	£8.00	£10.00
Skips and Scaffolds on car parks:		
Per Day	£69.00	£69.00
Per Week	£265.00	£265.00

Disabled Drivers

Vehicles displaying a valid 'Blue' Disabled Persons badge may park free of charge on any of the Council's Pay and Display car parks. Car Park Regulations and Orders apply. Those parking in pay on foot car parks will need to have their ticket endorsed by the inspector.

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Refuse Collection		
<i>(Vat not applicable)</i>		
Standard wheeled bin (grey, green, blue)	£39.00	£40.00
Standard wheeled bin (blue recycling)	£39.00	£30.00
Additional refuse bin (140 litres)	£26.00	£30.00
Recycling box and lid	£6.50	£6.50
Recycling box lid only	£2.00	£2.00
Food bin (23 litre)	£10.00	£10.00
Kitchen caddy (7 litre)	£5.00	£5.00
Collection of unwanted wheeled bin/container		£16.00
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	£30.00
Collection of 2 items	£45.00	£40.00
Collection of 3 items	£60.00	£55.00
Collection of 4 items	£75.00	£60.00
Collection of 5 items	£75.00	£75.00
<i>Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons</i>		
Collection of 1 item	£26.00	£20.00
Collection of 2 items	£30.00	£30.00
Collection of 3 items	£34.00	£40.00
Collection of 4 items	£40.00	£50.00
Collection of 5 items	£48.00	£60.00
Green Waste permit <i>Green waste permit charged from 1st April-31st March</i>	£44.00	£47.00
Waste Collection		
Fixed Penalty Notices - Legislation		
Depositing Litter - S87/88 Env Protection Act (EPA) 1990	£2,500.00	£2,500.00
Graffiti & fly-posting - S3-47 Anti-Soc Behaviour Act 2003	£2,500.00	£2,500.00
Failure to Furnish documentation - s5B(2) Control of (Waste Carriers Licence) Pollution (Amend) Act 1989	£5,000.00	£5,000.00
Failure to Produce authority (Waste Transfer Notes) S34A(2) EPA 1990	£5,000.00	£5,000.00
Failure to comply with Waste Receptacle Notice S46 & S47 EPA 1990	£1,000.00	£1,000.00
Community Protection Notices - S52 ASB Crime & Policing Act 2014	£2,500.00	£2,500.00
Fly-Tipping - Unauthorised deposit of Waste (Fixed Penalties) Regulations 2016		
Jephson Gardens - Temperate House		
Charities/Community Groups/Schools - whole day	£75.20	£82.70
Charities/Community Groups/Schools - half day (up to 4 hours)	£50.20	£55.20
Small scale commercial / internal	£100.40	£110.40
Small scale commercial / internal	£66.90	£73.60
Large scale commercial	£150.70	£165.80
Large scale commercial	£100.40	£110.40
Floral displays income		
Hanging basket per unit	£93.50	£102.90

Description of Charge

Current Charge
2024/25Proposed Charge
2025/26

Place, Arts and Economy

Royal Spa Centre*With the exception of below, all charges are by negotiation***Catering***When light refreshments are required, please discuss with the Arts Section's Customer Services Team.**For functions requiring licensed refreshments, the Bar will be provided by and under the control of the Council.*

Main Auditorium

by negotiation

by negotiation

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

Balcony / Conservatory:

by negotiation

by negotiation

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

Assembly Room: All By Negotiation Private, Non-Commercial Bookings:

80%

80%

Commercial Bookings:

100%

100%

Voluntary Organisations:

65%

65%

Annexe: Private, Non-Commercial Bookings:

80%

80%

Commercial Bookings:

100%

100%

Voluntary Organisations:

65%

65%

Schools, Colleges & Educational Groups:

per day

£65.50

£72.00

per session (Half day)

£51.00

£56.00

Commercial or non-educational hirers - by negotiation with the Head of

Cultural Services with a minimum charge of £10 per hour)

Additional Facilities :

Piano (Per booking)

£140.00

£154.00

Art Gallery And Museum:

Commission on pictures sold

30%

30%

Town Hall**Town Hall Room Hire**

Private, Non-Commercial Bookings

80%

80%

Commercial Bookings

100%

100%

Voluntary Organisations

65%

65%

Development Control*Charges apply from 1st April***The Building (Local Authority Charges) Regulations 2010**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**Table 1: New Build Of Houses or Flats (Dwellings / flats up to 300m2)**

Full Plans Application : Submission Fee

1	£410.00	£450.00
2	£475.00	£520.00
3	£550.00	£600.00
4	£615.00	£680.00
5	£695.00	£760.00
6	£770.00	£850.00

Full Plans Application : Inspection Fee

1	£725.00	£800.00
2	£935.00	£1,030.00
3	£1,155.00	£1,270.00
4	£1,375.00	£1,510.00
5	£1,580.00	£1,740.00
6	£1,800.00	£2,000.00

Building Notice

1	£1,135.00	£1,250.00
2	£1,410.00	£1,550.00
3	£1,705.00	£1,870.00
4	£1,990.00	£2,190.00
5	£2,275.00	£2,500.00
6	£2,570.00	£2,850.00

Description of Charge

**Current Charge
2024/25**

**Proposed Charge
2025/26**

*For sites with more than 6 dwellings please contact us for a quote
For the fee for new houses with floor areas in excess of 300m² please contact Building Control.
The fee for a new house or flat includes the garage whether attached or detached.
For full plans applications the fees are split. The submission fee must be paid with the application.
The Inspection fee can also be paid at the same time or be invoiced once the works have started.*

Notes

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

Table 2: Certain Building Work in Dwellings

Full Plans Application: Submission Fee

1 Full (or part) garage conversion	£400.00	£450.00
1 Replacement windows	£200.00	£250.00
1 Domestic Re-roofing up to £10,000 value	£250.00	£300.00
Solar panels and replacement thermal elements	£250.00	£300.00
2 Erection of a garage or car port up to 60m ²	£400.00	£500.00
Domestic extensions up to 40m ²	£220.00	£250.00
3 Domestic extensions from 40m ² - 60m ²	£270.00	£300.00
3 Loft or basement conversions up to 40m ²	£220.00	£250.00
3 Loft or basement conversion from 40m ² - 60m ²	£270.00	£300.00
4 Underpinning	£485.00	£550.00

Full Plans Application: Inspection Fee

1 Full (or part) garage conversion	No charge	No charge
1 Replacement windows	No charge	No charge
1 Domestic Re-roofing up to £10,000 value	No charge	No charge
Solar panels and replacement thermal elements	No charge	No charge
2 Erection of a garage or car port up to 60m ²	No charge	No charge
Domestic extensions up to 40m ²	£365.00	£450.00
3 Domestic extensions from 40m ² - 60m ²	£485.00	£600.00
3 Loft or basement conversions up to 40m ²	£365.00	£400.00
3 Loft or basement conversion from 40m ² - 60m ²	£485.00	£550.00
4 Underpinning	No charge	No charge

Building Notice

1 Full (or part) garage conversion	£400.00	£450.00
1 Replacement windows	£200.00	£250.00
1 Domestic Re-roofing up to £10,000 value	£250.00	£300.00
Solar panels and replacement thermal elements	£250.00	£300.00
2 Erection of a garage or car port up to 60m ²	£400.00	£500.00
Domestic extensions up to 40m ²	£585.00	£700.00
3 Domestic extensions from 40m ² - 60m ²	£755.00	£900.00
3 Loft or basement conversions up to 40m ²	£585.00	£650.00
3 Loft or basement conversion from 40m ² - 60m ²	£755.00	£850.00
4 Underpinning	£485.00	£550.00

- 1 There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft of basement conversions) if these works are taking place at the same time as a domestic extension
- 2 Garages in excess of 60m² should be calculated using Table 3.
- 3 Domestic extensions over 60m² should be calculated using Table 3. There is a minimum fee of **£900**.
- 4 The fees for loft and basement conversions in excess of 60m² should be calculated using Table 3.
- 5 For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.

Notes

1. For loft / basement conversions there is a minimum fee of £850
2. For domestic extensions over 60m² there is a minimum fee of £900
3. If a 'full plans' application is being made for work requiring a fee of £400 or less the whole fee is payable upon application. Otherwise, 40% of the total fee will be required with the application form as the plan fee. An invoice will be sent on commencement of the work for the remaining 60%, which forms the 'inspection fee'.
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.

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Table 3: All Other Building Work		
<u>Full Plans Application: Submission Fee</u>		
Remove Internal wall		£300.00
£0 to £10,000	£400.00	£400.00
£10,001 to £40,000	£210.00	£250.00
£40,001 to £60,000	£285.00	£350.00
£60,001 to £100,000	£360.00	£400.00
For works valued over £100,000 please contact us		
<u>Full Plans Application: Inspection Fee</u>		
Remove Internal wall	No charge	No charge
£0 to £10,000	No charge	No charge
£10,001 to £40,000	£340.00	£450.00
£40,001 to £60,000	£440.00	£550.00
£60,001 to £100,000	£540.00	£600.00
For works valued over £100,000 please contact us for a quote		
<u>Building Notice</u>		
Remove Internal wall		£300.00
£0 to £10,000	£400.00	£400.00
£10,001 to £40,000	£550.00	£700.00
£40,001 to £60,000	£725.00	£900.00
£60,001 to £100,000	£900.00	£1,000.00
For works valued over £100,000 please contact us for a quote		
There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value if these works are taking place at the same time as a domestic extension.		
For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.		
Fees are inclusive of Vat.		
Building Regulations - Supplementary Charges		
Following changes to the national guidance governing Building Regulations Fees, the following charges will be introduced with effect from (proposed date) 1st April 2025: (All the following supplementary charges are plus Vat)		
<u>Returned Cheques</u>	£66.00	£75.00
Reactivating Archived Files	£66.00	£75.00
Additional Inspections	£66.00	£75.00
Re-directing Invoices	£66.00	£75.00
Copies of decision notices and completion certificates	£33.00	£40.00
Research	£66.00	£75.00
Pre-application site inspections	£66.00	£75.00
<u>High Hedges Complaints</u>	£440.00	£484.00
Permitted Development Enquiries (Self Assessment Online Free)		
Written requests relating to the Planning History of a Site	£400.00	£440.00
<u>Pre-Application Advice Fees</u>		
Tier 1: Self service advice via the WDC website		
Tier 2: Request for a written response to the acceptability of a householder proposal		
per meeting	£120.00	£120.00
written response	£120.00	£120.00
both	£240.00	£240.00
Tier 3: Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6		
per meeting	£360.00	£360.00
written response	£360.00	£360.00
both	£720.00	£720.00
Tier 4A: Provision of pre-application advice for proposals which comprise 1 dwelling		
	£480.00	£480.00
	£480.00	£480.00
	£960.00	£960.00
Tier 4B: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 2-5 dwellings; a floor area of up to 499 sq. metres or a site area of up to 0.49 ha		
per meeting	£840.00	£900.00
written response	£840.00	£900.00
both	£1,680.00	£1,800.00
Tier 4C: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 6-9 dwellings; a floor area of between 500 - 999 sq. metres or a site area of between 0.5 - 0.99 ha		
per meeting	£1,200.00	£1,500.00
written response	£1,200.00	£1,500.00
both	£2,400.00	£3,000.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Tier 5: Provision of pre-application advice for proposals which fall within the "small scale major" development category: i.e. residential proposals of 10 - 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1,000 and 9,999 sq. m of floor space or a site of 1 - 2 ha		
per meeting	£2,400.00	£3,000.00
written response	£2,400.00	£3,000.00
both	£4,800.00	£6,000.00
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	£4,800.00	£6,000.00
written response	£4,800.00	£6,000.00
both	£9,600.00	£12,000.00

A fee will be charged for advice which:

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

Self-Build Homes Register

To be included on the register, there will be an entry charge of £55 for Part 1 and £27.50 for Part 2. People entered on Part 1 of the register are to pay a higher fee as there is duty for local authorities to meet the demand on this part of the register. The fee is outside of the scope of Vat.

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

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

Local Land Charges (ringfenced account)

Search Fee (non-electronic) CON29R Official Search (includes Vat)	£130.00	£130.00
Part II - Optional Enquiries CON290 (PARTII) CON290 (PARTII) Enquiry 22 (refer direct to County Council)	£16.00	£16.00
Other Work Additional (Non-standard) Questions	£32.00	£32.00
Additional land parcel (all search types)	£14.00	£14.00

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

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Charges For Local Authority Legal Work		
<u>Disposals, Licences, Easements, etc.</u>		
Disposals (excluding those on the open market)	At cost	
Leases	At cost	
Licences	At cost	
Licence to plant in Highway - Initial Fee	At cost	
Rights of Way / Easements	At cost	
Licenses to Assign (Commercial / Residential)	At cost	
(refer to County Council if possible)		
<u>Mortgages</u>		
Supply of Epitome and Abstract of Title: Photocopy charge	see below	
Redemption of Mortgages	No charge	
Council entering into Conveyance releasing part of mortgaged property		
Postponement of Council's Discount provisions	£126.50	£139.20
Release of one party to mortgage	£352.00	£387.20
Apply for retrospective consents to Property Alterations	£93.50	£102.90
<u>Miscellaneous Agreements concerning the Development of Land</u>		
Sect 106 Agreements - Town & Country Plan Act 1990	available via website	
<u>Photocopying</u>		
A4 Single sided	£0.20	£0.20
A4 Single sided - colour	£1.30	£1.40
A4 Double sided	£0.30	£0.30
A4 Double sided - colour	£2.20	£2.40
A3 Single sided	£0.30	£0.30
A3 Single sided - colour	£2.80	£3.10
A3 Double sided	£0.70	£0.80
A3 Double sided - colour	£4.40	£4.80
A0 Plans	£27.50	£30.30
A0 Plans - colour	£88.00	£96.80
Enterprise Team		
<i>Charges apply from 1st April</i>		
Court Street Creative Arches		
<i>Annual Rent - excluding Vat, which should be added at the prevailing rate.</i>		
All Units - Single or Double Arch	by negotiation	
Althorpe Enterprise Hub		
Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate. (Includes 1 parking space - except Unit 12, which does not have parking allocated)		
Unit Number / No of Desks / Size (m2)		
1 3 16.98	£354.40	£368.60
2 3 17.63	£370.70	£385.50
3 4 21.67	£452.90	£471.00
4 3 19.36	£403.30	£419.40
5 2 14.05	£295.60	£307.40
6 2 12.79	£269.60	£280.40
7 2 12.79	£269.60	£280.40
8 2 12.66	£269.60	£280.40
9 2 14.07	£295.60	£307.40
10 3 19.24	£403.30	£419.40
11 4 21.53	£452.90	£471.00
12 3 16.20	£337.50	£351.00
13 12 60.52	£1,379.70	£1,434.90
14 3 19.06	£398.00	£413.90
15 3 18.58	£387.40	£402.90
16 3 19.12	£398.00	£413.90
17 6 40.05	£636.00	£661.40
18 8 60.52	£943.40	£981.10
Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees		
Conference Room Hire Charges (excluding Vat. - which should be added at the prevailing rate)		

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
Althorpe Enterprise Hub Tenants:		
Per Hour	£22.00	£24.00
Half Day		
Morning 9.00 am to 12.30 pm	£66.00	£71.25
Afternoon 1.00 pm to 4.30 pm	£66.00	£71.25
Full Day		
9.00 am to 5.00 pm	£132.00	£135.00
Althorpe Enterprise Hub Other Organisations:		
Half Day		
Morning 9.00 am to 12.30 pm	£88.00	£95.00
Afternoon 1.00 pm to 4.30 pm	£88.00	£95.00
Full Day		
9.00 am to 5.00 pm	£176.00	£180.00

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

26HT

Unit Number / No of Desks / Size (m2)	Current Charge	Proposed Charge
1 8 27.68	£638.70	£664.20
2 8 28.10	£696.70	£724.60
3 3 11.90	£286.20	£297.60
4 10 30.41	£754.80	£785.00
5 5 15.90	£377.40	£392.50
6 4 16.74	£364.90	£379.50
7 4 17.16	£364.90	£379.50

Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate.

Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees

Business Support and Events Team

Markets

(Free of Vat unless otherwise stated)

Market charge per stall per market to stallholders:

Warwick (Weekly)	£44.00	£44.00
Leamington (Weekly)	£50.00	£50.00
Leamington - Covent Garden, (9 per year)	£50.00	£50.00
Kenilworth (Weekly)	£33.00	£33.00

Market charge per stall per market to stallholders:

Leamington Autumn Market	£65.00	£65.00
Leamington Christmas Market	£90.00	£90.00
Warwick Victorian Evening	£90.00	£90.00

% of stall income due to Warwick District Council:

Number of Stalls:

Up to 29	23%	23%
Up to 39	28%	28%
Up to 49	33%	33%
Up to 59	43%	43%
60-79	50%	50%
Over 80	50%	50%

Miscellaneous Charges

Local Charitable/Community Events
(Exempt from Vat)

Deposit	£320.00	£352.00
Per Day	£150.00	£165.00

Small/Local Commercial Events

(Exempt from Vat)

Deposit	£635.00	£699.00
Per Day	£300.00	£330.00

Large/National Commercial Events

(Exempt from Vat)

Deposit	by negotiation	by negotiation
Per Day		

Circuses And Fairs

(Exempt from Vat)

Deposit	£1,200.00	£1,236.00
Up to Seven Days	£2,550.00	£2,627.00
Each additional day or part thereof	£425.00	£438.00

Description of Charge	Current Charge 2024/25	Proposed Charge 2025/26
NEW FEE - Events Application Fee	not charged in 2024-2025	25% application fee that is non refundable, to be subtracted from the final bill, except if the event is cancelled by the event organiser.
NEW FEE - Road Closure Application fee		
Level 1 Small road closures, for 1-3 roads	not charged in 2024-2025	£130.00
Level 2 Large road closures, for more than 3 roads	not charged in 2024-2025	£260.00
Exemptions to charges for Remembrance and other similar events	not charged in 2024-2025	£0.00
Pump Room Gardens Corner Site (Per Day): (Exempt from Vat)	£255.00	£281.00
Filming		
Application fee and film permit		
Level 1 Students or good PR	£28.00	£31.00
Level 2 small, less than 20 crew	£110.00	£121.00
Level 3 medium crew, 21-75	£220.00	£242.00
Level 4 large crew, 75-150		
Crews of over 150 people		
Filming On WDC Land (Exempt from Vat)		
Full Day	£1,000.00	£1,100.00
Half Day	£500.00	£550.00
Extra Licences		
Drone or cherry picker		
Requests not covered by fee structure		

Licensing and Regulatory Committee

Excerpt of the minutes of the meeting held at Shire Hall, Warwick on Monday 18 November 2024 at 4.30pm.

Present: Councillors Gorman (Chair), Armstrong, Barton, Browne, Kohler, Redford, Rosu, and Syson.

18. **Apologies and Substitutes**

Apologies for absence were received from Councillors C Gifford, D Harrison, King, Roberts and Yellapragada.

19. **Declarations of Interest**

There were no declarations of interest made.

20. **Minutes of the Licensing & Regulatory Committee**

The minutes of the meeting of 24 July 2024 were taken as read and signed by the Chair as a correct record.

21. **Minutes of the Licensing & Regulatory Panels**

The minutes of the following Licensing and Regulatory Panels were taken as read and signed by the Chair as a correct record:

- a) 20 August 2024;
- b) 5 September 2024; and
- c) 17 September 2024.

22. **Gambling Act 2005 Policy for the period of January 2025 to January 2028**

The Committee considered a report from Safer Communities, Leisure, and Environment which recommended to Council the adoption of the Gambling Act Policy for 2025 – 2028.

The Licensing Authority was required by the Gambling Act 2005 to review its Gambling Policy/Statement of Principles every three years. WDC adopted its current Gambling Policy in January 2022. A new policy had to therefore be revised and adopted no later than 30 January 2025.

A five-week public consultation took place between 5 August 2024 and 9 September 2024. Those consulted were responsible authorities, holders of existing licenses and permits, Councillors and Parish/Town Councils, local bodies representing consumers and tourism, as well as local bodies representing vulnerable persons. No comments were received during the consultation period.

The final draft of the Gambling Policy had to be adopted by Council on recommendation from the Licensing and Regulatory Committee. If accepted by Council, this Policy would be valid from 31 January 2025 to 30 January 2028.

A document setting out the changes made to the current Policy (January 2022 – January 2025) was set out at Appendix 2 to the report.

In terms of alternatives, the Council had no option but to adopt a Policy. Section 349 of Act 2005 required that all licensing authorities had to prepare and publish a statement of the principles that it proposed to apply in exercising their functions under the Act (i.e. a policy). The act also required that this was reviewed every three years. Without such a policy in place, a licensing authority could not receive applications or discharge its functions under the Act. There was limited discretion over how and when this was done. Therefore, Members could either support the proposed Policy or amend it.

In response to questions from Members, the Licensing Team Leader explained that:

- it was expected not to have comments, given that last time only three had been received; and
- Stratford-on-Avon and Nuneaton Councils had one comment to their consultation, and it was not unusual for this to be the case.

It was proposed by Councillor Redford, seconded by Councillor Syson and

Recommended to Council that the Council's Licensing Policy Statement, with regard to the Gambling Act 2005, as set out at Appendix 1 to the minutes, be adopted.

Resolved that the proposed Gambling Policy as set out at Appendix 1 following on from the public consultation, be noted.

(The meeting ended at 5.32pm)

CHAIR
18 December 2024



GAMBLING POLICY (STATEMENT OF GAMBLING PRINCIPLES)

(Required by the Gambling Act 2005)

2025 - 2028

1. Introduction

1.1 Warwick District Council, as the Licensing Authority ("the Authority"), makes this Statement of Policy ("the Statement") in pursuance of its powers and duties under Section 349 of the Gambling Act 2005 ("the Act") and sets out the Authority's approach in dealing with its responsibilities under the Act.

1.2 Warwick District is situated in the south of Warwickshire in the centre of England and its boundaries embrace an area of some 28,253 hectares with a population of 148,500 people. The District covers four towns, Royal Leamington Spa, Warwick, Kenilworth and Whitnash as well as a large rural area with 20 Parish Councils.

1.3 List of Consultees

The Authority has consulted the following on the content of this Statement of Principles:-

- Responsible Authorities
- Holders of existing licences, permits and registrations
- Councillors and Parish Councils
- Representatives of persons carrying on gambling businesses in Warwick District
- Local bodies representing consumers and tourism
- Local bodies representing vulnerable persons
- Departments within the Council with an interest in the licensing of gambling

1.4 In preparing this Statement, the Authority has had regard to the provisions of the Act, the Guidance issued by the Gambling Commission and Regulations made by the Secretary of State. Due consideration has been given to the responses of all consultees and in determining the weight to be attached to particular representations the Authority has taken into account the following factors:

- Who is making the representation (what is their expertise or interest)
- The relevance to the licensing objectives
- how many others expressed the same or similar views

2. Gambling Act 2005

2.1 The Act specifies licensing objectives which are central to the regulatory regime, these are:-

- **Preventing gambling from being a source of crime and disorder, being associated with crime or disorder, or being used to support crime;**
- **Ensuring that gambling is conducted in a fair and open way;**
and
- **Protecting children and other vulnerable persons from being harmed or exploited by gambling**

2.2 In carrying out the licensing function under the Act the Authority will aim to permit the use of premises for gambling as long as it is considered to be:-

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- **In accordance with any relevant Codes of Practice issued by the Gambling Commission under section 24 of the Act.**
- **In accordance with any relevant Guidance issued by the Gambling Commission under Section 25 of the Act.**
- **In accordance with this Statement of Policy and**
- **Reasonably consistent with the licensing objectives**

2.3 The Act provides for 3 categories of licence:

- Operating licences;
- Personal licences; and
- Premises licences

2.4 The Authority will be responsible for issuing premises licences. The Gambling Commission will be responsible for issuing operating and personal licences.

2.5 This Statement will come into force on the 31st January 2025 and will have effect until 30th January 2028 being kept under review and revised or amended as required following consultation.

3. Authorised Activities

3.1 'Gambling' is defined in the Act as either gaming, betting, or taking part in a lottery.

- Gaming means playing a game of chance for a prize:
- Betting means making or accepting a bet on the outcome of a race, competition, or any other event, the likelihood of anything occurring or not occurring; or whether anything is true or not:
- A lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process which relies wholly on chance.

3.2 The main functions of the Licensing Authority are to:

- Licence premises for gambling activities
- Grant permits for gambling and gaming machines in clubs
- Regulate gaming and gaming machines in alcohol licensed premises
- Grant permits to family entertainment centres for the use of certain lower stake gaming machines
- Grant permits for prize gaming
- Consider notices given for the temporary use of premises for gaming
- Receive occasional use notices for betting at tracks and
- Register small societies lotteries

3.3 Spread betting is regulated by the Financial Services Authority. Remote Gambling is dealt with by the Gambling Commission. The National Lottery is regulated by the Gambling Commission.

4. General Statement of Principles

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- 4.1 The Authority recognises the wide variety of premises which will require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs, amusement arcades and racing tracks.
- 4.2 In carrying out its licensing functions the Authority will have regard to guidance issued by the Gambling Commission.
- 4.3 The Authority will not seek to use the Act to resolve matters more readily dealt with under other legislation. This Statement will avoid duplication with other regulatory regimes wherever possible. In considering applications, and taking enforcement action, under the Gambling Act the Authority will have regard to the provisions of the Human Rights Act.
- 4.4 To ensure the licensing objectives are met the Authority will establish a close working relationship with the Police, the Gambling Commission and other Responsible Authorities.
- 4.5 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this Licensing Authority has considered the Gambling Commission's Guidance to local authorities. However, the overriding principle is that each application and the circumstances prevailing at each premises will be considered on their own individual merits. The Authority can not take into account any moral objections to gambling.
- 4.5 In its Guidance to Local Authorities the Gambling Commission suggest that Licensing Authorities should adopt a "Local Area Profile". A Local Area Profile is created by gathering information about a locality and any particular areas of concern within that locality. Where evidence is submitted to the Licensing Authority which identifies any areas of concern it is intended to produce a Local Area Profile separate to this Statement. Once adopted, the Local Area Profile would assist the Authority and Operators in identifying specific local risks within the District.

5. The Licensing Objectives

5.1 Preventing gambling from being a source of crime and disorder, being associated with crime and disorder or being used to support crime

- 5.1.1 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling, or being associated with providing such facilities.
- 5.1.2 When applying to this Authority for a premises licence the applicant will have to hold an operating licence from the Commission before a licence can be issued so the Council will not be concerned with the suitability of the applicant. Where concerns about a person's suitability arise the Authority will bring those concerns to the attention of the Commission. The Authority will have to be satisfied that the premises will not adversely affect the licensing objective and is compliant with the Commissions Guidance, codes of practice and this gambling policy.

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- 5.1.3 The applicant will be expected to demonstrate that they have, or intend to implement, sufficient controls to prevent the premises being a source of crime and disorder, associated with crime and disorder or used to support crime. This could include details of any risk assessments that have been carried out, measures relating to the design and layout of the premises to minimise opportunities for crime and disorder and the strategies for managing the premises.
- 5.1.4 Where an area is known to have high levels of crime the Authority will consider carefully whether the location is suitable for gambling premises. The Authority will expect the applicant to have a good understanding of the local area in which they either operate, or intend to operate and demonstrate how they will promote this objective in this location. Where representations are received, it may be necessary for appropriate conditions to be attached to the licence, for example, Licensed Door Supervisors, CCTV or minimum levels of staffing.
- 5.1.5 Where a particular premises has a history of crime and disorder or a history of use by those involved in crime as a place of association or a way to dispose of the proceeds of crime the Authority will give careful consideration as to whether it is suitable to be licensed under the Act. The Authority may decide that any licence that is granted should be subject to additional conditions to promote this objective.
- 5.1.6 Whilst issues of nuisance are not included specifically in the gambling objectives and cannot be addressed via the Gambling Act, the Authority may consider, that extreme instances of public nuisance and persistent public nuisance amount to crime and disorder and may refuse to grant a licence or impose additional conditions in circumstances where serious and persistent public nuisance is associated with the premises.

5.2 Ensuring Gambling is conducted in a fair and open way.

- 5.2.1 Generally it is for the Gambling Commission to ensure that this licensing objective is complied with as this will be a matter primarily dealt with under either the operating licence or the personal licence. Where the Authority suspects that gambling is not being conducted in a fair and open way this will be brought to the attention of the Commission.
- 5.2.2 In relation to the licensing of tracks, as defined by section 353 of the Act the Authority's role will be different from other premises in that track operators will not necessarily have an operating licence. In those circumstances the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable. In particular the Authority will consider whether the layout, lighting and fitting out of the premises have been designed so as to ensure that gambling is conducted in a fair and open way and whether sufficient management measures are proposed or in place. The Authority will also consider whether the operators have been compliant with enforcement agencies and whether the Commissions Codes of Practice have been complied with.

5.3 Protecting children and other vulnerable persons from being harmed or exploited by gambling

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5.3.1 This objective intends to prevent children and young persons from taking part in, or being in close proximity to, gambling. This also means restricting advertising so that gambling products are not aimed at or are, particularly attractive to children.

5.3.2 The Act and Gambling Commission Guidance do not define the term vulnerable but the Commission states that for regulatory purposes it assumes "vulnerable persons" includes people who gamble more than they want to; people who are gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to mental health issues, learning disabilities or substance abuse. This is the definition the Authority will use in its consideration of applications. Whilst the Act does not prohibit vulnerable groups in the same manner as children and young persons the Authority will consider whether or not measures have been taken to protect such a group. Any such considerations will be balanced against the Authority's aim to permit the use of premises for gambling and each application will be judged on its own merits.

5.3.3 The Authority will expect operators to put appropriate measures in place to protect children and other vulnerable persons. These could include, but are not confined to:

- Specific training programmes for staff to ensure that they are able to identify children and vulnerable people and take appropriate action to exclude them from the premises or part of the premises
- Effective measures to implement a proof of age scheme for adult only premises.
- Provision for self-barring schemes and access to information or helplines for organisations such as GamCare.
- Appropriate design and layout of the premises to ensure that they do not attract children or vulnerable people including appropriate signage and location of machines
- Effective management of the premises to include refusals logs and sufficient numbers of staff.
- Ensuring that any promotional materials do not encourage the use of the premises by children, or vulnerable people.

5.3.4 The licensing authority will pay particular attention to any codes of practice which the Gambling Commission issues in relation to specific premises such as casinos. It will consider this licensing objective on a case-by-case basis, and where necessary add conditions to promote this objective.

5.3.5 The Authority will carefully consider the location of the premises in relation to this objective.

6. Premises Licences

6.1 Section 150 of the Act permits the issue of premises licences authorising the provision of facilities at the following:-

- casino premises;
- bingo premises
- betting premises, including tracks and premises used by betting intermediaries;
- adult gaming centres;

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- family entertainment centres;
- 6.2 Premises can be 'any place' but the Act prevents more than one premises licence applying to any one place. A single building could be subject to more than one premises licence provided they are for different parts of the building and those parts can be genuinely regarded as being different 'premises'.
- 6.3 A particular requirement might be for entrances and exits from parts of a building covered by one or more licences to be separate and identifiable so that the separation of the premises is not compromised and that people are not allowed to 'drift' accidentally into a gambling area.
- 6.4 Where the Authority has concerns about the use of premises for gambling these will generally be addressed through licence conditions.
- 6.5 Other than an application for a betting premises licence in respect of a track, the Authority is not able to issue a premises licence unless the applicant holds the relevant operating licence from the Gambling Commission.
- 6.6 When considering applications for premises licences the Authority will not take into consideration either the expected 'demand' for facilities or the likelihood of planning permission being granted.
- 6.7 The Authority will maintain a register of premises licences issued and will ensure that the register is open for public inspection at all reasonable times.

7. Location

- 7.1 This licensing authority is aware that demand issues cannot be considered with regard to the location of premises either at a district wide or more local scale. However, it considers that the location of gambling premises can be a major factor on the promotion of the licensing objectives. The authority will pay particular attention to the suitability of a location for gambling activity in terms of the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 7.2 Any existing Local Area Profile will be considered by the authority. This will assist operators to make their decisions using the information which may highlight sensitive areas which they can take into account of any sensitive locations within close proximity to proposed gambling premises.
- 7.3 Applicants will have to show that they have considered any potential impact of their proposed business on the licensing objectives and provide information on how they plan to reduce or remove any likely adverse impact on them.
- 7.4 The licensing authority will carefully consider proposals for new gambling premises that are in close proximity to hostels or other accommodation or centres catering for vulnerable people, including those with mental disabilities or learning difficulties, and those with problem gambling or with alcohol or drug abuse problems, in the light of the gambling objectives.

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7.5 It should be noted that areas considered to be sensitive does not preclude any application being made and each application will be decided on its own merits.

8. Primary Activity

8.1 The primary activity of each premises licence type is specified on the premises licence when it is issued. The licensing authority will take decisions in accordance with the Commission's Guidance and Codes of Practice on primary gambling activity, and will have regard to the advice which it issues from time to time, and will expect applicants to operate premises in line with the Commission's Guidance and conditions on their operator's licence. The council will monitor the operation of premises and report any potential breach of operating licence conditions to the Commission. Applications for new premises licences, or to vary an existing licence, will be expected to be clear that the premises are intended to be used for the primary gambling activity proposed.

8.2 It should be noted that the Act does not permit a premises to be licensed for more than one gambling activity.

9. Responsible Authorities

9.1 These are generally public bodies that must be notified of all applications and who are entitled to make representation to the Authority if they are relevant to the licensing objectives.

9.2 Section 157 of the Act identifies the bodies that are to be treated as responsible authorities. In relation to the Authority's area, these are:

- The Licensing Authority itself
- The Gambling Commission
- The Chief Officer of Police
- The Fire & Rescue Authority
- The Local Planning Authority
- An authority with functions in relation to pollution of the environment or harm to human health
- A body designated in writing by the licensing authority as competent to advise about the protection of children from harm
- HM Revenue & Customs; and
- Any other person prescribed in regulations by the Secretary of State

Section 211 (4) provides that in relation to a vessel, but no other premises, responsible authorities also include navigation authorities within the meaning of section 22 (1) of the Water Resources Act 1991 that have statutory functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is proposed to be navigated at a time when it is to be used for licensable activities.

9.3 The Authority is required to set out the principles to be applied in exercising its powers to designate, in writing, a body which is competent to advise about the protection of children from harm. The principles applied in designating such a body are:

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- the body must be responsible for covering the whole of the Authority's area; and
- the body should be answerable to democratically elected persons rather than any particular vested interest groups etc.

9.4 Details of the body designated for Warwick District Council and all other responsible authorities are available on www.warwickdc.gov.uk and a printed form is available from the Authority.

10. Interested Parties

10.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence based on the principles detailed in section 2 of this policy statement.

An interested party is someone who-:

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons in either of the two groups above

10.2 The principles the licensing authority will apply to determine whether a person is an interested party are:

- Interested parties could include trade associations and trade unions, and residents' and tenants' associations. This authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Gambling Act 2005 e.g. lives sufficiently close to the premises or has business interests likely to be affected by the activities being applied for.
- Interested parties can be persons who are democratically elected. These include MPs, County and District Councillors, Town Councillors and Parish Councillors. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Other than these persons, this authority will require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities

10.3 If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application or in any other way have a personal interest that would preclude them from participating

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in a hearing. If there are any doubts then please contact the licensing team.

- 10.4 It should be noted that, unlike the Licensing Act, the Gambling Act does not include as a specific licensing objective the prevention of public nuisance. There is however other relevant legislation which deals with public nuisance.

11. Representations

- 11.1 The Authority is obliged to consider representations from 'responsible authorities' and 'interested parties' and must determine whether or not representations are admissible. A representation is inadmissible if not made by a responsible authority or an interested party.

- 11.2 The only representations likely to be relevant are those that relate to the licensing objectives, or that raise issues under this statement or the commissions Guidance or Codes of Practice. The Authority must determine the relevance of the representation.

- 11.3 Any concerns that responsible authorities have in relation to their own functions cannot be taken into account if they are not relevant to the application for a premises licence and the licensing objectives.

- 11.4 The Authority may, in certain circumstances, consider a representation to be either frivolous or vexatious. This will generally be a matter of fact given the circumstances of each individual case but before coming to a decision the Authority may consider the following:

- who is making the representation and whether there is a history of making representations that are not relevant;
- whether it raises a 'relevant' issue or not; or
- whether it raises issues specifically to do with the premises which are the subject of the application.

12. Conditions of Licence

- 12.1 Conditions imposed by the Authority may be general in nature by applying to all licences, or those of a particular type, or they may be specific to a particular licence.

- 12.2 The Authority will not generally impose conditions that limit the use of premises for gambling unless it is deemed to be necessary as a result of the requirement to act in accordance with the Gambling Commission's Guidance, any codes of practice issued by the Commission, this Statement of Principles or in a way that is reasonably consistent with the licensing objectives.

- 12.3 Any conditions imposed by the Authority will be proportionate to the circumstances they are intended to address. In particular, the Authority will ensure that any conditions are:

- relevant to the need to make the premises suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;

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- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects
- decided on a case by case basis

12.4 The Authority will not consider imposing conditions:

- which make it impossible to comply with an operating licence condition imposed by the Gambling Commission;
- relating to gaming machines categories, numbers or method of operation;
- which specify that membership of a club or other body is required; and
- in relation to stakes, fees, winnings or prizes.

13. Casinos

13.1 There are currently no casinos operating in the District.

13.2 Section 166(1) of the Act states that a Licensing Authority may resolve not to issue casino premises licences. There is no resolution to prohibit casinos in the District at present. The Council reserves the right to review this situation and may, at some point in the future, resolve not to permit casinos. Should the Council choose to make such a resolution, this will be made in accordance with s166 of the Act and a resolution of full Council following considered debate.

14. Betting Machines in Betting Premises

14.1 The Authority is aware of its power to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching licence condition to a betting premises licence.

14.2 In the event that the Authority considers whether to impose such a condition on any particular licence it may, among other things, take into account the size of the premises, the number of counter positions available for person to person transactions, and the ability of staff to monitor the use of the machines.

15. Bingo

15.1 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licence, for that or those excluded areas.

15.2 Section 172(7) of the Act provides that the holder of bingo premises licences may make available for use a number of category B gaming machines for use on the premises.

15.3 This authority also notes the Commission's Guidance in the unusual circumstances in which the splitting of pre-existing premises into two adjacent premises might be permitted. It is not permissible for all of the

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gaming machines to which each of the licenses brings an entitlement to be grouped together within one of the licensed premises.

- 15.4 The playing of bingo specifically in alcohol-licensed premises, clubs and miners welfare institutes is permissible under the exempt gaming allowances. Where the level of bingo played in these premises, under the exempt gaming allowances, reaches a certain threshold, it will no longer be authorised by these allowances, and a bingo operating licence will be required by the Commission.
- 15.5 The holder of a bingo operating licence will be able to provide any type of bingo game including cash and prize bingo.
- 15.6 Commercial bingo halls will require a bingo premises licence from the Council.
- 15.7 Under the auspices of their gaming machine permit, adult gaming centres may offer any type of prize gaming and unlicensed family entertainment centres may offer equal chance prize gaming without the need for a prize gaming permit.
- 15.8 Children and young people are allowed into bingo premises, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed, local authorities will ensure that:
 - all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
 - only adults are admitted to the area where the machines are located;
 - access to the area where the machines are located is supervised;
 - the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
 - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

16. Tracks

- 16.1 Only one premises licence can be issued for any particular premises at any time unless the premises is a 'track'. A track is a site where races or other sporting events take place.
- 16.2 Track operators are not required to hold an 'operator's licence' granted by the Gambling Commission. Therefore, premises licences for tracks, issued by the Council are likely to contain requirements for premises licence holders about their responsibilities in relation to the proper conduct of betting. Indeed, track operators will have an important role to play, for example in ensuring that betting areas are properly administered and supervised.
- 16.3 Although there will, primarily, be a betting premises licence for the track there may be a number of subsidiary licences authorising other gambling activities to take place. Unlike betting offices, a betting premises licence in

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respect of a track does not give an automatic entitlement to use gaming machines.

- 16.4 When considering whether to exercise its power to restrict the number of betting machines at a track the Council will consider the circumstances of each individual application and, among other things will consider the potential space for the number of machines requested, the ability of track staff to supervise the machines, especially if they are scattered around the site, and the ability of the track operator to prevent children and young persons and vulnerable people accessing the machines.

17. Temporary Use Notices

- 17.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.
- 17.2 The licensing authority can only accept a Temporary Use Notice from a person or company holding a relevant operating licence.
- 17.3 Regulations prescribed by the Secretary of State provide that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming where the gaming is intended to produce a single winner, for example games such as backgammon, cribbage, bingo and poker.
- 17.4 There are a number of statutory limits as regards temporary use notices. Gambling Commission Guidance notes that the meaning of 'premises' in part 8 of the Act, is mentioned in Part 7 of the Gambling Commission Guidance. As with 'premises', the definition of 'a set of premises' will be a question of fact in the particular circumstances of each notice that is given. In the Act 'premises' is defined as including 'any place'. In considering whether a place falls within the definition of 'a set of premises', licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises.
- 17.5 The licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission Guidance.

18. Occasional Use Notices

- 18.1 The licensing authority has very little discretion as regards to these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The licensing authority will need to consider the definition of a 'track' and whether the applicant is permitted to avail them from the notice.

19. Gaming Machines

- 19.1 A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of 'chance' imparted by the action of the machine would cause it to be a gaming machine. A

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machine that is capable of being used as a gaming machine whether or not it is currently operating as one would also be classified as a gaming machine.

- 19.2 The Authority is aware of its power to restrict the number of gaming machines in certain circumstances. In the event that the Authority considers whether to impose such a restriction on any particular permit it may, among other things, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.
- 19.3 The Authority will be unable to issue premises licences to authorise gaming machines in certain types of premises. These generally will be premises to which children and vulnerable people will have unrestricted access and would include take-away premises, taxi offices, supermarkets etc.

20. Unlicensed Family Entertainment Centre Gaming Permits

- 20.1 Where a premises does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.
- 20.2 The Gambling Act 2005 states that a Licensing Authority may "prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25. The Gambling Commission's Guidance also states that in their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits and licensing authorities will want to give weight to child protection issues.
- 20.3 Guidance also states that an application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application, licensing authorities may wish to consider asking applicants to demonstrate:
- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
 - That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
 - That staff are trained to have a full understanding of the maximum stakes and prizes.
- 20.4 It should be noted that a licensing authority cannot attach conditions to this type of permit.
- 20.5 With regard to renewals of these permits, a licensing authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises

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without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

21. (Alcohol) Licensed Premises Gaming Machine Permits

21.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the ;
- licensing objectives
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises

21.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issues by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and "*such matters as they think relevant*".

This licensing authority considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18. Notices and signage may also help. As regards to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

21.3 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an Adult Entertainment Centre premises licence.

21.4 It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

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21.5 It should also be noted that the holder of a permit must comply with Gaming Machines in Alcohol Licensed Premises Code of Practice issued by the Gambling Commission about the location and operation of the machine.

22. Prize Gaming Permits

22.1 The Gambling Act 2005 states that a Licensing Authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which “may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the applicant”.

22.2 This licensing authority has adopted a Statement of Principles that is available from the licensing department or at www@warwickdc.gov.uk. Potential applicants/other interested persons are advised to read the Statement of Principles before applying to the Licensing Authority for a licence or permit.

22.3 In making its decision on an application for this permit the licensing authority does not need to, but may have regard to, the licensing objectives but must have regard to any Gambling Commission Guidance.

22.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply. The conditions in the Act are;

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if nonmonetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

The licensing authority cannot attach conditions.

23. Club Gaming and Club Machine Permits

23.1 Members clubs and Miners’ welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

23.2 Members clubs must have at least 25 members and be established and conducted “wholly or mainly” for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members club must be permanent in nature, not

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established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

23.3 This Licensing Authority is aware that: "Licensing authorities may only refuse an application on the grounds that:

- the applicant does not fulfil the requirements for members or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- the applicants' premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the Commission or the police."

23.4 It should be noted that there is a "fast track procedure available for premises which hold a Club Premises Certificate under the Licensing act 2003. As the Gambling Commission's Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are:

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

23.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

24. Lotteries

24.1 In carrying out its functions in relation to Lotteries, the Authority will have regard to the Act, any guidance issued by the Commission from time to time and any Regulations issued by the Secretary of State.

24.2 The Act makes it illegal to promote lotteries unless they are licensed or within an exempt category. One such exemption relates to registered small society lotteries and the Council is responsible for registering small society lotteries, which are promoted by non-commercial organisations that are established for:

- charitable purposes
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity
- for any other non-commercial purpose other than that of private gain

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25. Exchange of Information

25.1 The principle that the licensing authority will apply in respect of the exchange of information between it and the Gambling Commission and those bodies listed in Schedule 6 of the Act is that it will act in accordance with the provisions of the Gambling Act 2005 which includes the provision that the General Data Protection Regulations will not be contravened. The licensing authority will also have regard to any guidance issued by the Gambling commission to Local Authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

26. Enforcement Protocols

26.1 The Council will liaise with the Gambling Commission and other enforcing authorities on enforcement issues. These protocols will include agreements relating to joint inspections and joint strategies. This will provide a more efficient deployment of the Council's officers and other officers that are commonly engaged in enforcing gambling law and inspection of licensed premises. For example, these protocols should also provide for the targeting of resources towards high-risk premises and activities that require greater attention. A lighter touch will apply in respect of low risk premises, which are well run.

26.2 In general, action will only be taken in accordance with the principles of the Regulatory Compliance Code, Licensing Authority Enforcement Policy and the relevant provisions as they come into force of the Regulatory Enforcement and Sanctions Act 2008. To this end the key principles of consistency, transparency and proportionality will be maintained.

26.3 As per the Gambling Commission Guidance to Licensing Authorities, the Council will endeavour to avoid duplication with other regulatory regimes as far as possible.

26.4 The Council has adopted and implemented a risk based inspection programme based on:

- relevant codes of practice
- guidance issued by the Gambling Commission
- the licensing objectives
- the principles set out in this statement of gambling policy

26.5 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions, which it authorises. The Gambling commission will be the enforcement body for the Operator and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

27. The Licensing Process

27.1 The powers of the Council as a licensing authority under the Act may be carried out by the Licensing and Regulatory Committee and then put before

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Full Council. Applications under the Act will be dealt with in accordance with the Council's scheme of delegation.

- 27.2 Application forms will be in the format prescribed by regulations. The form will need to contain information that describes the gambling activities to be provided, the operational procedures, hours, nature of the location, needs of the local community, etc. Most importantly, the applicant will have to detail the steps that will be taken to promote the three licensing objectives. Applicants must carry out a risk assessment before they apply for a licence.
- 27.3 The Authority will expect the local risk assessment to consider as a minimum:
- the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;
 - the demographics of the area in relation to vulnerable groups;
 - whether the premises is in an area subject to high levels of crime and/or disorder.

Local risk assessments should show how vulnerable people, including people with gambling dependencies are protected and should be kept on the premises at all times.

- 27.3 Applicants are encouraged to fully consult the Police and other responsible authorities well in advance of submitting their applications. Application forms will be available on our website www.warwickdc.gov.uk this includes contact names for each of the responsible authorities that will be receiving applications. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.
- 27.4 The Act requires licensing authorities to maintain a register of premises licences issued. The register must be available at any reasonable time to the public, who can request to view entries. The register is available online or in print at Leamington Spa Town Hall, Parade, Leamington Spa, CV32 4TA to view by prior appointment.

Effective 31st January 2025 Valid until 30th January 2028